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TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, January 5, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple
Absent: Lisa Braccio

I. Chairman Healey called the meeting to Open Session at 6:38 P.M. Chairman Healey read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Chairman Healey apologized for the technical issue with the public link to enter the meeting. The Board waited to open the meeting until the issue was fixed.

II. Public Comment

Margarite Landry called the meeting of the Library Board of Trustees to order at 6:40 P.M. Chairman Healey stated the reading of the Governor's prologue covers the Trustees as well as the Board.

III. Scheduled Appointments

Volunteer interview: Katherine Harvey – Cultural Arts Council (term 1/5/23); Cable Committee (term 6/30/22); Historical Commission (term 6/30/22)

Ms. Harvey was not in attendance and no interview took place.

Library Trustees and Library Director – Update

Library Director, Ryan Donovan gave an overview of the Library services offered during the pandemic. He reviewed many additions to free online resources such as Creativebug, HelpNow, JobNow, SkillShare, Kanopy, Freegal Music, Ancestry Library Edition and LibGuides. He stated there is also a chat feature to assist those looking for help with any Library services. Chairman Healey asked about usage data collection for online resources. Mr. Donovan stated they receive annual statistics and they are working to break that information down by month. Ms. Malinowski

asked how much staff time is utilized to maintain the online resources versus the other functions. Mr. Donovan replied that he manages the online resources and the staff devotes their time to marketing and curbside pickup. Ms. Malinowski asked about the pay structure of the online resources and Mr. Donovan explained and added that all are within the Library budget and are budgeted for next year. Mr. Shea asked about the usage of curbside pickup. Mr. Donovan explained that print usage is down due to the pandemic but is higher than larger neighboring communities. Mr. Shea asked about the physical improvements to the Library. Mr. Donovan stated that the Library is getting a new roof, the front stairs are being rebuilt and the majority of work is over with the rest completed within two weeks. He reviewed delays due to weather and the pandemic.

Chairman Healey asked when he would fully open the Library. Mr. Donovan stated he would like to fully open with no restrictions and the timing is dependent on the vaccine distributions. He hoped for a July opening timeframe. Mr. Stivers asked for additional areas to expand online content. Mr. Donovan described the grant he has applied for from ALA to give residents free online access to Consumer Reports. Chairman Healey asked about a future two-five- and ten-year plan for the Library. Mr. Donovan replied that there is a strategic plan through 2024 on the website and describe the process for beginning the next plan in 2023. Ms. Maney, Mr. Ekberg and Ms. Regan gave accolades to Mr. Donovan and the Library staff for their work to make online resources and curbside pickup available during the pandemic and construction. Ms. Landry Made a motion to adjourn the Library Trustees meeting at 7:14 P.M. Ms. Maney seconded and the motion passed all in favor by roll call vote.

<u>Brian Ballantine, Finance Director – FY2022 Budget update</u>

Mr. Ballantine summarized the presentation depicting the current draft of the fiscal year 2022 budget. He said currently the elevated tax rate is at 9% and the discussion will focus on expenses and revenues will not be increasing enough to lower the rate. He asked the Board for suggestions regarding adjusting the budget for future presentations. He gave three goals for the meeting which included a goal rate the Board would like to see the tax rate come down to, an estimate of percentage to capital and any departments or areas the Board would like to reduce. He also urged the Board to meet with Advisory regarding the budget. Chairman Healey asked him to share his screen to show his draft scenario and Mr. Ballantine did. Chairman Healey asked for clarification on the numbers and Mr. Ballantine confirmed that the tax rate as it stands is 9.02% and a 1% reduction equating to approximately $400,000. Mr. Shea stated the tax rate needs to come down but he does not have a specific recommendation right now. He asked for the absolute end date where the budget needs to be submitted for the warrant and Mr. Purple replied the last meeting in February. Mr. Stivers agreed with Mr. Shea's comments and suggested investigating for possible grant funding on the capital planning side of the budget. Ms. Malinowski stated she would not want to reduce the budget without understanding what would be cut to reach a goal tax rate. She added that she does not want to remove any capital items. She asked if there is anything in the budget that could be bonded. Mr. Purple requested a goal tax rate to present options to the Board with details as to how they came to those numbers. Chairman Healey gave an overview of three options for recommendation. Ms. Malinowski asked for a list of any additions to the budget from last year minus the SAP 2.5%. Mr. Purple detailed two full time positions for the Board of Health and Town Clerk. Mr. Shea asked that the operation and capital budgets be kept separate when looking at percentages. Chairman Healey asked Mr. Purple and Mr. Ballantine to review higher funded departments and ask them to revise their budget at a 2%, 5% and 7% increase. Mr. Stivers stated he was in favor of this and asked the Board meet with Advisory soon.

IV. Reports

Chairman's Report

Chairman Healey confirmed that the Board read DPW Superintendent Galligan's email and asked to make the document part of the record for the meeting this evening. He summarized the update from Ms. Galligan and asked Mr. Purple to touch base with her to get an idea for a timeline for the January 19th meeting. Chairman Healey stated it was included in the email that CSX had reached out to the Police Department regarding people trespassing on their land. Mr. Purple stated he spoke with the Chief and he had no knowledge of this. Ms. Malinowski asked about next steps and Chairman Healey stated he will be reaching out to CSX to better understand the situation. The Board agreed.

CHA for CommCan, Inc.

Chairman Healey said he reviewed the Massachusetts General Law and contractual documents regarding the CHA with CommCan and found that the Town should be providing data of expenditures it has incurred resulting from the location of the marijuana dispensary in order to receive the 3% in gross revenues. Mr. Purple confirmed the Town has not been doing that. The Board discussed what avenues to take in order to locate the expenditures and agreed this should be done before pursuing any action regarding the contract and the provision of the $50,000 biannual payments.

BOS Office Hours

Chairman Healey asked the Board if they were interested in conducting Selectmen Office Hours over Zoom. Mr. Stivers stated he would like to and Ms. Malinowski volunteered. Mr. Shea asked if there were any open meeting law risks to holding office hours. Mr. Purple explained that there would be no deliberation or a quorum and therefore no risk of violating open meting law. The Board discussed the logistics and it was agreed it would not be recorded.

Chairman Healey gave an update on the hearing in Worcester Superior Court regarding a complaint relating to the December 18th meeting. He commended Mr. Davis for an excellent job representing the Board.

Members' Reports

Grant Funds Opportunities

Mr. Stivers described a missed grant opportunity and asked that the Board to highlight three-to-four areas where funding could be found for a part-time grant writing position. Chairman Healey stated that he agrees to identify funds for a 19.5-hour position. Mr. Purple stated that there is no money for the position but he could review the budget to attempt to find funding. He explained how other departments have identified and were awarded grants but added that there should be a bigger discussion to determine the value of spending potentially $25,000-$30,000 on this position. Ms. Malinowski stated she did not agree and said the need should be driven by the department heads and not the Board. She added that residents have volunteered to write grant applications that have not been utilized. Mr. Stivers agreed but felt the grant writer position would be a safety net as department heads have plenty of work already. Mr. Shea stated that if the funds could be found in the budget he would support a grant writer but added that the fiscal year 2022 budget requires limiting the addition of expenses. Mr. Purple stated that he will compile a list of grants the Town has been awarded over multiple years.

Ms. Malinowski stated that she was honored to speak about two resident veterans. She stated Arthur Holmes passed away on December 28th at 92 years old. She stated he was a World War II Army Veteran and served many decades in the Board of Assessor's Office for the Town of Southborough. She extended condolences to his family.

Ms. Malinowski stated that Arthur Butler, a World War II Army Veteran and a US Army Tech Four Sergeant will be celebrating his 100th birthday. She stated he participated in the invasion in Okinawa and received the Bronze Star and Purple Heart. She stated there will be a drive-through parade on Friday to wish him a happy birthday and recognize his service.

Town Administrator Report

Mr. Purple explained the clarifying opinion from Town Counsel and stated Mr. Pisinski resigned from his current position as Public Health Director and he will now work six hours a week at the discretion of the Board of Health. He added that an interim Public Health Director has been hired at 19.5 hours a week starting on January 19th subject to funding. He added this will be on the Advisory agenda for tomorrow. He explained that the Public Health Nurse is resigning in February and the Board of Health is discussing whether to replace that position at a full or part-time level. Mr. Purple explained that some of those hours may be eligible for CARES ACT reimbursement but Advisory is setting up the reserve fund if they are not covered. Ms. Malinowski asked if there were any current requests for reserve fund transfers. Mr. Purple explained the request from the Fire Department for radio systems.

Mr. Purple stated that a vaccination distribution plan is being applied to the State by the end of the week. Ms. Hale explained a meeting she had with the Manager-Director of AFC in Marlborough, Ms. Chamberlain, Chief Achilles and the Board of Health staff regarding logistics for providing a vaccination clinic in Southborough. She stated they are still waiting for final confirmation of when they can proceed.

Public Records Requests, RE: Recreation

Mr. Purple explained there were several public records requests regarding an incident with the Recreation Department and the Board decided to protect the confidentiality of a personnel matter when it had occurred. He stated that the remaining documents requested had been released. Chairman Healey stated he was not on the Board when the incident occurred but, in this instance, the process worked as it should. He explained what had transpired and stated the District Attorney made the decision that the Town could not seek criminal litigation because the Town was reimbursed. He reiterated this was not the decision of the Town and the Town had acted properly.

V. Consent Agenda

a. Chairman Healey made a motion to approve Open Session Minutes: December 15, 2020. Mr. Shea seconded. The motion passed all in favor (4-0-0) by roll call, Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

b. Chairman Healey made a motion to accept a donation of $250.00 for the Fire Dept. Ambulance Fund. Mr. Shea seconded. The motion passed all in favor (4-0-0) by roll call, Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

c. Chairman Healey made a motion to accept the Massachusetts Office on Disability grant in the amount of $32,100 for ADA Self-evaluation and Transition Plan. Mr. Shea seconded. The motion passed all in favor (4-0-0) by roll call, Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

VI. Other Matters Properly Before the Board

Approve draft zoning bylaw for Downtown Initiative

Chairman Healey explained that there are two documents included in the packet that have not been merged or presented to the Board or public. He suggested approving the draft as redlined and review the second document which includes Mr. Costa's comments. Chairman Healey made a motion for the Board to approve the redlined version provided by Ms. Braccio and with that approved redlined version with Mr. Costa's comments included for a presentation of a single document for the January 19th meeting for vetting. Mr. Shea seconded. Ms. Malinowski added that she would like floor area ratio included at .35 by right and .5 by special permit as agreed upon. Chairman Healey amended his motion for the redlined document to include a specific reference to floor area ratio as mentioned. The motion passed all in favor (4-0-0) by roll call, Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Discussion of policies and practices for boards & committees

i. Code of Conduct

Chairman Healey explained the current Code of Conduct adopted in 2016 and asked if there was an appetite for incorporating additional requirements. Ms. Malinowski stated that she compared Southborough's code to others and it is standard. She felt that decorum for virtual and remote meetings should be included. Mr. Shea suggested adding language to the first paragraph that states the code applies to meetings in-person and virtual. Mr. Stivers agreed. He added that it should include that the policy applies to volunteers as well. Chairman Healey volunteered to review the document and reinforced that the policy is not aspirational but what all should be adhering to. He added that other boards and committees not appointed by the Board could adopt their own as they are not appointed by the Board. Ms. Malinowski stated that she felt everyone should want to adhere to the same conduct as they are all working towards the same goal. Ms. Hale stated it would be advantageous to review the Remote Participation Policy as well. She said would send the policies to the Board. Ms. Malinowski stated there is confusion among boards and committees as to how to conduct their meetings and Ms. Hale stated she will research through the MMA website for a list of proper procedures for guidance.

ii. AG opinion – Sandisfield OML violations

Chairman Healey explained that the Attorney General's opinion states that boards and committees should no longer list chair or committee updates and leave out any topic known to be discussed prior to an agenda posting. He stated the Board has adjusted quickly and added that Mr. Hegarty has sent the update to all boards and committees. Mr. Stivers stated he has seen numerous agendas consistently listing updates without individual topics. Chairman Healey asked Mr. Purple or Ms. Hale to coordinate with Mr. Hegarty to follow up with a reference guide outlining this opinion. Mr. Purple agreed and stated that the Town Clerk has been very helpful reminding boards and committees of new policies applied to the Zoom environment.

iii. Identify and establish list of contracted services

Chairman Healey stated a goal of the Board is to create a list of contracted services and audit which the Board may want to consider going out to bid for. He added that his interest is in legal services for discussion. Mr. Purple stated the Town Accountant has prepared a list of contracted services for review that will be ready for the meeting on January 19th.

Discussion of Policy & Procedures for Building and Demolition permits

Chairman Healey stated this discussion is regarding whether the process is thorough enough to vet a potential demolition delay project. He added that he does not believe the demolition delay

bylaw is serving the Town well and feels that it should be amended or updated in order to avoid issues such as what occurred at 45 Highland Street and 18 Middle Road. Mr. Purple described the procedures put in place to avoid issues which include adding the Historical Commission to demolition permit applications for review, the Historical Commission drafting rules and regulations within the bylaw, notification to those applying for demolition permits of the bylaw and a link to the bylaw has been added to the Building Department website. Ms. Malinowski asked if the Historical Commission had to sign off on every building permit and Mr. Purple clarified that they would only do so on those assigned to them by the Building Commissioner. Ms. Malinowski asked if the Historical Commission would be prepared to meet when needed and Mr. Purple stated they would. Mr. Shea asked if any sign off from the Commission would require a meeting and Mr. Purple stated he believed so. Mr. Stivers described his concern for the process and urged all parties reviewing the permit and accompanying documents to look at all aspects of the application. He added that the bylaw is poorly drafted and is a liability waiting to happen for the Town. Chairman Healey asked Mr. Purple to share any drafts made by the Commission with the Board and he agreed to do so.

Capital Planning Policy discussion

Mr. Malinowski outlined how the policy was drafted and explained that the goal is to create consistency regarding funding sources and processes to follow in order to present articles at Town Meeting. He added that most of the document was created from similar communities who had received a grant to create a capital planning policy. He asked the Board for any feedback in order for the Board's support of the policy. Chairman Healey stated he had watched the Capital Planning Committee discussions regarding this policy and he is comfortable with the work that has been done. Ms. Malinowski asked if there where a mechanism for notification if a department is applying for a grant that may need a funding match. Mr. Malinowski described the Fire Department grant through the AFG as an example. Chairman Healey made a motion to approve the Capital Planning Policy as proposed by the Capital Planning Committee and to be endorsed and adopted by the Board. Mr. Shea seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

VII. Public Comment

Paul Cimino stated that Chairman Healey's microphone was poor and he had issues hearing him throughout the meeting. Mr. Cimino suggested that funding a grant writer could be contingent on the success of the grant application and payment could be taken from the funds awarded. He commented that Selectmen Office Hours should not be recorded. Mr. Cimino stated that Chairman Healey spoke eloquently to the public records request through the Recreation Department but felt that the releasing of the document redacted as it was, was probably ill-advised. He then asked about the status of March Town Meeting. Chairman Healey explained that the Board is going to move forward with the assumption that the March 20th Town Meeting will happen until guidance indicating otherwise is released. Chairman Healey asked Mr. Cimino to look into provisions from the State for postponing Town Meeting due to the pandemic and he said he would do the same.

VIII. At 9:29 PM. Chairman Healey made a motion for the Board to enter into Executive Session per M.G.L. Chapter 30A, Section 21, and not return to Open Session, to comply with, or act under the authority of, any general or special law (Exemption 7) to review and approve the Executive Session minutes of November 17, 2020. Mr. Shea seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Upcoming Meetings
January 19, 2021
February 2, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the January 5, 2021 BOS Meeting:

- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator
- Citizen Activity Form, Katherine Harvey
- Library Presentation dated 12.30.20
- Letter from Brian Ballantine to Board re_FY22 budget update
- Draft Budget Update dated 12.30.20
- Draft Regular Session Minutes dated 12.15.20
- Letter from Chief Achilles to BOS dated 12.15.20
- Letter from Karl Bryan to Mark Purple re_FY21 Municipal ADA Improvement Grant Award Notification
- Draft Downtown Business Village District V.4 (Final)
- Town of Southborough Policies and Procedures dated 4.25.16
- Attorney General Opinion, Sandsifeld OML Violations
- Draft Capital Planning Committee Policy
- FW CSX Update from Karen Galligan dated 12.28.20

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

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November 20, 2020

OML 2020 – 149

VIA EMAIL

Brian Riley, Esq.
KP LAW
101 Arch Street, 12th Floor
Boston, MA 02110
[redacted]

RE: Open Meeting Law Complaint

Dear Attorney Riley:

This office received three complaints from Alex Bowman on April 22 and June 1, 2020, alleging that the Sandisfield Board of Selectmen (the "Board") violated the Open Meeting Law, G.L. c. 30A, §§ 18-25. The complaints were originally filed with the Board on February 17, April 14, and April 21, and the Board responded by letters dated March 5, April 27 and May 26.[1] In his complaints, Mr. Bowman alleges that the Board 1) posted insufficiently detailed meeting notices, 2) failed to timely respond to a request for open and executive session minutes, and 3) created insufficiently detailed meeting minutes.[2]

Following our review, we find that the Board violated the Open Meeting Law as alleged. In reaching this determination, we reviewed the original complaints, the Board's response to the complaints, and the complainant's requests for further review. We also reviewed the Board's January 27 open and executive session minutes.

DISCUSSION

1. The notices for the Board's January 27 and April 21 meetings contained insufficient detail.

[1] Unless otherwise specified, all dates refer to 2020.
[2] In addition, we decline to review any additional allegations contained in the request for further review that were not included in the original complaints filed with the public body. Our office does not conduct broad audits of public bodies and will address only specific allegations made in an Open Meeting Law complaint. See OML 2020-2; OML Declination 4-22-15 (Natick Economic Development Committee).

A public body must post notice of every meeting at least 48 hours in advance, not including Saturdays, Sundays, and legal holidays. G.L. c. 30A, § 20(b). Notices must include the date, time and place of the meeting, as well as a "a listing of topics that the chair reasonably anticipates will be discussed at the meeting." Id. The list of topics shall have sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting. 940 CMR 29.03(l)(b). We generally consider a topic to be sufficiently specific when a reasonable member of the public could read the topic and understand the anticipated nature of the public body's discussion. See OML 2015-35.[3] A public body may discuss a topic not listed on a meeting notice if the topic was not anticipated by the chair 48 hours in advance of the meeting. See OML 2017-2; OML 2013-87.

The complaint alleges that several of the Board's meeting notices were insufficiently detailed. We address each in turn. First, as the Board concedes, the topic "contract negotiations" as included on the notice for executive session at the Board's January 27 meeting was insufficiently detailed because the Board could have specified that the negotiations pertained to the "Town Manager" without compromising the purpose for the executive session. See OML 2019-118 ("When convening in executive session pursuant to Purpose 2 or Purpose 3, a public body must identify the collective bargaining unit or nonunion personnel with whom it will be negotiating, if doing so will not compromise the lawful purpose for secrecy."). Second, as the Board concedes, an item "Selectmen's updates and Town Manager updates" for the January 27 meeting was insufficiently detailed where the Chair failed to list specific anticipated updates from the Selectmen. See OML 2020-44 (Public body chair must list all topics the chair anticipates will be discussed and, as a best practice, should solicit from non-members detail regarding the precise matters to be discussed.). Third, we find no violation with respect to the item "FY2021 Budget" on the March 18 meeting notice, as the meeting was cancelled. See OML 2020-53 ("When a public body does not actually deliberate on a noticed topic, the public body cannot violate the Open Meeting Law with respect to that topic, even if it would have been insufficiently detailed had the public body proceeded with its deliberation."). Fourth, the Board was not required to list every department that could be affected by "Budget reductions" on the notice for the March 25 meeting as the Chair anticipated discussing almost all departments and was not required to anticipate the course of the discussion. See OML 2019-26 ("We find that this topic, although not specifically listed on the meeting notice, fit within the Board's larger budget discussion, listed on the notice as 'Budget Review.'"); OML 2014-44 (Public body not required to anticipate course of deliberation); OML 2012-83 ("Where a public body is reviewing all articles for a Town Meeting warrant, it is not required to list all of the warrant articles on its meeting notice."). Finally, the Board provided insufficient detail about known Chapter 90 projects on its meeting notice for April 21. See OML 2019-121. ("Where a public body anticipates discussing specific Town Meeting warrant articles, it must specifically list them in its meeting notice."). Therefore, we find that the Board's notices for its January 27 and April 21 meetings violated the Open Meeting Law by providing insufficient detail.

2. The Board failed to timely respond to a request for open and executive session minutes.

The Open Meeting Law requires that a public body "create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the

[3] All previous determinations issued by the Division can be found on the Attorney General's website: https://www.mass.gov/the-open-meeting-law.

members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes." G.L. c. 30A, § 22(a). The "minutes of an open session, if they exist and whether approved or in draft form, shall be made available upon request by any person within 10 days." Id. Upon request by any person to inspect or copy the minutes of an executive session or any portion thereof, the body must respond to the request within 10 days following receipt and release any such minutes where publication would not defeat the lawful purposes of the executive session.[4] See G.L. c. 30A, § 22(g)(2). If the body has not performed a review, it must do so and then release any non-exempt minutes, or portions thereof, not later than the body's next meeting or in 30 days, whichever first occurs. See Id.; OML 2013-180.

Here, in response to Mr. Bowman's January 28 request for open and executive meeting minutes from the Board's January 27 meeting, the Board prepared a draft of the meeting minutes and sent them to Mr. Bowman within 10 business days. Under the Open Meeting Law, a public body has 10 calendar days from the date a request for meeting minutes is received to provide a response, unlike requests made under the Public Records Law for which a records custodian has 10 business days to respond. See OML 2019-125. The Board concedes that this response was late, due to a misunderstanding of the applicable timeframe for responding. We therefore find a violation as the Board's response was late.

However, we find that the Board permissibly withheld from release the January 27 executive session minutes. The Board asserts, and we have confirmed during an *in camera* review, that this executive session relates to ongoing negations with the Town Manager, and therefore the purpose is still ongoing. Therefore, the Board was not required to release these executive session minutes in response to Mr. Bowman's request and we find no violation of the Open Meeting Law in this respect.

3. The Board created and approved insufficiently detailed open session and work session meeting minutes for a January 27 meeting.[5]

The Open Meeting Law requires a public body to "create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes." G.L. c. 30A, § 22(a). When reviewing minutes for compliance with the Open Meeting Law, we look for substantial compliance with the accuracy requirement. See OML 2017-104; OML 2013-64. By substantial compliance, we mean that the minutes should contain enough detail and accuracy so that a member of the public who did not attend the meeting could read the minutes and have a clear understanding of what occurred. See OML 2019-145; OML 2012-106. Although a transcript of the discussions is not required, and the

[4] Executive session minutes may be withheld from disclosure to the public "as long as publication may defeat the lawful purposes of the executive session, but no longer." G.L. c. 30A, § 22(f). When the purpose for a valid executive session has been served, the minutes and any documents or exhibits used at the session must be disclosed unless the attorney-client privilege or an exemption to the Public Records Law applies to withhold them, in whole or in part, from disclosure. See id. Public bodies have an obligation to review the minutes of executive sessions at reasonable intervals to determine if continued non-disclosure of minutes is warranted, and to announce that determination at the next meeting following its review. G.L. c. 30A, § 22(g)(l); see OML 2015-94; OML 2013-56.

[5] The Board's "work sessions," which generally include longer discussions on single topics, are open to the public.

minutes need not include every remark or opinion presented, minutes must include a substantive summary of the discussion on each topic. See OML 2020-18; OML 2012-29; OML 2011-55. Minutes of executive sessions must include the same level of detail as is required for open sessions. See OML 2018-26; OML 2014-43.

Here, as the Board concedes, both the Board's open and work session minutes for its January 27 meeting do not provide sufficient detail regarding each topic discussed. In many places, the minutes note that a discussion was held, or a topic was addressed, without specifying what was said on each topic, leaving the reader without a clear understanding of what occurred. The Open Meeting Law requires that meeting minutes include more than a statement that a public body held a discussion about a specified topic; the Law requires that the minutes summarize the substance of the public body's discussion. See OML 2019-167; OML 2018-8. We therefore find that the Board violated the Open Meeting Law by failing to draft and approve accurate minutes for the January 27 open session and work session.

CONCLUSION

For the reasons stated above, we find that the Board violated the Open Meeting Law by 1) posting January 27 and April 21 meeting notices which contained insufficient detail; 2) failing to timely respond to a request for open and executive session minutes; and 3) creating and approving insufficiently detailed open session and work session meeting minutes for a January 27 meeting.

We order the Board's immediate and future compliance with the Open Meeting Law and caution the Board that a determination by our office of a similar violation in the future may be considered evidence of intent to violate the Open Meeting Law. In addition, we order the Board to create and approve sufficiently detailed meeting minutes for its January 27 open session and work session with **60 days** of the receipt of this order.

We now consider the complaints addressed by this determination to be resolved. This determination does not address any other complaints that may be pending with our office or the Board. Please feel free to contact the Division at (617) 963 - 2540 if you have any questions.

Sincerely,

Sarah Monahan
Assistant Attorney General
Division of Open Government

cc: Alexander Bowman (via e-mail: [redacted])
Sandisfield Board of Selectmen c/o Town Manager (via e-mail: [redacted])

This determination was issued pursuant to G.L. c. 30A, § 23(c). A public body or any member of a body aggrieved by a final order of the Attorney General may obtain judicial review through an action filed in Superior Court pursuant to G.L. c. 30A, § 23(d). The complaint must be filed in Superior Court within twenty-one days of receipt of a final order.

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	November 21, 2020
Name:	Katherine Harvey
Home Address:	9 Reservoir Dr Southborough MA 01772
Mailing Address:	9 Reservoir Dr Southborough
Phone Number(s):	[redacted]
Email Address:	[redacted]
Current Occupation/Employer:	Unit Leader at Metrowest YMCA
Narrative:	I have always had a love for making a difference. I went to school for Theatre and arts and believe that having a new young voice on the council could help to explore new ways to work the arts into the town of Southboro. I also am very interested in history and want to help preserve what we know about the town.
Board(s) / Committee(s):	___CABLE TELEVISION COMMITTEE ___CULTURAL ARTS COUNCIL ___HISTORICAL COMMISSION

Town of Southborough - DRAFT 12-30-20

12/30/2020		FY2021	FY2022	
Fiscal Year		**2021 RECAP**	**2022 RECAP**	
LEVY		44,598,741	46,502,554	4.3%
2 1/2		1,114,971	1,162,564	4.3%
NEW GROWTH		788,843	450,000	-43.0%
LEVY		**46,502,554**	**48,115,118**	**3.5%**
DEBT-CAP EXEMPT & SBAB		2,354,419	2,410,283	2.4%
TOTAL LEVY LIMIT		**48,856,973**	**50,525,401**	**3.4%**
TAX RATE		**16.21**	**16.95**	**4.58%**
ASSESSED VALUE		2,751,997	2,862,077	4.0%
CERTIFIED FREE CASH		1,878,069	1,400,293	-25.4%
LOCAL RECEIPTS		3,683,000	3,683,000	0.0%
LOCAL AID		3,519,925	3,343,929	-5.0%
SBAB PAYMENTS		920,943	920,943	0.0%
OTHER (CPC, Overlay, Amb, Misc)		1,620,162	1,048,747	-35.3%
TOTAL OTHER REVENUES		**11,622,099**	**10,396,912**	**-10.5%**
TOTAL REVENUE		**60,479,072**	**60,922,313**	**0.7%**
		2021 RECAP	**2022 RECAP**	
TOTAL MISC CHARGES		1,472,184	1,011,709	-31.3%
TOWN				
TOWN BUDGET		12,081,150	12,850,594	6.4%
EMPLOYEE BENEFITS		3,817,881	4,058,999	6.3%
CAPITAL BUDGET		49,507	0	-100.0%
GEN. LIABILITY INSURANCE		338,838	348,861	3.0%
BUDGET ARTICLES		78,000	0	-100.0%
DEBT & INTEREST		2,125,161	2,147,904	1.1%
CAPITAL ARTICLES		707,000	1,533,200	116.9%
TOTAL TOWN		**19,197,537**	**20,939,558**	**9.1%**
SCHOOL				
SCHOOLS BUDGET		29,434,249	30,539,369	3.8%
EMPLOYEE BENEFITS		4,725,893	5,069,325	7.3%
GEN. LIABILITY INSURANCE		170,757	178,441	4.5%
DEBT & INTEREST		1,231,363	1,177,218	-4.4%
TOTAL SCHOOL		**35,562,262**	**36,964,353**	**3.9%**
TOTAL EXPENDITURES		**56,231,983**	**58,915,620**	**4.8%**
LEVY BALANCE		**4,247,089**	**2,006,693**	

660,700.00	Avg House Value FY20
10,569.42	FY21 Taxes
679,728.16	Avg House Value FY21
11,522.94	FY22 Taxes
953.51	**Dollar increase**
9.02%	**% increase**

DEPARTMENT	FY 21 REQUESTED	FY 22 REQUESTED	% Chg From FY21
100-119 GENERAL GOVERNMENT			
114 MODERATOR	75	100	33.33%
121-129 Executive			
121 ELECTED SELECTMEN SALARIES	4,000	4,000	0.00%
122 BOARD OF SELECTMEN	452,290	471,340	4.21%
131-149 Financial Administration			
131 ADVISORY COMMITTEE	2,500	2,500	0.00%
132 RESERVE FUND	180,000	180,000	0.00%
135 TOWN ACCOUNTANT	170,635	160,327	-6.04%
136 AUDIT	28,010	52,515	87.49%
140 ELECTED ASSESSORS SALARIES	2,250	2,250	0.00%
141 ASSESSORS	235,809	242,587	2.87%
145 TREASURER/COLLECTOR	229,596	236,523	3.02%
151-159 Operation Support			
151 TOWN COUNSEL	95,000	95,000	0.00%
152 PERSONNEL BOARD	21,700	21,700	0.00%
153 SPECIAL LEGAL COUNSEL	50,000	50,000	0.00%
154 MUNICIPAL TECH COMMITTEE	1,000	1,000	0.00%
155 MANAGEMENT INFORMATION SYS.	349,219	378,584	8.41%
159 OTHER OPERATION SUPPORT	400,000	410,315	2.58%
161-169 Licensing and Registration			
160 ELECTED CLERK	87,695	89,887	2.50%
161 TOWN CLERK	179,513	168,698	-6.02%
171-179 Land Use			
171 CONSERVATION COMMISSION	101,487	108,339	6.75%
175 PLANNING BOARD	171,388	175,425	2.36%
176 ZONING BOARD OF APPEALS	26,054	26,082	0.11%
177 OPEN SPACE	2,000	2,000	0.00%
191-199 Other			
182 ECONOMIC DEVELOPMENT	41,463	42,207	1.79%
192 PUBLIC BLDGS. & PROPERTY MAINT.	547,914	582,609	6.33%
193 ADA COMMITTEE	2,500	2,500	0.00%
TOTAL GENERAL GOVERNMENT	**3,382,098**	**3,506,488**	**3.68%**
200-299 Public Safety			
210 POLICE DEPARTMENT	2,314,110	2,486,027	7.43%
220 FIRE DEPARTMENT	2,306,909	2,392,145	3.69%
241 BUILDING DEPARTMENT	157,009	161,023	2.56%
291 CIVIL DEFENSE	10,018	11,151	11.31%
292 ANIMAL CONTROL OFFICER	28,490	28,490	0.00%
TOTAL PUBLIC SAFETY	**4,816,536**	**5,078,836**	**5.45%**
400-499 Public Works			
420,430,490 DPW	2,390,375	2,488,236	4.09%
TOTAL PUBLIC WORKS	**2,390,375**	**2,488,236**	**4.09%**
500-599 Human Services			
510 ELECTED BOH SALARIES	450	450	0.00%
512 BOARD OF HEALTH	170,717	393,628	130.57%
541 COUNCIL ON AGING	336,627	346,091	2.81%
542 YOUTH COMMISSION	238,118	268,276	12.67%
543 VETERANS SERVICES	35,845	35,845	0.00%
TOTAL HUMAN SERVICES	**781,757**	**1,044,290**	**33.58%**
600-699 Culture and Recreation			
610 LIBRARY	556,622	573,348	3.00%
630 RECREATION	148,262	152,746	3.02%
691 HISTORICAL COMMISSION	2,500	3,500	40.00%
692 MEMORIAL DAY	3,000	3,150	5.00%
TOTAL CULTURE & RECREATION	**710,384**	**732,744**	**3.15%**
TOTAL TOWN	**12,081,150**	**12,850,594**	**6.37%**
300-399 Education			
300 ELECTED SCHOOL COMM	500	500	0.00%
301 SOUTHBOROUGH SCHOOLS	21,236,475	22,072,532	3.94%
302 ALGONQUIN	7,356,821	7,614,310	3.50%
ALGONQUIN EXEMPT DEBT	410,021	410,021	0.00%
304 ASSABET	385,798	397,372	3.00%
305 NORFOLK COUNTY AGRICULTURE	44,634	44,634	0.00%
TOTAL EDUCATION	**29,434,249**	**30,539,369**	**3.75%**
TOWN 900-999 Unclassifed			
910 EMPLOYEE BENEFITS-Town	3,817,881	4,058,999	6.32%
910 EMPLOYEE BENEFITS-School	4,725,893	5,069,325	7.27%
TOTAL UNCLASSIFIED BENEFITS	**8,543,774**	**9,128,324**	**6.84%**
930 CAPITAL BUDGET REQUESTS	49,507	0	-100.00%
TOTAL UNCLASSIFIED CAPITAL	**49,507**	**0**	**-100.00%**
941 LEGAL SETTLEMENT REGIONAL	225,000	229,900	2.18%
945 GENERAL LIABILITY INS.-Town	113,838	118,961	4.50%
945 GENERAL LIABILITY INS.-School	170,757	178,441	4.50%
TOTAL UNCLASSIFIED INSURANCE	**509,595**	**527,302**	**3.47%**
710 RETIREMENT OF DEBT-Town	1,232,547	1,292,478	4.86%
710 RETIREMENT OF DEBT-School	1,120,000	1,098,992	-1.88%
751 INTEREST ON DEBT-Town	892,614	855,426	-4.17%
751 INTEREST ON DEBT-School	111,363	78,226	-29.76%
TOTAL DEBT SERVICE GENERAL FUND	**3,356,524**	**3,325,122**	**-0.94%**
GRAND TOTAL	**53,974,799**	**56,370,711**	**4.44%**

FY2022 DRAFT CAPITAL	Amount	Funding	Bonded
IV PUMPS	12,000	Ambulance Fund	N
AMBULANCE	0	Ambulance Fund	**Y**
TOWN HOUSE - EXTERIOR RENOVATION AND WINDOW WORK	0	CPA	**Y**
KALLANDER FIELD	238,750	CPA	N
LIBRARY - INTERIOR RENOVATIONS, FLOOR COVERINGS AND PAINTING	115,000	General Fund	N
TOWN HOUSE - BATHROOM AND INTERIOR RENOVATIONS	80,000	General Fund	N
FACILITIES MAINTENANCE- FY22	100,000	General Fund	N
CHIPPER	30,000	General Fund	N
EQUIPMENT TRAILER (2006 - REPLACEMENT)	12,000	General Fund	N
HOOK LIFT TRUCK -General	165,000	General Fund	N
Pick-up Diesel (Service Body) (Highway) (12/10) (2008/2012)	70,000	General Fund	N
REPLACE 3 LARGE PLOWS	40,000	General Fund	N
ROAD MAINTENANCE – FY22	325,000	General Fund	N
SIDEWALK MAINTENANCE- FY22	200,000	General Fund	N
CHIEF VEHICLE C20	60,000	General Fund	N
THERMAL IMAGING CAMERAS	30,000	General Fund	N
SELF CONTAINED BREATHING APPARATUS GRANT MATCH	13,000	General Fund	N
APPARATUS/CYLINDERS	10,000	General Fund	N
FIRE HOSE/NOZZLE REPLACEMENT - FY2022	20,000	General Fund	N
FIRE TURNOUT GEAR FUND - FY22	40,000	General Fund	N
SERVER & STORAGE INFRASTRUCTURE UPGRADE	90,000	General Fund	N
DEFIBRILATORS	18,200	General Fund	N
POLICE CRUISERS (2)	115,000	General Fund	N

1,783,950	
1,533,200	General Fund
12,000	Ambulance Fund
238,750	CPA

TOWN OF SOUTHBOROUGH

CAPITAL PLANNING COMMITTEE
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · jmalinowski@southboroughma.com

Capital Planning Policy

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Purpose/Objective

To develop and maintain a 10-year capital plan for the Town of Southborough to be overseen by the Capital Planning Committee ("Committee").

Definition:

A capital item is a tangible asset or project estimated to cost over $10,000 ("capital threshold") and estimated to have, or to extend, three or more years of useful life.

Bulk purchases of similar items, like software or furniture, with expected useful lifespans of three or more years that, when aggregated, have total costs exceeding the capital threshold.

These include:

1. Real property acquisitions and construction equipment.
2. Planning feasibility studies, and designs for potential capital projects such as new buildings or major additions to existing buildings which would include equipment needs to furnish such building or addition.
3. Major renovations of existing capital items that extend their useful lifespans by at least 5 years, as distinguished from normal operating expenditures.
4. Major improvements to physical infrastructure, including streets, sidewalks, stormwater drains, and water distribution systems.
5. Land acquisition and/or improvement..
6. Equipment acquisition, replacement or refurbishment, including but not limited to vehicles, furnishings, and IT systems' hardware and software or other items that combined in purpose together make it a capital project.
7. Items obtained under long-term leases three years or greater.

Funding Source Guidelines:

Any item meeting the definition of capital item should be considered for the following process regardless of the proposed funding source.

The Committee should advise financing method recommendations in accordance with the following policies:

1. The Town should maintain its physical assets by providing consistent funding in the operating budget to protect its capital investments, minimize future maintenance, and thus mitigate the need for large capital replacement funding requests.
2. Special revenue sources (e.g. grants, revolving funds) should be evaluated first as funding options whenever possible.
3. Community Preservation Funds should be pursued if a capital project is eligible.
4. The annual operating costs of each proposed capital project, as well its debt service costs, should be identified before any long-term, bonded capital project is recommended.
5. If material one time Town revenues are recognized the Committee should consider recommending these be reserved or purposed for capital funding.
6. Major capital projects, such as new construction or major renovations to existing facilities exceeding $5,000,000, should be approved through capital or debt exclusions. This requires a 2/3 Town Meeting vote and a majority ballot exclusion vote. Exempted debt service is outside the normal tax levy once approved.
7. Infrastructure or facility maintenance budgets built into the general operating budget will not be used to fund other departmental budgets.

Process:

1. At the beginning of each Fiscal Year, Department Heads will be asked to re-assess their current capital plan items and make recommendations related to additions, subtractions, and cost adjustments based on current department needs related to capital items anticipated over the next ten years. This should also include a review of the recommended timing to bring the item forward to Town Meeting.
2. All adjustments or new capital items should be submitted in writing via the form adopted by the Committee in the ClearGov software.
3. The Committee will then vote on the addition, subtraction, cost, or timing adjustment in a public meeting.
4. Department Heads are expected to raise capital items as they arise and not wait for the formal fiscal year review.
5. Each year in the Fall, the Committee shall meet to prioritize and vote on capital items to be brought forward for consideration at the Annual Town Meeting.
6. These recommendations shall then be presented to the Board of Selectmen and Advisory Committee in public meetings.
7. For any Special Town Meeting, the Committee shall assess the current inventory of capital items to determine whether it is appropriate to recommend consideration of funding for specific capital item(s). Committee may, if applicable, suggest method of funding.
8. Upon request of the Board of Selectmen, the Committee shall make a presentation to Town Meeting regarding any capital items that are on the warrant for that Town Meeting.
9. Throughout the fiscal year, the Committee shall meet regularly to look at future capital items to ensure that the proper due diligence has been performed on upcoming items and to assess whether items should be accelerated or deferred. Any recommendation that deviates from that of the Department Head, shall specifically be communicated in a Board of Selectmen or Advisory Committee presentation.

Prioritization of Capital Items:

The following conditions will be considered when prioritizing items in the capital plan:

- Imminent threat to the health and safety of citizens/property
- Preservation of operations
- Legal requirement of Federal or State agencies

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- Improvement to infrastructure
- Improvement in the efficiency and effectiveness of service delivery
- Alleviation of an overtaxing or burdened situation (i.e. insufficient instructional space in a school building)
- Supports community plan (i.e. Master Plan, Open Space and Recreation Plan)
- Results in lower energy consumption
- Results in lower operations and maintenance costs
- Continues the phased funding for a project included in a prior year's budget
- Scheduled replacement (i.e. motor vehicles, roofs, computers)

The full extent of project costs should be determined when developing the multi-year capital plan. Cost issues to consider include the following:

- The scope and timing of a planned project
- Identification of the most appropriate approaches, including outside assistance, when estimating project costs and potential revenues
- Adjustment of cost projections based on anticipated inflation
- Quantifying ongoing operating costs associated with each project, and identification of the sources of funding for those costs
- A clear estimate of all major components required to implement a project, including land acquisition needs, design, construction, contingency and post-construction costs
- Recognition of the non-financial impacts of the project (e.g., environmental) on the community

The Committee will be responsible for prioritizing capital requests. Prioritizing capital project requests is a critical step in the capital plan preparation process. When evaluating project submittals, the Committee should:

- Reflect the relationship of project submittals to financial and governing policies, plans, and studies
- Allow submitting agencies to provide an initial prioritization
- Incorporate input and participation from major stakeholders and the general public
- Adhere to legal requirements and/or mandates
- Anticipate the operating budget impacts resulting from capital projects
- Apply analytical techniques, as appropriate, for evaluating potential projects (e.g., net present value, payback period, cost-benefit analysis, life cycle costing, cash flow modeling)
- Re-evaluate capital projects approved in previous multi-year capital plans
- Use a rating system to facilitate decision-making

<u>Inventory</u>:

The Committee shall have access to a detailed list of capital assets that the town owns to help to anticipate and evaluate capital needs. The Committee should work collaboratively with the Town Accountant and Department Head responsible for the capital item to ensure the appropriate data is maintained on the asset.

<u>Capital Project Closeout</u>:

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The Committee shall regularly review the account balance of any capital item approved at a prior Town Meeting. At the end of each fiscal year, a detailed review should occur on each remaining balance and a recommendation of what to do with the remaining balance should be made in conjunction with the Town Administrator, Finance Director, Town Accountant, and Department Head. It is the general expectation that funds will not carry into future fiscal years unless the nature of the capital item is such that expenditures happen across multiple fiscal years (e.g. building construction). Any balance that will carry over should have written documentation on the reason for such carry over and a vote of the Committee.

Adopted by Board of Selectmen on XX, XX, 2021

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DOWNTOWN BUSINESS VILLAGE DISTRICT V.4 (FINAL)

December 4, 2020

Part I. Amend **§ 174-2** Definitions by adding the following new term and definition in appropriate alphabetical order.

BED AND BREAKFAST

Bed and breakfast is an establishment on owner-occupied property offering transient lodging accommodations to the general public, with not more than four guests rooms and food service limited to breakfast for guests.

CO-WORK CENTER

A building or portion thereof used for flexible work spaces offering short-term, monthly, or longer lease periods for self-employed people or people working for different employers, and typically providing shared furnishings, equipment, and business support services.

FAÇADE

The exterior side of a building.

MICROBREWERY

A microbrewery is a licensed establishment that produces and distributes beer, ale, or other malt beverages, and which may include accessory uses such as tours of the microbrewery, retail sales, and a taproom for on-site consumption. In addition to selling beer at retail on the premises, a microbrewery may act as wholesaler for beer of its own production for off-site consumption if it has a valid pub brewery license from the Commonwealth of Massachusetts.

MIXED-USE DEVELOPMENT

A development that includes both residential uses and nonresidential uses within a single structure. The ground floor facing the street shall be used only for permitted nonresidential uses, and the total gross floor area occupied by nonresidential uses shall be at least 10 percent of the gross floor area of the structure.

Part 2. Amend **§ 174-3 Districts enumerated** by adding the following new district:

K. Downtown Business Village District, referred to as DBV District.

Part 3. Amend **§ 174-8(C)(2)** as follows (amendment shown in italics)

Not more than one principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a business district or Industrial Park District, *or a mixed-use development in the Downtown Business Village District*, shall be deemed to be in a single principal permitted use. . . .

Part 4. Amend **Article III, Use Regulations**, by adding the following new section:

§ 174-8.4.1 Downtown Business Village District

A. Permitted uses are as follows:

(1) All uses permitted in the residential districts (RA and RB)

B. Permitted uses are as follows:

(1) Mixed-use development

(2) Professional or business office, or bank, but not including a medical or dental office

(3) Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsperson, or bakery

(4) Bed and breakfast

(5) Art gallery

(6) Child care center

(7) Co-work center

C. Permitted uses, up to a maximum of 3,000 square feet per establishment:

(1) Retail sales

(2) Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited)

(3) Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive-through service is prohibited)

(4) Personal services such as barber shop, beauty salon, tailor, or shoe repair

D. Permitted uses by special permit from the Planning Board are as follows:

(1) Any use listed in Subsection C exceeding 3,000 sq. ft. per establishment

(2) Microbrewery

(3) Veterinarian, animal hospital, dog kennel. [LD1]

(4) Medical or dental office[LD2]

(5) Multifamily housing, up to eight units[LD3].

(6) Private garage or parking for more than three cars or more than one truck or other commercial vehicle.

(7) Indoor recreation, athletic or exercise facility.

Multifamily at 8 units is OK and may lead to some downtown housing. Allowing up to 12 units by special permit would probably be more effective. We suggest discussing this further with a few local developers and property owners.

E. Uses by special permit from the Zoning Board of Appeals are as follows:

(1) Accessory apartment.

(2) Conversion of a one-family house in existence for two years or longer to a two-family dwelling, on a lot with a minimum of 15,000 square feet.

(3) A mobile home or travel trailer used as a dwelling or business quarters for more than 30 days in a year.

F. Prohibited uses. All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations are prohibited.

G. Development standards (Note: Also refer to § **174-10.1**, Business Village District plan review) are as follows:

(1) Minimum lot area: 5,000 square feet.

(2) Minimum frontage: 60 feet.

(3) Minimum setbacks:

(a) Front: 10 feet.

(b) Rear: 35 feet.

(c) Side: 10 feet; 25 feet if adjacent to a residential district.

(d) Other street: 10 feet

(4) Maximum front setback: 20 feet unless waived by the Planning Board.

(5) Minimum landscaped open space: 20 percent. At least 50 percent of the landscaped open space shall be contiguous and located between the front building line and front lot line unless the Planning Board approves a different placement of the open space as part of Site Plan Review.

(6) Maximum floor area ratio: 0.45 as of right, or a maximum of 0.70 by special permit from the Planning Board. [LD4]

(7) Minimum Façade Buildout (% Lot Width) unless waived by the Planning Board.

(a) With less than 50 feet of frontage: N/A

(b) 50-80 feet of frontage: 60%

(c) Over 81-100 feet of frontage: 70%

(d) 100 feet or more of frontage: 75%

(8) Height regulations:

(a) Maximum building height: 40 feet and three stories, except by special permit from the Planning Board under Section H below

(b) Minimum ground floor height: 12 feet

(c) Maximum ground floor height: 18 feet

Instead of minimum and maximum front setbacks, you could establish a build-to line of 10 feet from the public ROW or front property line. If you want to take this approach, consider discussing it with police & fire first. There needs to be site planning flexibility to accommodate both the concept of a maximum front setback and the open space & landscaping people say they want.

The FAR seemed to generate great interest. We looked at this more after the 11/24 meeting and sketched a few hypothetical projects on some existing lots. It seems to us that you could take it up to 0.45 or even 0.50 as of right if you want, and give the Planning Board discretion to approve a higher FAR case by case. It's a policy issue for the Town to decide.

(9) Residential dwellings. Single-family or two-family dwellings in the Downtown Business Village District shall comply with RB District standards.

H. Special Permit for Height Increase. The Planning Board may grant a special permit to increase the maximum building height to 48 feet [LD5]and four stories, provided that the minimum rear setback shall be increased at a 1-to-1 ratio, e.g., an additional one foot of setback for every one additional foot in building height.

Note change in maximum height by special permit to 48 feet.

I. Additional Standards for Development in the DBV District.

(1) Building Regulations

(a) The principal entrance(s) to the building shall be on the front façade, which shall face the street.

(b) The maximum distance between street-level entrances shall be 35 feet unless waived by the Planning Board.

(c) The maximum depth of street-level commercial spaces shall be the lesser of 30 feet or 60 percent of the depth of the building unless waived by the Planning Board.

(d) The maximum front setback in Section G(4) may be increased for purposes of amenities such as landscaping, a plaza, square, courtyard, recessed entrance, sidewalk, multi-use path, raised terrace, façade offsets, or outdoor dining, but not for automobile use.

~~(d)~~(e) Affordable Housing. In any multifamily or mixed-use building with 8 units or more at least 12[LD6].5% of units shall be affordable.

These basic building regulations are design standards and should remain in the ZBL. Design guidelines to be used for Site Plan Review are a different matter and they should be handled outside the ZBL.

Keep (d) even if you adopt a fixed build-to line of 10 feet. Public amenities are important; they help to activate the street.

Affordable housing section removed; benefit if any would be de minimis, and requiring it could discourage development. You could revisit this another year.

J. The operation of any marijuana establishment as defined in MGL c. 94C, § 1, including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough. **[Added 4-25-2017 ATM by Art. 32]**

Part V. Amend **Section 174-10.1, Village Business District plan review**, as follows (amendments in the first paragraph shown in italics).

§ 174-10.1 Village Business District plan review.

Except as provided below in Subsection D, within the Village Business District, major site plan approval shall be by special permit from the Planning Board, subject to the procedural requirements and decision criteria of § **174-9**, Special permit requirements, and § **174-10**, Site plan approval, and the following in addition to the above …

We have not changed this. The goal is to apply site plan review to permitted uses and leave the special permit process to reviewing plans for uses requiring a special permit.

D. In the Downtown Business Village District, major site plan approval shall be by special permit from the Planning Board for any use requiring a special permit. In such cases, the submission requirements, procedures, and decision criteria under Subsections A through C above shall apply. The Planning Board may adopt design guidelines and apply them to major site plan approval applications regardless of whether a special permit is required.

Guidelines can be adopted by Planning Board following adoption of the proposed amendments. (The language is may adopt, not shall.) To adopt design guidelines before this section has been adopted makes no sense.

Part VI. § 174-12 **Parking and loading regulations**. Amend the parking and loading regulations, as follows. Note that existing Section F should be renumbered to Section G.

F. Exceptions in the Downtown Business Village District. Off-street parking requirements for development in the Downtown Business Village District shall comply with Section E above except for the following uses:

We changed the parking regulations for dwellings. We were trying to stay reasonably close to your existing requirements, but some existing requirements are not appropriate for a town center.

(1) Dwellings: two spaces for each dwelling unit, plus one space for a customary home occupation or a professional use.

(2) Bed and breakfast: one space for each guest room plus two spaces for the owners and operators of the premises.

(3) Restaurants and other places serving food or beverages: one space for each four seats.

(4) Mixed-use development: one space per dwelling unit and one space per 300 square feet of nonresidential floor area.

(5) Professional or business office: one space per 300 square feet for ground floor offices and one space per 350 square feet for offices above the first floor.

The "BV Business Village District" now exists in Southborough, see Zoning Bylaw, § 174-8.4, and is comprised of three noncontiguous areas. One of these noncontiguous areas is downtown Southborough; and, although the Bylaw says nothing of the sort, I understand that said area is presently referred to, if only casually, as the "downtown" Business Village District.

Based on our December 9 conversation, and now verified with Judi Barrett, the District below is meant to be a new district entirely: a replacement for the portion of the Business Village District that currently encompasses the downtown area, not a subdistrict within the Business Village District.

That being so, and as is further elaborated upon below, I caution you that naming the new District the Downtown Business Village District is a potential, if not probable, source of confusion. Even I wondered whether the new District was meant to continue to be a part of the old (which raises all sorts of potential conflicts regarding applicable standards and processes). I'd recommend a renaming of the District, to the "Town Center District," for example. I believe that Judi agrees.

DOWNTOWN BUSINESS VILLAGE DISTRICT V.4 (FINAL)
December 4, 2020

Part I. Amend **§ 174-2** Definitions by adding the following new term and definition in appropriate alphabetical order.

BED AND BREAKFAST

Bed and breakfast is an establishment on owner-occupied property offering transient lodging accommodations to the general public, with not more than four guests rooms and food service limited to breakfast for guests.

CO-WORK CENTER

A building or portion thereof used for flexible work spaces offering short-term, monthly, or longer lease periods for self-employed people or people working for different employers, and typically providing shared furnishings, equipment, and business support services.

FAÇADE

The exterior side of a building.

MICROBREWERY

A microbrewery is a licensed establishment that produces and distributes beer, ale, or other malt beverages, and which may include accessory uses such as tours of the microbrewery, retail sales, and a taproom for on-site consumption. In addition to selling beer at retail on the premises, a microbrewery may act as wholesaler for beer of its own production for off-site consumption if it has a valid pub brewery license from the Commonwealth of Massachusetts.

MIXED-USE DEVELOPMENT

A development that includes both residential uses and nonresidential uses within a single structure. The ground floor facing the street shall be used only for permitted nonresidential uses, and the total gross floor area occupied by nonresidential uses shall be at least 10 percent of the gross floor area of the structure.

Section 174-5(D) of the Zoning Bylaw addresses so-called split lots, i.e. existing lots divided by the boundary of a zoning district subsequently adopted. During our December 9 conference call, it was suggested that the Town may wish to extend the new DBV District to the entirety of any lot included within its limits, even partially.

To accomplish the above, the following sentence might be added to the end of Section 174-5(D): "Notwithstanding the foregoing, where the boundary of the Downtown Business Village District divides a lot existing at the time said District was adopted, the regulations applicable in said District shall extend and be deemed to apply to the entirety of such lot."

And by relettering existing Sections K and L to Sections L and M, respectively.

Part 2. Amend **§ 174-3 Districts enumerated** by adding the following new district:

K. Downtown Business Village District, referred to as DBV District.

Part 3. Amend **§ 174-8(C)(2)** as follows (amendment shown in italics)

Not more than one principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a business district or Industrial Park District, *or a mixed-use development in the Downtown Business Village District*, shall be deemed to be in a single principal permitted use. . . .

Part 4. Amend **Article III, Use Regulations**, by adding the following new section:

§ 174-8.4.1 Downtown Business Village District

Both Sections A and B state: "Permitted uses are as follows..." They are repetitive; and the list of allowed uses under each of them can be combined under a single Section A (and subsequent Sections relettered accordingly).

A. Permitted uses are as follows:

(1) All uses permitted in the residential districts (RA and RB)

B. Permitted uses are as follows:

(1) Mixed-use development

(2) Professional or business office, or bank, but not including a medical or dental office

(3) Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsperson, or bakery

(4) Bed and breakfast

(5) Art gallery

(6) Child care center

(7) Co-work center

I interpret the allowance of "mixed-use development" to mean that nonresidental and residential uses may co-exist as-of-right in the same structure, per the definition above and consistent with the amendment to Section 174-8(C)(2), also above; but not to supersede the requirement of a special permit if one or more of the constituent use(s) requires it. For example, a mixed-use development comprised of professional offices and multifamily housing would require a special permit because, while the offices are by-right, the multifamily housing is not.

C. Permitted uses, up to a maximum of 3,000 square feet per establishment:

(1) Retail sales

(2) Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited)

(3) Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive-through service is prohibited)

The Section numbering is problematic, in my opinion. Southborough's zoning districts are individually addressed in Sections 174-8.1, 174-8.2, 174-8.3, etc. of the Zoning Bylaw. Section 174-8.4 is the "BV Business Village District." Adding the DBV District as Section 174-8.4.1, i.e. a Subsection of Section 174-8.4, suggests that the DBV District is a subdistrict and not a new district altogether.

I've discussed the above with Judi. She agrees, I believe, that the DBV District might instead be added as a new Section 174-8.12: not ideal placement as far as the sequential grouping of districts goes, but better than creating unnecessary confusion. (Alternatively, it could be added as Section 174-8.5 and existing Sections 174-8.5 through 174-8.11 could be renumbered as Sections 174-8.6 through 174-8.12, respectively.)

I defer to Judi concerning appropriate density for multifamliiy housing in the downtown area. But remember that such multifamily housing may be combined with nonresidential use(s) per the allowance of mixed-use development above.

(4) Personal services such as barber shop, beauty salon, tailor, or shoe repair

D. Permitted uses by special permit from the Planning Board are as follows:

(1) Any use listed in Subsection C exceeding 3,000 sq. ft. per establishment

(2) Microbrewery

(3) Veterinarian, animal hospital, dog kennel.

(4) Medical or dental office

(5) Multifamily housing, up to eight units.

Multifamily at 8 units is OK and may lead to some downtown housing. Allowing up to 12 units by special permit would probably be more effective. We suggest discussing this further with a few local developers and property owners.

(6) Private garage or parking for more than three cars or more than one truck or other commercial vehicle.

(7) Indoor recreation, athletic or exercise facility.

E. Uses by special permit from the Zoning Board of Appeals are as follows:

(1) Accessory apartment.

(2) Conversion of a one-family house in existence for two years or longer to a two-family dwelling, on a lot with a minimum of 15,000 square feet.

(3) A mobile home or travel trailer used as a dwelling or business quarters for more than 30 days in a year.

F. Prohibited uses. All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations are prohibited.

G. Development standards (Note: Also refer to § **174-10.1**, Business Village District plan review) are as follows:

See my comment, below, concerning the applicability of Business Village District plan review to projects in what-is-supposed-to-be an entirely different, separate and distinct zoning district, the DBV District.

(1) Minimum lot area: 5,000 square feet.

(2) Minimum frontage: 60 feet.

(3) Minimum setbacks:

(a) Front: 10 feet.

(b) Rear: 35 feet.

(c) Side: 10 feet; 25 feet if adjacent to a residential district.

Consistent with Judi's commentary, I wonder about the relationship between "maximum" (versus minimum) front setback and the requirement that "[a]t least 50% of the landscaped open space shall be contiguous and located between the front building line and front lot line..." Is it reasonable to require compliance with both? I again defer to Judi's planning expertise.

(d) Other street: 10 feet

(4) Maximum front setback: 20 feet unless waived by the Planning Board.

(5) Minimum landscaped open space: 20 percent. At least 50 percent of the landscaped open space shall be contiguous and located between the front building line and front lot line unless the Planning Board approves a different placement of the open space as part of Site Plan Review.

(6) Maximum floor area ratio: 0.45 as of right, or a maximum of 0.70 by special permit from the Planning Board.

(7) Minimum Façade Buildout (% Lot Width) unless waived by the Planning Board.

(a) With less than 50 feet of frontage: N/A

(b) 50-80 feet of frontage: 60%

(c) Over 81-100 feet of frontage: 70%

(d) 100 feet or more of frontage: 75%

(8) Height regulations:

(a) Maximum building height: 40 feet and three stories, except by special permit from the Planning Board under Section H below

(b) Minimum ground floor height: 12 feet

(c) Maximum ground floor height: 18 feet

Instead of minimum and maximum front setbacks, you could establish a build-to line of 10 feet from the public ROW or front property line. If you want to take this approach, consider discussing it with police & fire first. There needs to be site planning flexibility to accommodate both the concept of a maximum front setback and the open space & landscaping people say they want.

The FAR seemed to generate great interest. We looked at this more after the 11/24 meeting and sketched a few hypothetical projects on some existing lots. It seems to us that you could take it up to 0.45 or even 0.50 as of right if you want, and give the Planning Board discretion to approve a higher FAR case by case. It's a policy issue for the Town to decide.

(9) Residential dwellings. Single-family or two-family dwellings in the Downtown Business Village District shall comply with RB District standards.

H. Special Permit for Height Increase. The Planning Board may grant a special permit to increase the maximum building height to 48 feet and four stories, provided that the minimum rear setback shall be increased at a 1-to-1 ratio, e.g., an additional one foot of setback for every one additional foot in building height.

Note change in maximum height by special permit to 48 feet.

Is Subsection "1" necessary, where there are no subsequent Subsections (or, if there were, they've been deleted from earlier draft(s))? Maybe replace (a) through (d) with (1) through (4)?

I. Additional Standards for Development in the DBV District.

(1) Building Regulations

(a) The principal entrance(s) to the building shall be on the front façade, which shall face the street.

(b) The maximum distance between street-level entrances shall be 35 feet unless waived by the Planning Board.

(c) The maximum depth of street-level commercial spaces shall be the lesser of 30 feet or 60 percent of the depth of the building unless waived by the Planning Board.

(d) The maximum front setback in Section G(4) may be increased for purposes of amenities such as landscaping, a plaza, square, courtyard, recessed entrance, sidewalk, multi-use path, raised terrace, façade offsets, or outdoor dining, but not for automobile use.

These basic building regulations are design standards and should remain in the ZBL. Design guidelines to be used for Site Plan Review are a different matter and they should be handled outside the ZBL.

Keep (d) even if you adopt a fixed build-to line of 10 feet. Public amenities are important; they help to activate the street.

Affordable housing section removed; benefit if any would be de minimis, and requiring it could discourage development. You could revisit this another year.

J. The operation of any marijuana establishment as defined in MGL c. 94C, § 1, including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough. **[Added 4-25-2017 ATM by Art. 32]**

Consistent with my other comments above, if the DBV District is not a part of the Business Village District but rather is its own district, the proposed exception below is unnecessary; and, beyond that, should be eliminated, as its inclusion is misleading.

However, it should still be said somewhere, e.g. in a new Section 174-10.2, that, as in the Business Village District, major site plan approval in the DBV District shall be by special permit for uses requiring a special permit.

I note that, because the threshold differentiating major from minor site plan review, i.e. 2,000 square feet, is different than the threshold between certain by-right and special permit uses in the DBV District, i.e. 3,000 square feet, certain DBV District uses may still require major site plan approval (but not a special permit).

Part V. Amend **Section 174-10.1, Village Business District plan review**, as follows (amendments in the first paragraph shown in italics).

§ 174-10.1 Village Business District plan review.

Except as provided below in Subsection D, within the Village Business District, major site plan approval shall be by special permit from the Planning Board, subject to the procedural requirements and decision criteria of § **174-9**, Special permit requirements, and § **174-10**, Site plan approval, and the following in addition to the above …

We have not changed this. The goal is to apply site plan review to permitted uses and leave the special permit process to reviewing plans for uses requiring a special permit.

D. In the Downtown Business Village District, major site plan approval shall be by special permit from the Planning Board for any use requiring a special permit. In such cases, the submission requirements, procedures, and decision criteria under Subsections A through C above shall apply. The Planning Board may adopt design guidelines and apply them to major site plan approval applications regardless of whether a special permit is required.

Guidelines can be adopted by Planning Board following adoption of the proposed amendments. (The language is may adopt, not shall.) To adopt design guidelines before this section has been adopted makes no sense.

Part VI. § 174-12 **Parking and loading regulations**. Amend the parking and loading regulations, as follows. Note that existing Section F should be renumbered to Section G.

F. Exceptions in the Downtown Business Village District. Off-street parking requirements for development in the Downtown Business Village District shall comply with Section E above except for the following uses:

We changed the parking regulations for dwellings. We were trying to stay reasonably close to your existing requirements, but some existing requirements are not appropriate for a town center.

(1) Dwellings: two spaces for each dwelling unit, plus one space for a customary home occupation or a professional use.

(2) Bed and breakfast: one space for each guest room plus two spaces for the owners and operators of the premises.

(3) Restaurants and other places serving food or beverages: one space for each four seats.

(4) Mixed-use development: one space per dwelling unit and one space per 300 square feet of nonresidential floor area.

(5) Professional or business office: one space per 300 square feet for ground floor offices and one space per 350 square feet for offices above the first floor.

I concur with Judi; and, indeed, the suggestion that design guidelines be excluded from the Bylaw and separately adopted was among my recommendations months ago. The Bylaw operates as a framework for what will be permitted within the new District; and simplicity in that regard can help facilitate its passage at Town Meeting.

With that said, I also appreciate the interest in and desire for specifics, even early-on. It may be worthwhile for the Planning Board to report to Town Meeting that it has already given consideration to guidelines and is prepared to adopt them forthwith. (In other contexts, e.g. under Chapter 40R where development is by-right, draft guidelines have been presented at Town Meeting in an attempt to assuage fears.)

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, December 15, 2020, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey called the meeting to Open Session at 6:30 P.M. Chairman Healey read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Public Comment
None

III. Scheduled Appointments
State Delegation – Legislative update
Chairman Healey welcomed Senator Eldridge and Representative Dykema and invited them to speak. Senator Eldridge reviewed some of the initiatives he is working on at the State House which includes support of public health departments, food assistance in the fiscal year 2021 budget, the police reform bill, a clean energy bill, an economic development bill and the Community Mass Works grants. Senator Eldridge explained his work on inclusion housing, affordable housing and healthcare bills. He stated he has worked with Mr. Purple to inform him of upcoming grant opportunities and summarized some that the Town has been granted in the past. Senator Eldridge stated he set aside $250,000 for every Town in his district that has an MBTA station for improvements and asked the Town to inform him if they would like to move forward with this as it is possible to have the funds released from the Governor as a bond.

Representative Dykema explained the status of the budget which she described as behind schedule due to the pandemic. She stated that this year the State budget is based on estimates rather than a solid understanding of revenues and these numbers assume the success of a vaccine rollout program. She described the program and urged the public to look at the DPH website to find which phase they fall into. Representative Dykema stated that there will be more

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funds from the federal government, more focus on support for unemployment, individuals and municipalities. She described multiple grants that could be applicable related to public health, technology assistance, main street economic recovery and small business and economic development. She urged those interested to look into more at the Mass Development website page. Representative Dykema described the Allston/Brighton Viaduct Project and her work to ensure lanes on the Mass Turnpike are not eliminated.

Ms. Braccio asked for more information on the Allston/Brighton Viaduct Project and how it could impact the Town. She asked for assistance with reaching the DCR regarding a resident's property on the reservoir. Senator Eldridge stated he can assist through his office. Representative Dykema stated she knew the person to contact at DCR and would be happy to assist Ms. Braccio with the matter. Ms. Braccio asked for their opinions on the Presidential Election. Senator Eldridge replied that changes were made to ensure it was easier for the public to vote and has not seen or heard evidence of voter fraud. Representative Dykema stated that Mr. Hegarty and the Town Clerk's Office is excellent at running an election and she also has not heard of any voter fraud which is a testament to the great work they do. Ms. Braccio asked for guidance on OPEB or unfunded pensions. Senator Eldridge stated that most towns are continuing to meet the guidelines. Representative Dykema stated the same concerns exist at the State House and they must fund this when possible.

Ms. Malinowski asked for more clarity on regionalization funding. Representative Dykema stated the guidelines should be coming when the application is released. She added that she will send a copy of the legislature to review the legal language. Ms. Malinowski asked about distribution of the COVID-19 vaccine outside of phase one. Representative Dykema replied that the majority of vaccinations will be distributed through a partnership with Walgreens and CVS.

Mr. Shea asked about the timing for the public health grants. Senator Eldridge stated that he hopes within the next month or two and they would have to see what the Legislature overrides. Mr. Stivers stated that the Town would be eligible for approximately $14,000 of the $10 million public health support funding based off of population. He asked for assistance in gaining access to more funding. Mr. Stivers requested assistance to accelerate the cooperation with DCR on the Town's public access plan. Mr. Stivers asked to follow up with them regarding a piece of property owned by MASSDOT near the Mass Turnpike and a possible easement to open space land. Senator Eldridge stated he would follow up with DCR on his request and Representative Dykema stated she was hopeful for more federal funding to help supplement public health resources.

Chairman Healey described the work done with Chief Paulhus and Chief Achilles regarding steps taken to improve recruitment and hiring in light of events taken place in 2020. He asked if there was much of a gap between the police reform bill passed by the Legislature and what the Governor sent back. Senator Eldridge gave a description of what was passed and what will be reconsidered. He added that the House does not have enough votes to override a veto and it will be challenging to do so. Chairman Healey asked about the safety of commuter rails with less frequent service due to the pandemic. Representative Dykema described another country where train cars were congested but not limited during the pandemic and was found to not be a significant spreader of COVID-19. She stated that the challenge is increasing the confidence of the public that public transportation is safe. She described measures the T has taken to enforce mask wearing, spot checking and ideas about future habits to gain more ridership. Chairman Healey stated affordable housing is challenging for a small Town like Southborough and stated he

may be reaching out for assistance. Senator Eldridge replied that most towns are focused on this and most have created an affordable housing trust. He described the work the Town of Acton is doing to increase affordable housing and what is being done at the State level. He stated he was happy to connect the Town with non-profit developers and he would like to discuss strategies at another time.

Frederica Gillespie, Chair of the Open Space Preservation Commission asked about next steps to move the fence at the Mass Turnpike and Halloran property for more access to the open space. Representative Dykema stated that the next step would be to work with the Board and get an endorsement to move forward for Senator Eldridge and Representative Dykema to connect with MASSDOT for this project. She asked for more information on the project to be forwarded as well. Mr. Stivers stated he had a map he could forward.

Kathryn McKee, Chair of the Trails Committee offered her assistance to send resources to Senator Eldridge and Representative Dykema for the conversation with DCR regarding the public access plan.

Karen Galligan – DPW Superintendent

a. Main Street update

Ms. Galligan stated the project is 99% done with a punch list of items to finish that are set for next spring. She listed these items to include the addition of a crosswalk, shrubs and trees and other small items. Chairman Healey asked about the placement of stop signs and Ms. Galligan replied that is decided federally through the MUTCD. She said some utility poles still need to be moved which is the responsibility of the utility company. She added that she believes the project will be complete by June. Mr. Shea asked if there were any outstanding issues the State needs to complete. Ms. Galligan replied there were and she is working with them. Mr. Stivers said he sees inconsistent behavior from the traffic light at the intersection and Ms. Galligan stated she would look into this. Ms. Braccio requested speed bump signs be added to the Town House as they are much bigger than she initially thought. Ms. Galligan stated Mr. Purple requested that and they will be installed. She also is having them reviewed as they were not built to design.

b. Proposal for intersection/pocket park at Cordaville/Common intersection

Ms. Galligan shared multiple plans depicting a proposed pocket park, additional parking and a fix to the intersection. She explained the results of her meeting with St. Mark's and an engineer regarding this project. She showed where the pocket park would be and the approach for fire trucks at this intersection. Ms. Galligan explained a proposed native species garden on Library property and trails for people to walk. Mr. Shea asked for clarity on the plan and a potential secondary outlet. Ms. Galligan explained this and the proposed drainage solution. Mr. Stivers stated he would be in support of access at both ends of the parking lot and asked about overflow parking. Ms. Galligan explained that the lot will be mostly St. Mark's with some shared spots.

Ms. Braccio asked who would be maintaining the parking lot and Ms. Galligan stated St. Mark's would as it is their lot. Ms. Braccio asked about funding and Ms. Galligan explained that the Shared Streets Winter Grant will be used for as much funding as possible but did not believe it would cover all the costs. She added there is a grant for the native species garden that could be used. Ms. Malinowski asked for clarity on where the parking is that will no longer exist and Ms. Galligan explained. Ms. Malinowski asked if St. Mark's was going to ask the Town to pay for the paving that is not covered by the grant. Ms. Galligan replied that they are working hard to get

the grant application in as soon as possible and there will be discussions and negotiations on this topic but the work will need to be done. Ms. Malinowski asked if this project was the best fit for the grant. Ms. Galligan stated she believed it integrates the most of what is being looked at for this grant. Ms. Malinowski asked Ms. Galligan to speak with Chief Achilles regarding the reconfiguration of the street and Ms. Galligan agreed. Chairman Healey stated that the sense of the Board is that St. Mark's is benefitting greatly from this project and they can cover the cost of paving the lot. Mr. Purple noted that the collaboration with St. Mark's is a great public/private partnership.

Kristin LaVault (12 Southwood Drive) asked if the primary driver for discussions to begin was St. Mark's request for an expanded and paved parking lot. Ms. Galligan stated that it was not and the Town started the discussion as there were complaints that on street parking was being eliminated during the Main Street project.

Frederica Gillespie (78 Southville Drive) stated that there is potential for OSPC to collaborate with St. Mark's for native plant programming with a biology connection. She added that green stormwater infrastructure is a great nature-based option and cost effective.

Mr. Donovan stated that he has conducted two strategic plans for the Library and parking is consistently an issue. He added that parking is not an issue only during high volume events but also throughout the summer season.

c. Review of CSX easement for Main Street project

Ms. Galligan gave the Board an update on the CSX easements with the landowners affected and stated the Knights of Columbus sent in their signed easement agreement and will be installing a fence, Mr. Lamy of Lamy Insurance will be entering into an easement agreement and Mauro's has not been in contact with CSX. She added that 2 East Main Street is a vacant lot and their easement will be dealt with when it is developed. Ms. Galligan shared her screen to show updated plans and explained where the easements and curbing would be placed and why. Chairman Healey asked Ms. Galligan to speak with CSX regarding not proceeding with this project and she agreed to do so. Chairman Healey asked CSX's position at Mauro's. Ms. Galligan explained that CSX needs to ensure the tracks are not accessible and the Town is obligated to fix the drainage. Eversource will be replacing the gas main located there at the same time. Mr. Stivers asked if CSX's primary interest is safety and Ms. Galligan replied in the affirmative. Ms. Malinowski asked what would happen if the Town does not move forward with the project. Ms. Galligan explained what work would be conducted and the relative challenges. She explained the advantages to moving forward with CSX to fix drainage and underground work to improve the crossing. Ms. Malinowski clarified that by doing the entire project the Town would be fixing approximately two to four issues and Ms. Galligan agreed with that assessment. Ms. Galligan stated she believes part of the issue with Mauro's is the potential to lose parking.

Mr. Shea asked for clarity on the plans and the easement agreement with the Knights of Columbus and Lamy Insurance. Ms. Galligan provided more information. Ms. Malinowski asked for timelines. Ms. Galligan stated she would like to be able to vet the project over January, February and March to bid and start work in the summer and fall. Chairman Healey outlined the three options for the Town to receive the easements and stated that a thorough discussion needs to be had with CSX and Mauro's. Ms. Braccio stated that the advantages of getting easements from CSX is to put additional curbing to protect the tracks and defray people from going on to the

tacks and the opportunity to fix drainage in the area. Ms. Galligan agreed with the statement and reminded the Board that CSX is getting value from the Town and the easements are not free of charge.

IV. Reports

Chairman's Report

a. FY22 Budget Update

Chairman Healey updated the Board that the schools, Advisory Committee, Mr. Ballantine, Mr. Purple and he has met about the budget and it is concluded that fiscal year 2022 will have a higher tax rate. He stated work is being done to lower the tax rate and they are waiting for final preliminary numbers from the school. Mr. Purple stated that the budget from the school is submitted to them around the second week of January. He outlined an enrollment shift in the regional school.

Members' Reports

a. Closeout on Rent & Mortgage program

Ms. Malinowski stated that the program has been closed out after receiving eight applications; seven of which qualified for rent or mortgage assistance. She stated Ms. McAuliffe and she reviewed every document to ensure they met all requirements for the program. Checks totaling $13,000 was released to Youth and Family Services to those families who applied. Ms. Malinowski stated Ms. McAuliffe worked hard with Youth and Family Services to ensure checks were timely cut in order for reimbursement from the CARES ACT.

b. Update on Senior Events

Ms. Malinowski stated she had the opportunity to touch base with Ms. LeFrancois and coordinated efforts for community outreach with seniors. She added she is excited to partner with the Senior Center staff to coordinate COVID-19 and post COVID-19 community connections with seniors.

Ms. Braccio stated she assisted with a Santa/Holiday drive through with the Seniors and it was a huge success.

c. Board of Health staffing

Mr. Stivers stated that the Board of Health is working to staff appropriately to keep up with contract tracing of COVID-19 and the upcoming vaccine distribution process. He added that Mr. Purple has organized a meeting with the Board of Health, Fire Department and Advisory Committee to collaborate resources and create a program to support the needs of the Town. Mr. Purple stated that during the meeting they were notified that the Public Health Nurse is resigning from her position in February and he was notified that Mr. Pisinski will be resigning as the Public Health Director. He explained that Mr. Pisinski has more of an expertise in environmental health and moving forward, the Town will be looking for someone who also has public health experience. He added that Ms. Woodford had outlined a plan moving forward that included assigning responsibilities for this process. Mr. Purple said that after Representative Dykema told the Board that vaccines will be given to the general public through Walgreens and CVS, the meeting members spoke about establishing relationships with one of these stores to inquire what could be done locally.

Town Administrator's Report

a. Update on CHA for CommCan, RE: Payments

Mr. Purple explained the terms of the community host agreement and payments required from CommCan, Inc. He stated the Town was issued a letter from their attorney stating that any payment above the 3% is no longer allowed for fees you can include in agreements. Ms. Esposito, Ms. Hale and he had inquired to other towns regarding their agreements and payments and most were not aggrieved that they were not getting their payments per their community host agreement. He gave Uxbridge as an example and stated most agreements focus on the 3% payment and the marijuana dispensary or growing facility tends to make a voluntary donation of $10,000 - $25,000 to a charity of the Town's choosing. Chairman Healey stated that contract law should apply unless negated by an act of legislature and he was unaware of any that did so. Mr. Shea stated that as a Board member who negotiated the agreement, CommCan provided example host agreements to reference and he did not recall the Board creating the $50,000 payment in addition to the 3%. He added that the agreement was signed by both parties and he is not willing to walk away from that based on CommCan's attorney opinion. Ms. Braccio agreed. Mr. Stivers suggested an informational session with a cannabis attorney. Chairman Healey stated he would like to find the correct path to proceed regarding this disagreement before investing resources.

b. Update on Arts Center notice for perc test

Mr. Purple stated that a notice was sent out to abutters within a three-hundred-foot radius and special notification was sent to the two departments residing in the Art Center. He added that Ms. Galligan is working to make the perc tests happen as soon as possible to complete before the ground begins to freeze.

c. Reminder on CARES ACT closeout on 12/30

Mr. Purple stated that reminders went sent out from the Town Accountant to explain that closeouts are on 12/30 for the CARES ACT. He added that responses were already submitted and will be included. He explained that reconciliation and checks for the appropriate funding will be done in January and if any submissions are not applicable to FEMA, then it will carry over to the CARES ACT as a funding request.

d. Update on Common flagpole

Mr. Purple stated the Board received plans from the Building Commissioner for a 110-foot flagpole. He stated one question was why the pole was moving fifteen feet from its current location and he explained it was because new footings were needed to support the pole. He added that all the landscaping and the wall around the pole will be moved or recreated.

Mr. Purple gave accolades to Mr. Davis as both lighting projects have been unanimously approved by the Planning Board and permitting is completed. He will now be focusing on bidding and construction pieces.

Consent Agenda

a. Ms. Malinowski asked to hold agenda item "a." Ms. Malinowski asked to reword the sentence on the November 24th minutes to read, "she asked Mr. Purple to revise the minutes to include the second agenda item and the motion, the second and unanimous vote affiliated with it." The Board agreed. Chairman Shea made a motion to approve Open Session Minutes: August 28, 2020; November 24, 2020; December 1, 2020 with the revision as amended for November 24,

2020. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

b. Chairman Healey made a motion to approve 2021 Annual License Renewals (Detailed list attached). Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

c. Chairman Healey made a motion to accept the donation of $24,354.00 from Harvard University Southborough Campus for the Police and Fire donation accounts. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

d. Chairman Healey made a motion to accept a donation in the amount of $100.00 for the Fire Dept. Ambulance Fund. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

e. Chairman Healey made a motion to extend the term for Capital Planning – School Research Subcommittee to February 28, 2021. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

f. Ms. Malinowski asked to hold agenda item "f." Ms. Malinowski informed the Board she would need to abstain to this vote and Chairman Healey stated he would need to recuse himself. Mr. Shea made a motion to approve Bond Anticipation Notes for Fire Truck and Finn Boiler. Mr. Stivers seconded. The motion passed (3-0-2) by roll call vote, Braccio, aye; Shea, aye; Stivers. Ms. Malinowski and Chairman Healey abstained.

V. Other Matters Properly Before the Board

Review of EDC Residential Info Packet

Ms. Braccio stated that the EDC created a package they intend to share with businesses and residents in the downtown area. She added the EDC approved the document and Ms. Connelly is asking for Board approval. She said that the document was to provide history and background to residents and businesses in the downtown area regarding the downtown initiative for transparency. Ms. Connelly elaborated that the document would educate those potentially affected by the zoning changes and the EDC would like to distribute it before the Planning Board hearings. Ms. Braccio listed her concerns which included the inclusion of an address not in the proposed Downtown Village District, including an image of a lot with a stream that runs through it which could lead to conservation concerns and item number seven which is part of a court case. She suggested item number seven be completely removed until a resolution has been reached. Ms. Connelly stated the items included were identified two years ago in the ULI report. Ms. Braccio suggested that item number three and seven be removed for transparency. Ms. Malinowski agreed. Mr. Shea suggested the entire page be removed and Mr. Stivers agreed. Ms. Braccio asked that the picture on page nine be removed as well and explained that she would not want the public to see this document and think the Downtown Initiative is motivated for a specific project which is not the case. Mr. Shea agreed and said the document should have a minimal number of renderings as what is depicted could be very different from what is built. Ms. Malinowski agreed and explained that the Town may not have control over the physical appearance of these projects and there should be no reference to anything pending a court hearing.

Chairman Healey stated he felt it was a sales document and understood taking the dryness of changing zoning and turning into more aesthetic renderings. He added that a lot of the renderings could be achieved without changing the zoning and the sales aspect feels unnecessary. Ms. Connelly stated the intention is not to be salesy but to show the potential of

what could happen if zoning was changed. Ms. Braccio reviewed more concerns regarding pictures referenced in the document and the statement that in 2018 the EDC supported 2 East Main Street as a mixed-use building. Chairman Healey stated that the reference to the 2018 EDC support could stay in as it is an accurate telling of history. Chairman Healey made a motion to give Ms. Braccio authority to sign off on any edits to the document before it is distributed. Ms. Malinowski seconded. Mr. Stivers stated that it is important to keep the process moving forward. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Ms. Luttrell stated she had an issue with the statement that the EDC supported mixed-use at 2 East Main Street as it is not allowed. Chairman Healey replied that he did not disagree with that statement and asked if in fact this happened. Ms. Luttrell replied that it was questionable. Ms. Connelly stated it was complicated and Chairman Healey asked that the statement be removed from the document.

Ms. LaVault stated as a member of the public she felt the renderings were important to gain interest from resident. She suggested adding what the zoning change will not allow as well.

Goal setting for the Town Administrator

Chairman Healey explained that Mr. Purple's next evaluation is February or March and the goals for this would be relatively modest due to timing. He listed his goals for Mr. Purple which included having more fulsome communication with the Board and using his authority as listed in the Town Administrator bylaw to take initiative on his own projects. Mr. Stivers stated that there could be a dozen worthwhile projects for Mr. Purple to initiate and coordinate. He asked Mr. Purple to suggest some items and listed the Board of Health, Personnel Board and coordination between the Building Inspector and Historical Commission as appropriate to focus on. Ms. Braccio added she would like to see formal reviews for other contracted employees and setting goals for department heads and contracted employees who fall under him. Ms. Malinowski asked for reviews and goals for contracted employees and tying those goals to their annual review. She asked that Mr. Purple hold evaluations for any employee that has not been reviewed in the last eighteen months by February or March. Ms. Malinowski asked Mr. Purple to work collaboratively with department heads and other elected boards to improve Town services and reduce costs. She highlighted his work with Ms. Galligan as a good example. Mr. Shea stated he agreed with the above but stated the goals for Mr. Purple should be manageable and a long list will set him up for failure. He asked Mr. Purple to create a list of long-term goals to present to the Board in February or March.

Mr. Purple stated he will include a goal chart that highlights progress into the Board agenda packet. He explained that the sidewalk access to the Public Safety Building will be reviewed during the transition plan being done by CMRPC. He further explained what would be done if it is something that needs to be done. Mr. Purple explained the reorganization of the Selectmen's Office including the transition of Ms. Barry to the Selectmen's Office and the plan to revise the job descriptions for Ms. Esposito and Ms. Hale to broaden the benefit of these positions to support other offices.

Board liaison for Finance Team, RE: Quarterly financial reports

Chairman Healey made a motion to designate Ms. Malinowski as the Board liaison for the Finance Team. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Approve draft zoning bylaw for Downtown Initiative

Ms. Braccio stated she had concerns approving the document this evening as she found inconsistencies from the consensus agreed upon at the last meeting. She explained the inconsistency of the documented floor area ratio and the feedback provided by Attorney Costa. Ms. Braccio suggested the Board not vote on this document and work with the EDC and Ms. Barrett to update the document to include what was agreed upon in their previous joint meetings. She stated she could work with the EDC and bring an updated document to the Board at the first meeting in January. The Board agreed.

Discussion of policies and practices for boards & committees

Chairman Healey asked to move this agenda item to the January 5, 2020 meeting. The Board agreed. Chairman Healey asked that the chairs of boards and committees be advised that the Board will be reviewing and updating these documents to reflect the virtual meeting environment.

Close warrant for March 20, 2021 Town Meeting

Chairman Healey made a motion to close the Town Warrant for March 20, 2021 Town Meeting. Mr. Shea seconded. Mr. Purple explained the additional warrant articles sponsored by the Community Preservation Commission. He added that there is a placeholder for the potential for another article from the CPC.

Ms. Malinowski asked about the process for potential changes to the Demolition Delay Bylaw from the Historical Commission. Mr. Purple explained and stated that no formal documentation for this has been submitted. He added that he will add a placeholder for a potential Historical Commission bylaw change in the warrant. Ms. Malinowski asked about the articles carried over from the previous Town Meeting. Mr. Shea explained that citizen petitions must be included in the warrant and cannot be pulled. Mr. Purple explained additional placeholders and stated with these there are forty-three articles. Chairman Healey made a motion to close the forty-three article warrant for the March 20, 2021 Town Meeting. Mr. Stivers seconded. Ms. Malinowski asked about a separate CPC article for SHOPC. Mr. Purple explained and stated it would fall under a current CPC article. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

VI. Public Comment

None

VII. Executive Session

At 10:24 P.M. Chairman Healey made a motion for the Board to enter into The Board will be entering into Executive Session per M.G.L. Chapter 30A, Section 21, and not returning to Open Session, for the following matters – to discuss the value of real property (Exemption 3) as it relates to tax foreclosure proceedings for 44 Bigelow Road; and to comply with, or act under the

authority of, any general or special law (Exemption 7) to review and approve the Executive Session minutes of November 17, 2020. Mr. Stivers seconded. The motion passed by roll call all in favor (5-0-0) by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Upcoming Meetings
January 5, 2020
January 19, 2020

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the December 15, 2020 BOS Meeting:

- Fiscal Year 2021 Goals
- Draft Selectmen's Minutes, August 28, 2020
- Draft Selectmen's Minutes, November 24, 2020
- Draft Selectmen's Minutes, December 1, 2020
- 2021 Annual License Renewals
- Letter from Andrew Laplume to Mark Purple dated 12.3.20
- Letter from Chief Achilles to BOS dated 12.9.30
- Letter from Jason Malinowski to Mark Purple dated 12.8.20
- Letter from Brian Ballantine to BOS dated 12.9.20
- EDC Downtown Initiative Update
- Draft Downton Business Village District V.3
- Town of Southborough Policies and Procedures
- AG Opinion – Sandisfield OML violations
- Annual Town Meeting Warrant, March 20, 2021
- Packet Easement Decision BOS 12.2020
- Sec 174TownCtrDistrict v4 FINAL Annotated by AJC
- 12.4.20 - Forging Ahead MetroWest Legislator Comments
- 10.30.20 - Allston Multimodal Legislator Comments

DRAFT

From: Mark Purple
To: Katie Barry
Subject: FW: CSX Update
Date: Tuesday, January 5, 2021 7:51:00 PM

For the minutes. Thx.

Mark J. Purple
Town Administrator
Town of Southborough
P: 508-485-0710
F: 508-480-1061

From: Mark Purple
Sent: Tuesday, January 5, 2021 9:46 AM
To: Board of Selectmen <bos@southboroughma.com>
Subject: FW: CSX Update

Good morning.

Catching up on vacation emails. Below is an update from Karen on the CSX crossing and its impact on the Downtown portion of the Main Street project.

Thanks.

Mark

Mark J. Purple
Town Administrator
Town of Southborough
P: 508-485-0710
F: 508-480-1061

From: Karen Galligan <kgalligan@southboroughma.com>
Sent: Monday, December 28, 2020 2:34 PM
To: Mark Purple <mpurple@southboroughma.com>
Cc: Karen Galligan <kgalligan@southboroughma.com>
Subject: CSX Update

Mark,

I hope you had a good Christmas and you're enjoying your time off.

I just wanted to give you an update on CSX. I spoke to them today, so I want to get the information out while it is fresh.

At the BOS meeting Marty asked what would happen if we didn't do the project.

According to CSX, if we keep 100% off of their property, (no improvements at all i.e. no paving, no

sidewalks, and/or no pipe replacements), we would not have to do anything to the curb cuts or road edges within their property.

If we pave any of the road, within their property limits, or do any repairs or improvements, within their property limits, without an easement we are trespassing and we can't do the work.

However, if we get an easement, even if it is for just road paving work and not for piping or sidewalk, we have to put in curb along our right-of-way over their property as they directed in their letter.

The easement we are looking for replaces the piping under the tracks and will give us the ability to repair the road to within 2' of each rail. As part of this CSX will replace the timbers and rails at the Central Street and Main Street crossings.

If we choose to not do this work now, but, in the future, change our minds to do it, the same will apply.

My understanding from CSX is that a CSX representative met with the owners of the 4 properties and explained that vehicles on CSX's property should be towed and that the issue was put on the Police Department's radar.

Thx - *kg*

FY 2021 Goals - Boards and Committees.	In Progress	Recent Steps	Completed
OML training and support/training for running Open Meetings.	XX	XX	
Promote and enforce Town Email Use Policy.	XX	XX	
Update, consolidate and promote compliance with general policies.	XX	XX	
Encourage and provide support for televising meetings.	XX		
Encourage and provide support for composite agendas and packets.	XX	XX	
Enhance informational outreach and recruiting for volunteers (forum).	XX		
Conduct public comment at beginning & end of meetings			XX
Review and update descriptions and charges.	XX		
FY 2021 Goals - Community Initiatives			
Coordinate and oversee Downtown Initiative.	XX	XX	
Coordiate communication/roundtables with local businesses.	XX		
Pursue PILOT initiatives, including community center and projects.	XX		
Pursue "bike friendly" policies and explore Biking Committee.	XX	XX	
300th Anniversary planning, including Committee creation.	XX		
FY 2021 Goals - Employees			
Create Employee Handbook.			
Update job descriptions for BoS staff.	XX	XX	
BoS review of annual staff performance reviews.	XX		
Review staffing and BoS office organization.	XX	XX	
Analyze Personnel Board/Town Administrator authority.			XX
FY 2021 Goals - Infrastructure			
Explore municipal electric plant.			
Natl Grid parcel 54-40	XX	XX	
Assimilate Pine Hill Rd into Town Water re: Fire (via MWRA)	XX		
FY 2021 Goals - Long Range/Strategic Planning			
Explore establishing grant writing position(s).	XX		
BoS training, reporting and hiring initiatives re: diversity and inclusion.	XX		
FY 2021 Goals - Municipal Finance			
Additional approval/oversight on appropriation line items.	XX	XX	
Schedule quarterly budget updates (Finance Director).			XX
Establish budget narratives, including long-term impacts.			
Establish BoS budget liaisons.			XX
Communicate BoS position to departments re: new FTEs.			XX
Establish long-term capital plans (with Capital Committee).	XX	XX	
Explore generating additional commercial tax revenue.	XX	XX	
Identify and establish a roster of Town service contracts.	XX	XX	
Review contracted services and explore re-bidding.	XX	XX	
Maximize potential Covid-19 reimbursements and grants.	XX		
Coordinated budget discussions with Advisory, Capital and Schools.	XX		
FY 2021 Goals - Organizational			
Quarterly newsletter.	XX		
Explore public safety regional dispatch.	XX		
Evaluate organizational processes: postage; mailings; data exchanges.	XX		
Budget software implementation.			XX
Pursue policies and projects for 40B threshold.	XX		
Customer service survey re: Town departments.			

GOALS for Town Administrator	In progress	Completed	Recent Steps
Communication with Board of Selectmen	XX		Shared Legal folder set up for Board member access, continue to enhance contents.
Embrace authority of Town Administrator position	XX		
Assist Board of Health with staffing and vaccination plan for COVID-19	XX		Contracting of interim PH Director in process, subject to Advisory funding; BOH has agreed to file vaccination plan with State; conversations with AFC Urgent Care in Marlborough about conducting vaccination clinic for Town.
Improve process between Building Dept. and Historical, RE: Demolition delay bylaw	XX		
Sidewalk access to Public Safety Facility	XX		The Town has partnered with CMRPC to complete an ADA self-evaluation and transition plan. MOD grant of $32,100 was awarded in December 2020; work product by June 30, 2021. Access to buildings will be part of the review. Capital projects resulting from the transition plan will be reviewed with Capital Committee for inclusion in the Capital Plan.
Formal reviews for other contract employees under Board of Selectmen	XX		
Annual goals for department heads/contract employees under Board of Selectmen	XX		
Identify service enhancements/cost reductions; grant opportunities	XX		Received MOD grant for ADA self-evaluation, saved $30K in budgeted capital funds; DPW filing Shared Streets grant

GOALS for Town Administrator	In progress	Completed	Recent Steps
Reorganization of Selectmen Office	XX		Transferred ZBA admin. to BOS office at 19.5 hours per week to further evaluate staffing needs of office.
Sustainability of golf course operations; renewal of management contract			

TOWN OF SOUTHBOROUGH

FINANCE DIVISION: TREASURER AND COLLECTOR

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 x3010 · FAX (508) 480-0161 · bballantine@southboroughma.com

DATE: December 30, 2020

TO: Honorable Board of Selectmen

FROM: Brian Ballantine, Finance Director BPB

RE: FY22 budget Update

Please see attached for a summary of our budget recap and the current status of requests. Please see the following summary of information:

- Estimated tax rate increase of 9.02%.
- Estimated excess levy capacity reduced by approximately $2.2 Million.
- All budgets have been received, several have already had hearings with the Advisory Committee – continued hearings throughout January.
- Some Departments have updated initial budgets or are still in discussions as to moving forward with a set budget request.
- For revenues estimates are being held at a reduction of 5% from current local aid amounts, and level funded for local revenue amounts. We will continue to monitor these as time goes on.
- Schools: Preliminary budget discussion have taken place – January and February will be ongoing reviews with the School Committee. Preliminary amounts for K-8 are placed in the recap summary sheets. Regional is an aggregate 4.5% preliminary budget request however a specific split has yet to be determined.

It is of course a very difficult budget year for communities across the Commonwealth. Once specific budget goals are established by Advisory and BOS, the Boards can begin their preparations in making recommendations to be made at Town Meeting, currently still set for March. Both Boards may want to consider a joint meeting later in the month or early February to consider specific strategies and options in reducing the current projected tax increase.

Should you have any questions, please do not hesitate to ask.

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

Wednesday, December 15, 2020

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Town of Southborough Board of Selectmen,

Enclosed, please find the following donation made to the Town of Southborough for your acceptance.

RECEIVED FROM:	**AMOUNT:**	**ACCOUNT SPECIFIED:**
Amir Nankali & Margaret Manion	$250	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration in this request.

Sincerely,

Steven E. Achilles
Southborough Fire Chief

From: Bryan, Karl (OHA) <karl.bryan@state.ma.us>
Sent: Wednesday, December 23, 2020 4:02 PM
To: Mark Purple <mpurple@southboroughma.com>
Cc: Dougan, Jeff (OHA) <jeff.dougan@state.ma.us>
Subject: Southborough FY21 Municipal ADA Improvement Grant Award Notification

[EXTERNAL]

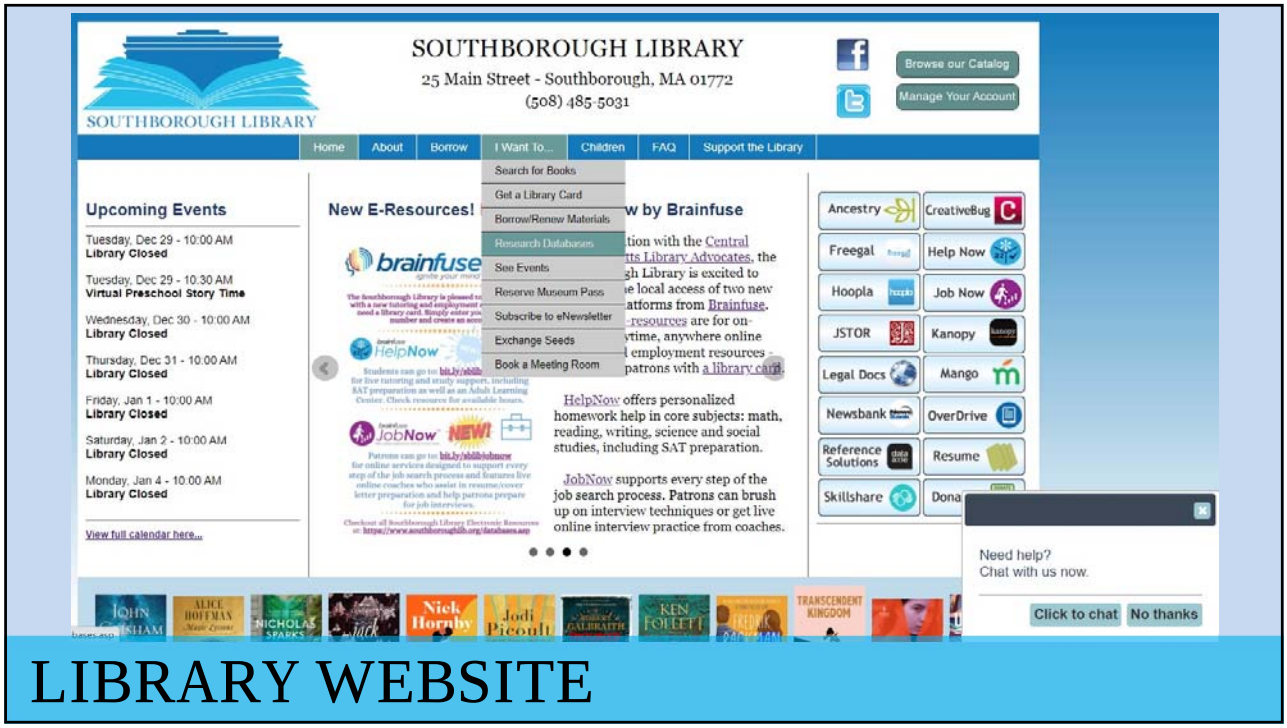
Greetings Town of Southborough,

The Massachusetts Office on Disability's ***Grant Application Review Committee*** has reviewed your Planning grant application for the ***FY21 Municipal ADA Improvement Grant Program***, and has **provisionally approved** a maximum grant of **$32,100**.

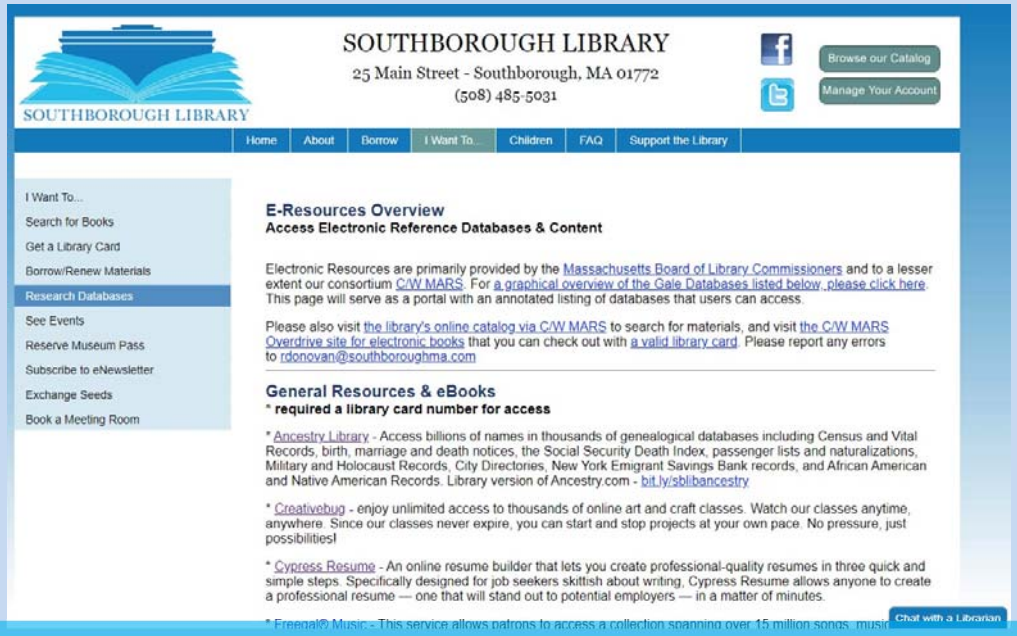
In order to receive the maximum grant amount listed above:

- The work must be completed after the contract execution date, but before June 30, 2021.
- The date that all forms are properly completed, signed, and returned to MOD by the municipality will be considered the contract execution date.
- MOD must receive and approve detailed, itemized invoices showing incurred expenses (between said dates); also, the invoices must represent approved expenditures as authorized in the attached *Grant Agreement* document, *Section 1: Project Scope*.
- Invoices should be sent to me as soon as they are available and prior to June 30, 2021, or shortly thereafter.
- **Any invoices dated prior to the contract execution date or later than June 30, 2021 are not eligible for grant funding; further, grant funds will not be released unless/until MOD receives and approves invoices for funding.**
- If you anticipate this being an issue, please let us know so other applications can be considered**.**

SOUTHBOROUGH LIBRARY



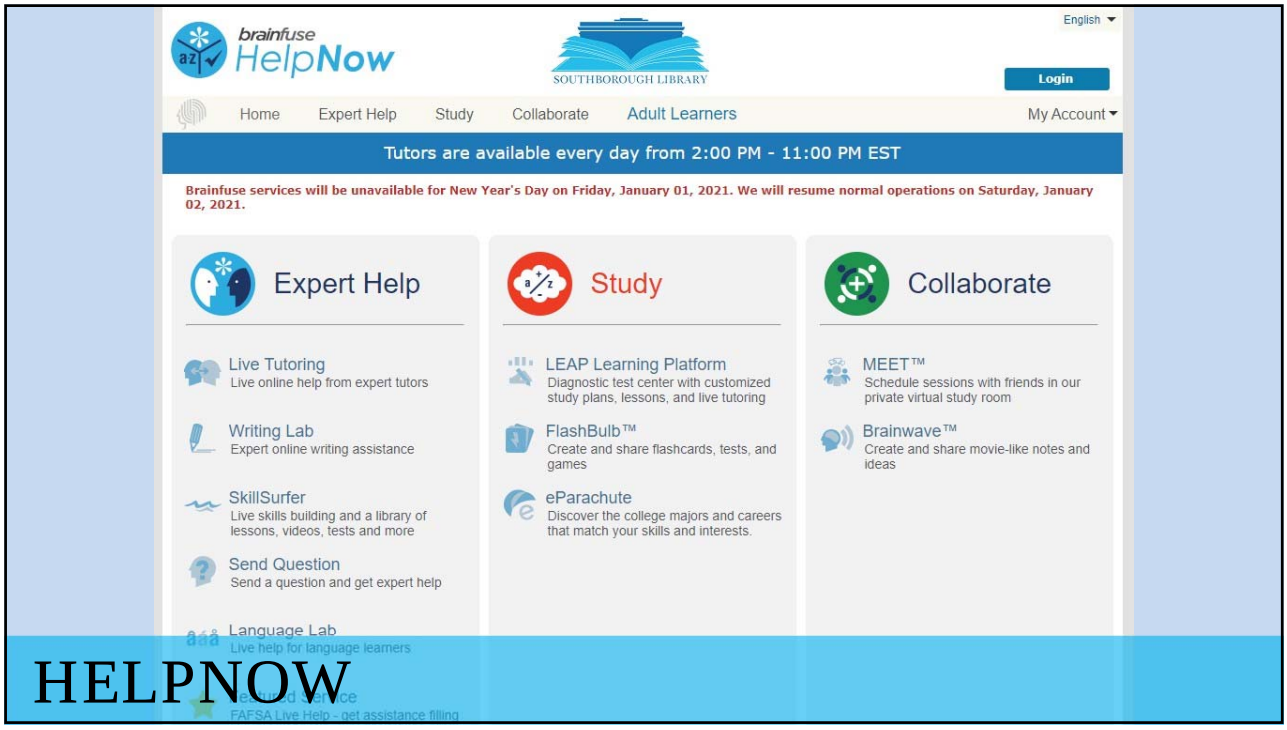
LIBRARY WEBSITE



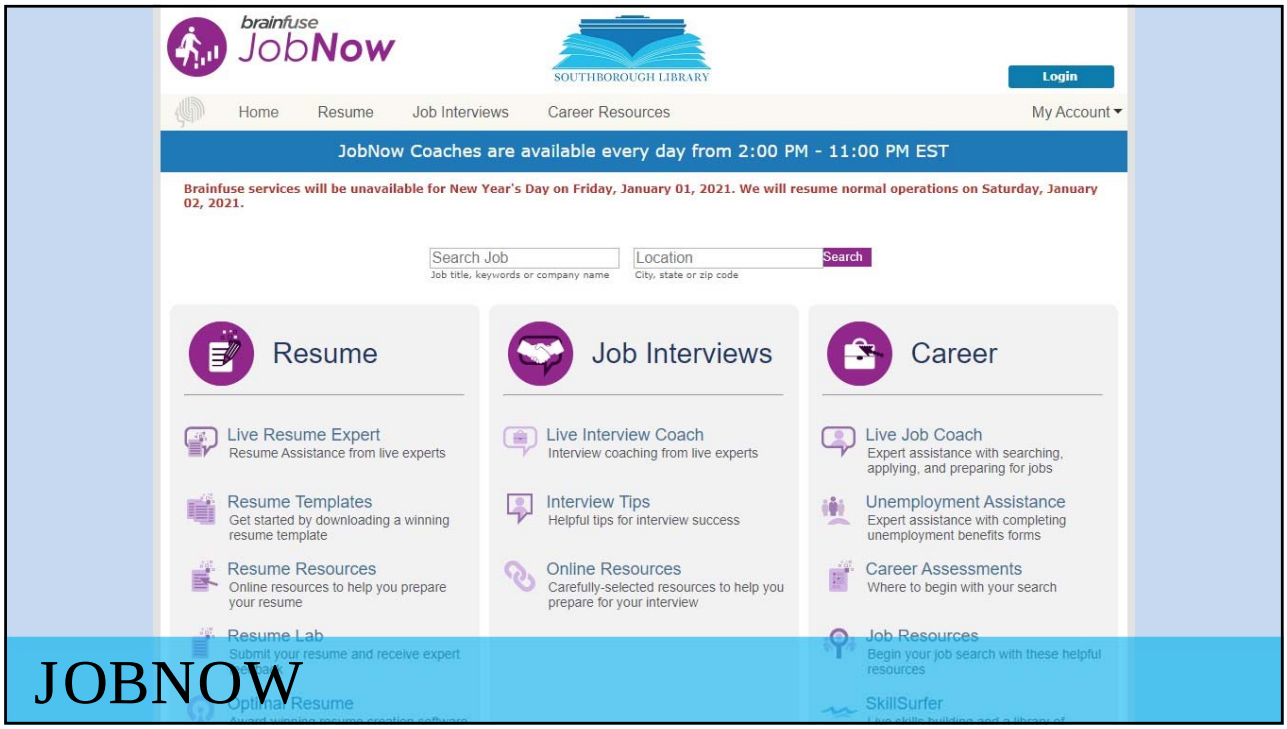
E-RESOURCES



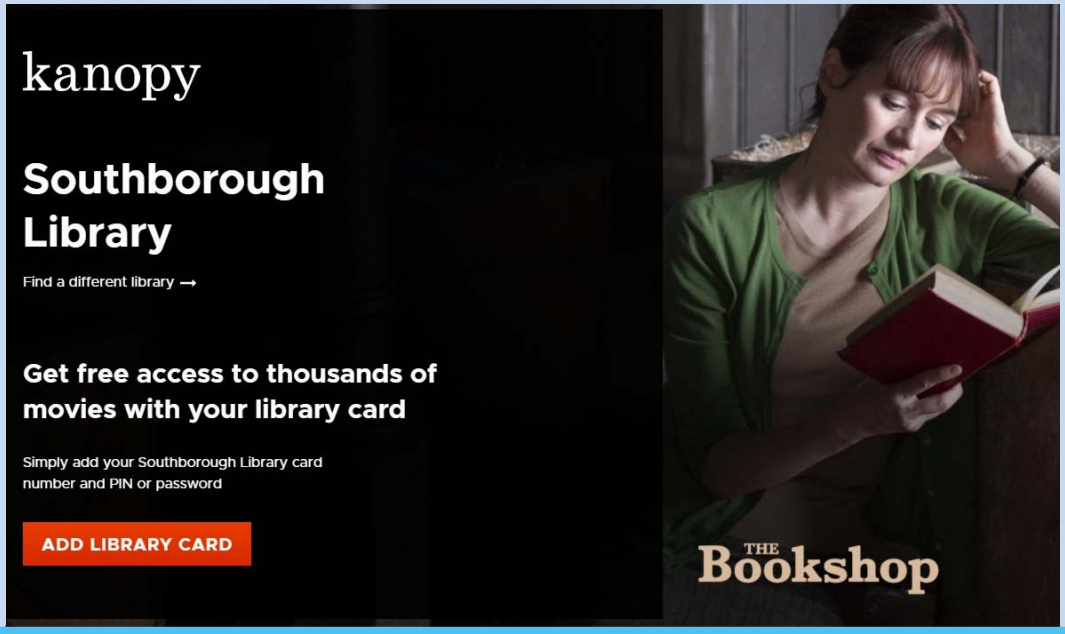
CREATIVEBUG



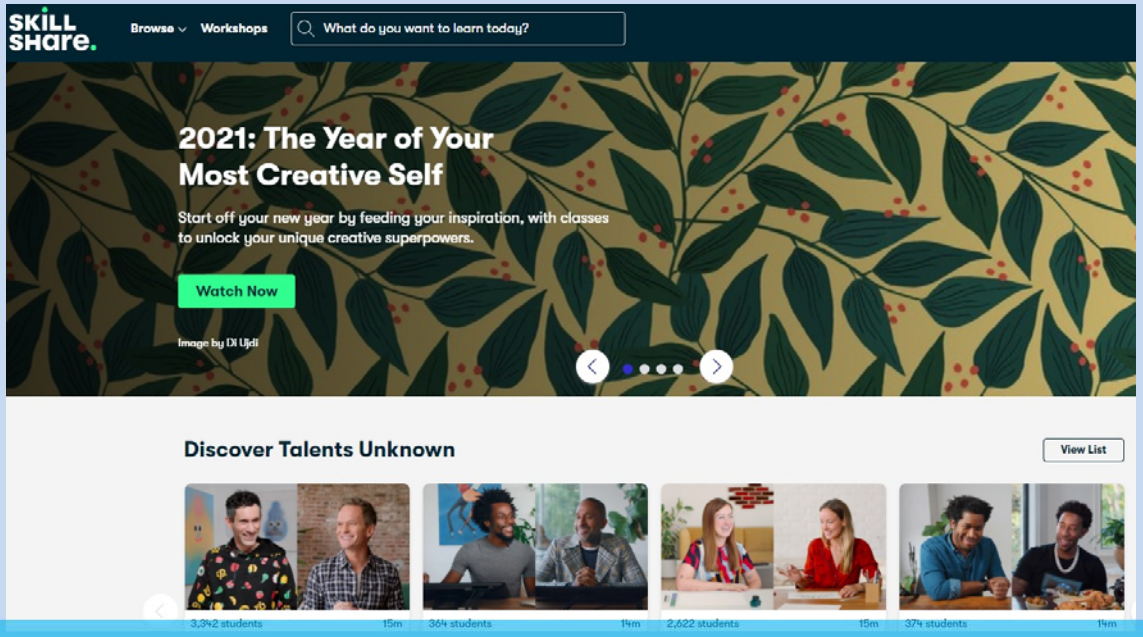
HELPNOW



JOBNOW



KANOPY



SKILL SHARE



MORE E-RESOURCES



LIBGUIDES

Winter 2020 Featured Titles

Suggestions from Southborough Library staff

Ask Again, Yes | by Mary Beth Keane| Audiobook



This is a story of love, tragedy, and the unlikely forgiveness between two families. Francis Gleeson and Brian Stanhope meet at the NYC police academy in 1973. Francis marries Lena and Brian marries Anne. They become neighbors in a suburb of NYC. Francis and Lena have 3 daughters and Brian and Anne have a son. While the parents are not friends, Kate and Peter become best friends. When tragedy strikes, families are torn apart.

Why Carol likes this book: While there is tragedy in this story, there is also family devotion, love and hope. Each family faces challenges, and each, in their own way, conquer those challenges. I enjoyed the love story between Peter and Kate that began as a childhood friendship. Anne struggles with mental illness but does her best to remain connected to her son. I marveled at the devotion within each family and the eventual forgiveness of mistakes made and also the acknowledgment and acceptance of the silent challenges others face. The author brings the characters full circle and paints a picture of the importance of empathy and forgiveness.

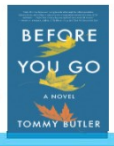


And Every Morning The Way Home Gets Longer and Longer | by Fredrik Backman

This novella examines the heartache of loving someone whose memory is fading. Beautiful conversations between Noah and his witty grandfather are tenderly examined through a generational lens of loss, love, adventures and forgiveness. The grandfather makes sense of the world through the language of mathematics, a trait his grandson also shares but not his own son. He wrestles with these differences as he begins to forget things and realizes it is time to say goodbye to what he knows.

Why Amy likes this book: Have tissues at the ready! Although this is a short read, each page carries so much love and grief. The author indicated he initially had no desire to publish this story, but I am so grateful he chose to share his work. Backman has stated that he realized the importance of writing this book because it captures how we can still miss someone who is still there in a way that can be explained to children. I am grateful that he beautifully shares stories of a grandparent and grandchild's bond, the trials of raising children son and the deep love that can be found in marriage.

Before You Go | by Tommy Butler



Elliot Chance is a boy who believes he does not belong in this world. He has an emptiness within that he wants to escape. While Elliot lives his life and experiences friendships and love, he still feels something is lacking in his life. As an adult, he attends a suicide support group where he meets Sasha and Bannor, who become dear friends. Sasha writes advertisements and leaves coded messages within the copy and Bannor believes he has seen and visited the future. Embedded in Elliot's story, there are chapters talking about "Before" during which time Merriam and Jollis are responsible for creating life. They converse about the grave mistake Merriam made when she created human life with a hole...an emptiness that cannot be filled. Jollis unsuccessfully tries to fill the void by adding many emotions but the void remains.

Series to Read Alone While You Stay at Home

Leah's Books that will get you "Hooked on Hoopla"

The Age of Legends Series

Gifted with the ability to communicate with the dead, twin sisters Ashyn and Moria protect the living from the spirits that inhabit the Forest of the Dead. The most deadly criminals in the kingdom are banished to this forest to die. Ashyn is the Seeker and can communicate with the spirits, helping them move on to a peaceful afterlife. Moria is the Keeper and she is trained to keep the tormented souls from leaving the Forest of the Dead if they cannot pass onto the next life. Once a year the Seeker enters the Forest of the Dead to perform a ritual and quiet the tortured spirits but the annual ceremony does not go as planned. Ashyn and Moria are ambushed and separated by supernatural forces. They journey across barren landscapes filled with peril to warn the emperor of the impending danger and to find their way back to each other.



I liked this series because it is a fantasy adventure with strong powerful female characters. The bond between twin sisters Ashyn and Moria is unbreakable and I identified with the theme of sisterhood that runs throughout the story line of all three books.This plot driven series is filled with action, intrigue and supernatural creatures but most of all sisterly love and loyalty.

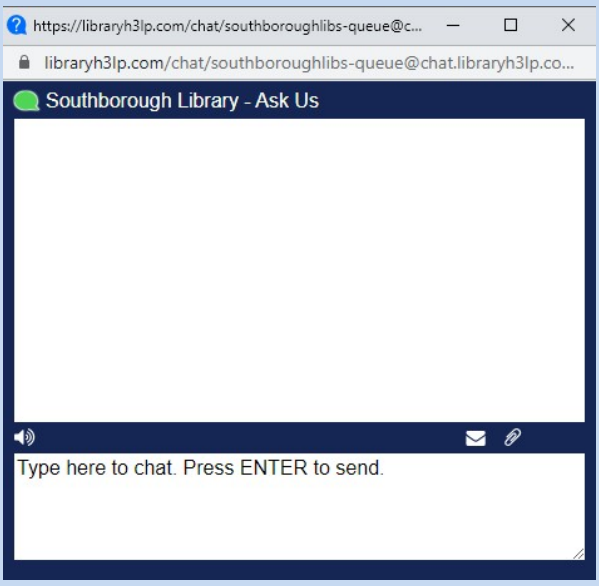
The Artemis Fowl Series

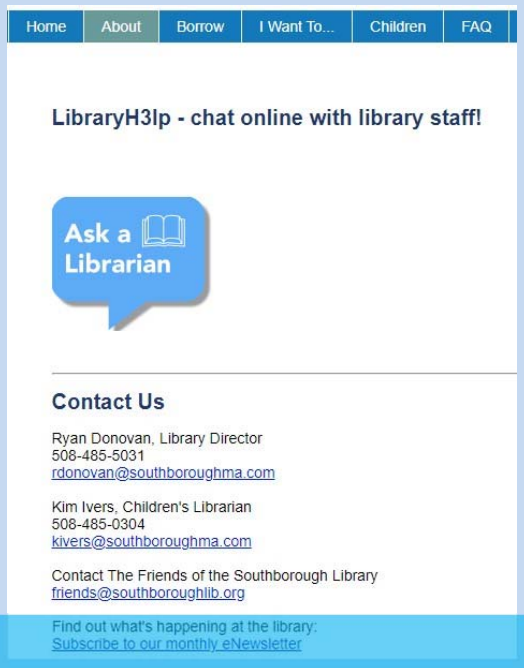
An action packed story filled with humor about a 12- year-old boy genius who captures a fairy named Holly for ransom to restore his family's fortune and help his mother. Little does Artemis know that Holly and her supernatural allies from the LEPrecon (lower elements police) are a force to be reckoned with.



Questions?

READER'S ADVISORY





LIBRARY H3LP



https://www.southboroughlib.org/

THANK YOU

TOWN OF SOUTHBOROUGH POLICIES AND PROCEDURES

Policy:	Code of Conduct Policy
Date Approved:	April 25, 2016
Board approval:	Board of Selectmen

1. Purpose and Scope

1.1 The purpose of this policy is to indicate conduct expected by employees and officials of the Town of Southborough when conducting business with other employees, customers, vendors, and visitors, who interact with the Town, either on a daily or more infrequent basis. This policy extends to private conduct, to the extent the law has additional requirements on public employees.

1.2 Nothing in this policy limits or replaces rules of conduct described in Massachusetts General Laws Chapter 268A, (Chapter 268A and Regulations are referred to in this policy as "State Public Employee Ethics Laws") regarding the conduct of a public employee, including Town employees as described in the law and regulations.

1.3 Nothing in this policy limits or replaces other Town policies that address employee conduct, such as the Town's Workplace Violence Prevention Policy, Policy Against Sexual and Discriminatory Harassment, and the Town's Alcohol & Drug Policy, and other policies applicable to employee conduct.

2. Applicability

2.1 This policy applies to all full and part-time compensated positions, excluding employees of the School Department. Employees whose positions are covered by collective bargaining agreement are subject only to those portions of the policy which are not separately regulated by a collective bargaining agreement. Persons employed under individual employment agreements shall follow all of the provisions of this policy.

2.2 This policy does not replace applicable law, including State Public Employee Ethics Laws, but instead applies in addition to applicable law. In the event this policy conflicts in any way with laws governing employee conduct, the law will apply over this policy, to the extent that it is stricter.

3. Policy

3.1 Employees and town officials must act with fundamental honesty and integrity in all Town dealings, comply with all by-laws/regulations that govern the Town, maintain an ethical and professional work environment and comply with all Town policies. Town employees and officials are required to consistently treat fellow employees, customers, vendors, and visitors with respect, dignity, honesty, fairness, and integrity.

3.2 As further described in State Public Employee Ethics Laws, and among other requirements set forth in the law, Employees and town officials may not, directly or indirectly, ask, demand, exact, solicit, seek, accept, receive or agree to receive anything of value for themselves or for any other person or entity for or because of any official act performed or to be performed by the employee, to influence any official act performed or to be performed, to influence or attempt to influence any official act performed or to be performed, or to act in a manner which would cause a reasonable person to conclude that the employee could be influenced in such a manner.

3.3 Examples of conduct that is considered inappropriate and/or unprofessional under this policy may be physical and/or verbal and include, but are not limited to, the following:

a) Asking or requiring another individual to act unethically or violate the Town's Professional Conduct Policy or the law;
b) Disparaging or misrepresenting the Town or any Town employee or official;
c) Engaging in gambling, such as sports' pools, card games, games of chance, and raffles while conducting Town business or representing the Town;
d) Discriminating against others on the basis of race, sex, sexual orientation, age, handicap, religion or national origin in the course of your employment;
e) Engaging in any behaviors that are harassing, including sexual harassment or offensive comments or jokes;
f) Consuming and/or using alcohol, non-prescribed narcotics or controlled substances during work time, or reporting to work under the influence of alcohol, intoxication, non-prescribed narcotics or controlled substances in any form. You should inform the Assistant Town Administrator or your supervisor at the start of the workday if you are taking medication that might impair your work performance, in order that proper accommodations can be considered and made where reasonable.

g) Unprofessional behaviors, commentary, written correspondence and/or gestures directed at another Town employee or official, supervisor, customer, visitor or resident that a reasonable person would find offensive, humiliating or intimidating or that adversely affect staff performance.

3.4 Employees and town officials shall obey the laws of the United States and the Commonwealth of Massachusetts. Any employee who is convicted of a crime relating to their employment or impacting their employment, or crimes which may disqualify them from holding necessary certifications or licenses, may be subject to disciplinary action, up to and including termination. Employees are, where applicable, subject to meeting CORI background screening requirements, subject to Town requirements and applicable law, including the law governing CORI.

3.5 Employees shall comply with all of the policies and operating procedures of the department in which they work and the Town of Southborough. Employees shall respond forthright to the work-related directives of their supervisor.

3.6 Employees and town officials are expected to conduct themselves in their official relations with the public and with their fellow employees in a manner which will enhance public respect for, and confidence in, the employee and the Town as a whole. Employees and town officials must not only perform their duties in a wholly impartial manner, but must avoid any conduct which gives a reasonable basis for the impression of acting otherwise. Specifically, all employees and town officials shall avoid any action which may result in or create a reasonable basis for the impression of:

a) Using public office for private gain;
b) Giving preferential treatment to any citizen;
c) Making work-related decisions contrary to departmental town policy; and,
d) Using one's official position to harass or intimidate any person or entity.
e) No municipal employee shall, otherwise than as provided by law for the proper discharge of his/her official duties, directly or indirectly receive or request compensation from anyone other than the town or municipal agency in relation to any particular matter in which the same Town is a party or has a direct and substantial interest.
f) No person shall knowingly, otherwise than as provided by law for the proper discharge of official duties, directly or indirectly give, promise or offer such compensation.
g) No municipal employee shall, otherwise than in the proper discharge of his/her official duties, act as agent or attorney for anyone other than the city or town or municipal agency in prosecuting any claim against the town, or as agent or attorney for anyone in connection with any particular matter in which the same town is a party or has a direct and substantial interest.

h) Employees and town officials shall not solicit or accept, directly or indirectly, any gift or benefit, including any gratuity, favor, entertainment, loan, or any other item of value, from a person who or entity which the employee knows or has a reason to know:

- Has, or is seeking to obtain, contractual or other business or financial relations with his/her department or the Town;
- Conducts business or other activities which are regulated or monitored by the department or the Town, except as permitted by statute or regulation;
- Has interests that may be substantially affected by the employee's performance or non-performance of his/her duties or has the appearance of being substantially affected; or
- Seeks to influence the employee in performance of his official acts or any act within their official responsibility.

Exceptions- the restrictions set forth in Section 3 do not apply to the following gifts provided that such gift or benefit has not been solicited by the public employee, and is not for any of the purposes identified as prohibited above, and/or in the State Public Employee Ethics Laws:

a) *De Minimis* Gifts. Anything with a value of less than $25, other than cash. *De minimis* gifts include multiple gifts or benefits given or offered to a public employee within a calendar year by

one person or by an organized group of persons having a common interest in a particular matter or legislation before that public employee, if the aggregated value is less than $25;

b) *Inheritance.* Anything received by inheritance;

c) *Gifts from Immediate Family and Relatives.* Anything received by a public employee from a member of the public employee's immediate family or from a great grandparent, great grandchild, grandparent, grandchild, uncle, aunt, niece, nephew, cousin, step-parent, stepchild of the public employee or of the employee's spouse and given for reasons unrelated to the public employee's official position or duties;

d) *Informational material.* Informational material relevant to a public employee's official functions and intended for use by the public employee in the exercise of official duties or solicited for the purpose of promulgating, administering and enforcing agency regulations, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written, audio, electronic, or visual format;

e) *Professional Organization Membership Fees.* Reduced or waived membership or other fees offered by a professional organization if the only requirements for membership relate to professional qualifications;

f) *General Discounts.* A rebate, discount or promotional item available to the general public or to a class consisting of all public employees from a city or town, county or state on the same terms as offered to the general public;

g) *Display Items for Meritorious Public Service.* An item intended for display and given by a civic, charitable, professional, religious, or fraternal organization in recognition of meritorious public service that has no or minimal resale value. Such items shall include but not be limited to trophies, plaques, bowls, and certificates;

Honoraria. Honoraria not exceeding $250.00 for participating in a legitimate speaking engagement provided that:

- Delivering the speech is not part of the public employee's official duties;
- Public resources are not used in the preparation of the speech;
- Public time is not taken for the preparation or delivery of the speech;
- Neither the sponsor of the address nor the source of the honorarium is a person or entity with whom the public employee has had or reasonably expects to have dealings in his official duties;
- The public employee makes a prior written disclosure.

4. **Actual or Potential Conflicts of Interest, Violations of this Policy, or Violations of the Law:** Employees and town officials should immediately report and make inquiry about questionable items, gifts, benefits, or matters. Inquiries can be made with the Town or employees may go directly to the Town Administrator or to the Ethics Commission at 1-888-485-4766 (Attorney of the Day).

5. Procedures / Investigations

5.1 A violation of any aspect of this policy can damage the integrity and harm the reputation of the Town of Southborough and all employees and town officials, and may additionally place the employee in violation of Massachusetts law. The Town is fully committed to reviewing and/or investigating, as necessary, any and all reported incidents. Employees who become aware of inappropriate conduct should report it to their Department Head or Town Administrator.

5 .2. When management becomes aware of an incident, they shall document the incident as soon as possible and forward said information to their supervisor.

5.3. A decision to deal administratively with the employee and/or to have the employee consult with EAP shall be made as promptly as possible by the Town Administrator or his/her designee, and management should continue an on-going review.

5.4 Employees may have separate reporting requirements under the Massachusetts Ethics Law, which are in addition to those described in this policy. Employees must be aware of these reporting requirements, and when and under what circumstances Massachusetts State Ethics law requires employees to make such Disclosures, including as directed by State law.

6. Applicable Statutes / Laws

A number of laws are implicated by this policy, which outline unacceptable or unethical conduct in the workplace. These include, but are not limited to, any number of criminal and civil laws prohibiting unethical conduct, such as Massachusetts General Laws Chapter 268A, and Massachusetts Regulations at 930 CMR 5.00 et. Seq. (Chapter 268A and Regulations are referred to in this policy as "State Public Employee Ethics Laws"), as well as any criminal or civil laws in the areas of anti-stalking laws, anti-bullying laws, OSHA, anti-discrimination, Civil Rights, etc.

ACKNOWLEDGEMENT

Note: Your signature below signifies that you have received this policy.

This policy is applicable to all employees of the Town of Southborough.
For those employees covered by Collective Bargaining Agreements, the provisions of the CBA, which are subject to negotiation prevail over the language in this policy (i.e. discipline).
Any changes made to this policy that apply to sections that are subject to collective bargaining, will be sent to the appropriate union prior to implementation.

Name_____

Title_____

Department_____

Date_____

RECEIVED
By Town Clerk/rhc at 11:12 am, Jan 26, 2021

Board of Selectmen
Executive Session Meeting Minutes
Tuesday, January 5, 2021
Virtual Meeting through Zoom

Present: Marty Healey, Chelsea Malinowski, Brian Shea, Sam Stivers, Town Administrator Mark Purple, Assistant Town Administrator Vanessa Hale
Absent: Lisa Braccio

At 9:30 P.M. Chairman Healey made a motion for the Board to enter into Executive Session per M.G.L. Chapter 30A, Section 21, and not return to Open Session, to comply with, or act under the authority of, any general or special law (Exemption 7) to review and approve the Executive Session minutes of November 17, 2020.The motion passed by roll call all in favor (4-0-0), Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Review and approve Executive Session minutes, November 17, 2020 [Exemption 7]
Mr. Shea made a motion to approve the Executive Session minutes from November 17, 2020. Mr. Stivers seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Shea, aye; Stivers, aye; Healey aye.

On a motion made by Chairman Healey, seconded by Mr. Stivers and voted by roll call all in favor, Malinowski, aye; Shea, aye; Stivers, aye; Healey aye, Executive Session was closed at 9:31 P.M.

Approved and released by BOS 1-19-21

RECEIVED
By Town Clerk/rhc at 3:10 pm, Feb 03, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, January 19, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Chelsea Malinowski, Lisa Braccio, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey called the meeting to Open Session at 6:31 P.M. Chairman Healey read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Public Comment

Town Moderator Cimino stated that the Governor's guidance regarding the timing of Town Meeting and quorum size from earlier in 2020 remains in place during the tenancy of the emergency order. He said he spoke with the Board and Town Clerk and all agreed a Town Meeting in March is not possible as COVID-19 vaccinations will not be completed for all by that time. A rescheduled date is required for which he did not have but wanted the Board, department heads and other boards and committees to be aware that the date will be moving closer to May or June. Chairman Healey asked about a process for informing the public and Mr. Cimino stated he is required to meet with public safety and the Board of Health before making an official postponement but he is comfortable informing the public that Town Meeting will not be held on March 20, 2021. He spoke about vaccination protocols in the State being an indicator of a safe time to hold Town Meeting. Mr. Purple agreed to work with Mr. Cimino to inform stakeholders and the public about the postponement. There was discussion regarding timing of budget and other board and committee obligations for Town Meeting.

Betsy Rosenbloom, Chair of the Personnel Board, asked how this would affect the work of the Personnel Board as they must conduct hearings for the SAP. Mr. Purple replied that the postponement opens the timeframe to continue to work on the budget and all articles.

III. Scheduled Appointments

<u>Conservation Commission – Update</u>

i. Breakneck Hill Farm

Melissa Danza, Conservation Agent, explained the work the Stewardship Committee has been doing at Breakneck Hill Farm and the challenges faced due to the uptick in trail users due to the pandemic. She gave a summary of the report from Mr. Pisinski regarding the site visit to the Breakneck Hill Farm dump from last year. She stated the Commission is waiting for a final decision from the Board of Health in order to move forward with the cleanup of the area. Chairman Healey asked for a timeframe and Ms. Danza stated it is dependent on the Board of Health. Ms. Malinowski asked about the increased budget for the Stewardship Committee. Ms. Danza explained where the additional funds would be allocated which included access to the Halloran property and various open space parcels under the direct care and control of the Commission. She added the increase for this year has been for maintenance. Ms. Malinowski asked for clarity regarding the reported public safety concern at the Breakneck Hill Farm dump and Ms. Danza explained that there is debris above the surface that could be a tripping or personal injury hazard. Mr. Shea asked about hiring an LSP to inspect the dump and encouraged all involved to move forward with this step as soon as possible. Mr. Stivers asked about the cost for an LSP and survey of work. Ms. Danza gave an estimate for the work and described the work that needed to be done. Ms. Braccio asked if there could be a safety fence or stakes put up around the hazardous area for safety. Ms. Danza explained that she would but the hazardous area is hard to get to. Ms. Braccio asked about funding the cleanup and Mr. Purple stated he would work with Ms. Danza on the budget and inform the Capital Planning Committee.

ii. <u>Bigelow Road</u>

Judith Watson stated that this is a larger scale Eagle Scout project under SOLF. She said the last hearing was October 1, 2020 and a certified survey was requested as is standard for an NOI. She added that the Conservation's jurisdiction lies in the wetland area. The next hearing with the Commission is January 28th. She described concerns from abutters and Ms. Danza stated that the project is so large the Eagle Scout may not have time to complete it. Mr. Shea stated that the Commission is working in the right direction and hopes for a positive resolution. Mr. Stivers agreed and stated it would be great to open this land for public access.

iii. Chestnut Hill Farm

Ms. Danza stated that the Commission and the Trustees will be looking into a resolution for the Trailhead Parking Lot in future meetings. Ms. Braccio asked about an updated management plan. Ms. Danza stated they will begin work on the plan this year and they will be working with the Trustees to review issues that have come up over the last eighteen months that need to be addressed. She hopes to have a draft document in July. Chairman Healey asked about the event applications applied for by the Trustees and where they would be categorized under the conservation restriction. He asked that definitions be clarified in the updated management plan. Ms. Danza agreed.

iv. Snow storage @ 22-24 Turnpike Road

Ms. Watson described the issues with snow storage at this address and the potential violations of the Wetlands and Stormwater Protection Acts. She stated they are waiting for guidance from the DEP ad are hoping for a response before the January 28th meeting. Chairman Healey asked about next steps if voluntary compliance was not made. Ms. Danza explained the process which included a letter to discuss the situation at an upcoming meeting and subsequent letters and fines. Ms. Braccio asked about the original permitting. Ms. Danza explained and stated the Commission's jurisdiction ends where the buffer zone ends. She added that this came to their attention through a complaint and they have been following up every year. Mr. Possemato

explained the issues with snow removal in Town. Mr. Stivers suggested the Commission work with the Planning Board and Building Inspector to resolve the issue.

v. 147, 149 & 151 Middle Road

Ms. Danza gave an update on the hearings and violations for this project. She stated that the hearing was continued from January 7th to January 28th and the applicant has agreed to work with abutters to come to an agreeable solution. Ms. Malinowski asked about the ramifications for clearcutting. Ms. Danza explained that exceeding the 50% threshold violates the stormwater management permit. Ms. Braccio asked if the applicant would have been allowed to clear-cut as they did if they had the current permits submitted prior to beginning the work. Ms. Danza stated they would if the application met the standards in the bylaw. Mr. Smith explained the discussion the Commission had regarding fines and explained that it is sometimes their view that a worthwhile mitigation may be to craft a solution that works for all parties instead of issuing fines. He gave an example of such which included additional landscaping to replace trees and add screening. Chairman Healey asked if there were a list of repeat offenders with past violations. Ms. Danza replied that there is an unofficial list and the Commission takes past violations in consideration for future projects.

vi. Deerfoot Road Ext. water issues

Ms. Watson gave an overview of the current water runoff in this location and the work done by the DPW. She explained that generally the catch basins are working as intended and there is minor work needed to be done in the spring. She added that they are working with homeowners and the builders to close out the permits and are anticipating that the final calculations submitted will be acceptable.

Mr. Shea stated he had multiple meeting with Ms. Danza and DPW Superintendent Karen Galligan and he praised Ms. Danza for her professionalism. Mr. Possemato and Ms. Watson did the same. Mr. Stivers agreed and asked if the concerns of the neighbors have been fully addressed. Ms. Danza replied that based on the calculations that have been submitted, they will have met the conditions of the bylaw and everything will be stabilized.

vii. Administrative staffing

Mr. Smith strongly requested a part-time administrative position for the Conservation Agent. He listed her current duties and tasks and described how some compromised her time while other more urgent or beneficial projects are ignored due to time constraints. He stated if Ms. Danza were freed of her more administrative tasks, she could perform more frequent site visits, meetings with applicants prior to hearings and managing the hundreds of acres of protected land. He added all of this would be a greater return on investment. Chairman Healey asked if they have met with the Advisory Committee and Ms. Danza said they have not. Mr. Stivers stated Town House staff is being restructured and suggested some resources could come from there. Mr. Purple described how the replacement of a retired position could provide support to other departments in the Town House. Chairman Healey stated the message has been heard.

<u>Fire Chief Achilles – Request to update Schedule D & E of SAP bylaw</u>

Chief Achilles stated that he would like the Board to consider a revised pay scale for call members and an update to the Emergency Management Coordinator stipend. He explained the duties of both and how each are currently compensated. Ms. Braccio asked what the Emergency Management Coordinator position entails outside of their current position. Chief Achilles explained that the position is held by a full-time firefighter and outlined how the position

supports the Chief from a logistical, planning and grant funding standpoint. He further explained how the position is the coordinator for CERT, MRC and ensures emergency plans. Ms. Malinowski raised concerns about a union employee also receiving a stipend through the SAP. She stated that she felt the stipend should be included in the union contract. Chief Achilles confirmed the decision for the position to be outside of the union contract was done before he was hired and it may be important to discuss during union negotiations with the firefighters and officers. Ms. Malinowski also stated she was concerned that the position was appointed by the Board. She asked to look into this and collaborate with the Chief regarding his needs and come to an agreement of how the position functions and is compensated.

Mr. Shea asked the dollar value of the increase in the Schedule D rates. Chief Achilles explained how the current call members are compensated and stated he is asking for a $5,000 increase in the part-time line of the budget. Mr. Stivers asked if the changes in rate were to help attract more to the position. Chief Achilles stated it would help with retention and the goal is to have ten members and they currently have seven. Chairman Healey asked if the Emergency Management Coordinator should be a firefighter and Chief Achilles explained the advantageous to having this position filled by a firefighter. Ms. Malinowski asked that the Board give Mr. Purple guidance to include the Cemetery Agent, Tree Warden and Emergency Management Coordinator stipend be done through union negotiations. Chairman Healey stated that because there is additional time for discussions due to the delay of Town Meeting, he was not comfortable making any decision this evening and will be seeking additional information regarding these topics.

IV. Reports

Chairman's Report

i. OML policies

Chairman Healey stated that he has been reviewing agendas and would not want any board or committee unknowingly open to an open meeting law complaint. He offered to revise the document and send it to the Board for review. Ms. Braccio agreed and Ms. Malinowski asked about guidance for members bringing up topics for their meetings within the 48-hour timeframe. She felt it should be allowed only if the topic does not require a vote or change in policy. Chairman Healey agreed and added that an update or "FYI" should be allowed. Mr. Shea requested language stating that any topic requiring a vote or results in a vote should be held until it is able to be included on a properly posted agenda. Mr. Stivers agreed and requested adding language that if the discussion is relative to a Board's policy and likely to result in changes, notice is required. Chairman Healey agreed to revise the document and present a draft for the February 2nd meeting.

ii. MSA Board appointment for District 5

Chairman Healey stated that Ms. Braccio has been appointed to the MSA Board as the District Five Representative. He stated this is a huge accomplishment as Ms. Braccio will represent all of Worcester County. The Board congratulated Ms. Braccio.

Members' Reports

i. Arthur Butler 100th Birthday parade

Ms. Braccio stated on January 8th Southborough participated in a car parade to New Horizons in Marlborough to honor Arthur Butler on his birthday for his service to Town and Country. She stated there were forty vehicles and he was presented the flag that flew over the Capital on

Veteran's Day. She thanked all who participated and organized the event. Mr. Stivers stated that Mr. Butler joined a Dull Men's Club meeting which was a pleasure.

ii. Recognition of DPW crew for response to water break

Mr. Shea recognized the DPW and their efforts to repair two water main breaks over the weekend. He added they went out in adverse conditions and thanked them for their efforts. Ms. Malinowski echoed his thanks.

iii. Office Hours

Ms. Malinowski gave a summary of the first Office Hours held over Zoom. She suggested that all participants be brought in together and muted until their turn as she saw people leave the waiting room before they were able to speak. Ms. Braccio agreed and compared Zoom Office Hours to regular in-person Office Hours. Mr. Stivers asked that Office Hours be advertised more broadly and suggested reaching out to MySouthborough.com.

Ms. Malinowski stated that Youth and Family Services is hiring a consultant to do a needs assessment. She added this was an eight-week process to see if they are properly staffed and the consultant will be giving recommendations. She stated that Youth and Family Services are looking for Board representation. There was discussion on how many Board members should participate and the possible perceptions from the public. Chairman Healey stated he designated the Board liaison, Ms. Malinowski, should be the Board representative on the assessment group.

<u>Town Administrator Report</u>

i. Annual Town Meeting date

Chairman Healey stated this was covered during public comment with Mr. Cimino.

ii. IT manager update

Mr. Purple stated that they are currently advertising for a new IT manager and Ms. Hale is conducting search committees. He gave an update on the current status of the IT Department including the assistance from Mr. Probst of the MTC and Mr. Davis from the Recreation Department.

iii. FY22 Budget update

Mr. Purple gave an update on the FY22 budget which included a current tax rate increase of 8.44%, a K-8 budget increase of 3.13% which is $171,000 less than estimated in the originally FY22 budget and an $80,000 carrying reduction in Worcester County retirement. He stated that they are waiting on final numbers from Assabet and Tufts. He said he will be gathering the information and looking at how the requests impact services.

iv. 2020 Trailblazer Award

Mr. Purple informed the Board that Ms. Hale was selected as the 2020 Trailblazer Award winner which is nationally recognized. He added that she was one of ten finalists in the country for promoting women in local government. Mr. Purple stated she has done a great job promoting women in our organization and working with the MMPA an Women Leading Government. He thanked he for all her work in this area.

V. Consent Agenda

a. Ms. Malinowski asked to hold agenda item "a." Ms. Malinowski asked to revise line 267 to read "AFG" instead of "CPA." The Board agreed. Chairman Healey made a motion to approve

Open Session Minutes: January 5, 2021 with the revision mentioned. Ms. Malinowski seconded. The motion passed (4-0-1) by roll call vote, Braccio, abstain; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

b. Chairman Healey made a motion to approve Executive Session Minutes: November 10, 2020. Ms. Malinowski seconded. The motion passed (4-0-1) by roll call vote, Braccio, abstain; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye. Chairman Healey made a motion to approve Executive Session Minutes: December 15, 2020. Mr. Stivers stated he had one minor edit. The Board agreed to hold Executive Session at the next meeting to approve. Chairman Healey made a motion to approve and release Executive Session Minutes: January 5, 2021. Mr. Shea seconded. The motion passed (4-0-1) by roll call vote, Braccio, abstain; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

c. Chairman Healey made a motion to appoint Tyler Lu as Student Police Officer effective 2/1/21, at Chief Paulhus' request. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

d. Chairman Healey mad a motion to accept the resignation from Probationary Police Officer Brandon Donahue, effective 1/6/21. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

e. Chairman Healey made a motion to appoint Daniel Moreira as Part-Time Telecommunications Officer, at Chief Paulhus' request; start date TBD. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

VI. Other Matters Properly Before the Board

Continued discussion of Downtown Initiative bylaw

Ms. Braccio shared her screen and walked the Board through the document included in the packet. The Board discussed the inconsistencies they found in the document after the consensus meeting and suggestions from Attorney Costa. The Board agree to change the district name to "Downtown District" and Ms. Connelly presented suggested changes from the EDC for the Board to consider. There was discussion whether to increase the maximum floor area ratio and the Board agreed to make no changes outside of the November consensus meeting. It was agreed that if the Board or any members felt strongly about making changes they could attend the Planning Board public hearings. There was discussion about holding a public forum with the Board and EDC prior to the Planning Board hearings. It was decided to hold an informational forum for educational purposes. Chairman Healey made a motion to recommend the document as a consensus document that grew out of the combined hearings in the fall and approve the revised zoning article as written with the amendments referenced by Ms. Braccio. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye. Chairman Healey made a motion that the Board commit to having a public forum giving the abutters opportunity to weigh in on downtown zoning changes. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Review of Town contracted services

Chairman Healey stated that the discussion this evening is regarding the process for soliciting bids for legal services and that the Board should look at the process for renewing all contracted services in the future. The Board agreed. Mr. Stivers stated that there should be an appropriate structure for renewing contracted services as some fall into a commodity every year, others over several years and the performance evaluation process is overlooked. Chairman Healey agreed. He asked if the Board would like to look into legal services beyond Town Counsel. Mr. Purple

explained that the appointment for Mead, Talerman and Costa has turned into an annual appointment along with Town Counsel and Labor Counsel. Ms. Malinowski stated she would like to see options and asked the Board their opinion on offerings from larger sized firms. Chairman Healey stated he would like to implement a process where the Town is receiving the best possible legal services for its money. He explained how a larger or medium size firm could work for the Town. Mr. Purple explained his experience implementing the process for an RFP for legal services and the results. He urged the Board to consider real interest in change or they may not receive adequate responses.

Mr. Shea stated that there is value to having the same firm for repeat work as they have knowledge of the municipality's systems and infrastructure. He also stated that if there are issues with the current services, it should be addressed and added that it will take time for a new firm to get up to speed on issues. He said that is no reason to stay but an approach needs to be decided upon. Chairman Healey asked Mr. Purple to research how other communities have bid for legal services and requested a range of examples from other like communities. Mr. Purple agreed.

VII. Discussion of process for personnel exit interviews

Ms. Braccio asked the Board to consider a process for exit interviews as employees leave to gain an opportunity to ask for suggestions and feedback. She suggested someone from the Personnel Board taking on this role. Mr. Stivers stated the role should not be someone in the direct chain of command and agreed that someone from the Personnel Board would be a good fit. Ms. Malinowski asked if a union employee could also be requested to have an exit interview. Ms. Hale stated that exit interviews have been done in the past but were never formalized or included in the SAP. Chairman Healey stated that some Selectmen Office employees are part of a union but because exit interviews are voluntary, it should be acceptable to ask to hold one with a union employee. Chairman Healey asked Mr. Purple to touch base with Ms. Rosenbloom. Mr. Purple agreed.

VIII. Public Comment

None

IX. On a motion made by Mr. Stivers, seconded by Mr. Shea and voted all in favor (5-0-0) by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 10:23 P.M.

Upcoming Meetings
February 2, 2021
February 16, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the January 19, 2021 BOS Meeting:

- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator 2021

- Draft Site Assessment Report - Davis Farm Dump off Breakneck Hill Road by Paul Pisinski 10.20.20
- Davis Farm Dump Attachments A, B and C
- Letter from Chief Achilles to BOS re - FY22 Revisions to Schedule D and E of SAP 1.13.21
- Draft Regular Session Minutes dated 1.5.21
- Letter from Chief Paulhus to BOS re - Appointment Student Officer Tyler Lu 1.11.21
- Letter of Resignation, Brandon Donahue 1.6.21
- Letter from Chief Paulhus to BOS re - Part-Time Telecommunications Officer, Dispatcher 1.13.21
- List of Town Contracted Services 2021
- Downtown Initiative Bylaw 1-19-21 packet supplement

Davis Farm Dump
Attachment "A"

The documents, memos, letters and pictures dated from August 16, 2005 up to and including a letter to Beth Rosenbloom dated September 12, 2005 are taken from the Board of Health office file labeled "Davis Farm Dump" - Breakneck Hill Road. This attachment consists of a memorandum from Denis D'Amore, Environmental Engineer and Ground Water Consultant pertaining to his summary of an initial field investigation of the site and a 9-point Scope of Work along with a Request for Proposal (RFP) and Request for Qualifications (RFQ), to clean and restore the Farm Dump Site.

NOTES TO: BREAKNECK HILL RD FILE
DAVIS FARM LAND

Feb. 14, 2006

grab samples
analytical Testing
pesticides
metals
VOC
Pesticides, Herbicides,

Special Counsel, Susan Crane

Confer. Call 2:30 P.M. 2/14/06
L.S.P. - Denis D'Amore
Conserv. Administrator, Beth Rosenbloom
Public Health Dir. - P.C. Piinski

No. 48 Breakneck Hill Road — Dug & tested: 01/09/86

Public water — No. — Private Well

well owners { Elizabeth Carroll / Thomas Carroll
Home Phone: 508 460-1490

20 ft. of casing (6' to Bedrock)
grout seal
320 ft. total depth
12 GPM @ start
7 GPM after 5 hrs.
E.R. Sullivan (well driller) - Need Pump & Reitzel Assoc. Testing Lab.

Total Depth		
425 ft.	No. 49 — New Well — Lab results — all N/D.	02/18/03
425 ft.	No. 51 — New Well — " — all N/D	11/13/02
495 ft.	No 53 — 1983 Well — Simple lab results all very low	
600 ft. Hydrofracked	No. 55 — New Well — Lab results — all N/D	9/25/03

Toluene 30 MCL
MCL - 1000

Toluene - 211
MCL - 1000

Xylenes (Total) 2
MCL 10,000

Note: All Lab results for private wells @ 49, 51, 53 & 55 Breakneck Hill Rd are on file @ the Southboro Board of Health Files for wells.

Note: ① Surface of Well head appears to be 9 to 10 feet above surface of Farm Dump

② Surface & most likely subsurface water (ground water) is flowing due North toward Rt. 9 & the Reservoir. Private Well @ 48 Breakneck Hill Road is West, South West approx 300'+ feet away from Dump.

③ Bedrock @ Well area was listed as 6 feet below surface. 20 ft. of casing (2 ft. above surface) indicates: 20 − 2 = 18 ft. − 12 ft. of casing into bedrock w/ grout

NOTES TO: BREAKFAST HILL RD. FILE
DAVIS FARM LAND

02/17/04 12:35 P.M. John Regan – D.E.P. Central Reg. Office
1 (508) 767-2754

Chapter 111 Sect. 150
if dumping ceased Prior to 1971
Nothing at all needed now

if dumping continued you may want to do following:

(1) well testing VOC. Pesticides Herbicides if well is within 400 ft. of Farm Dump.

(2) → place one shallow well down gradient (monitor well) Test initially & every three to five years thereafter if nothing shows up initially. If contaminates are found, call DEP & they can advise.

(3) append Deed notice – file @ Registry of Deeds alerting future public officials that old farm dump debris exist & no building foundation shall be placed over site, no digging, planting trees, etc. Have Town Counsel initiate this wording with approval by Bd. of Selectmen Town Administrator, D.P.W., Assessors, Board of Health, & Conserv. Com.

MEMORANDUM

Date May 17, 2006

To: Paul C. Pisinski, Public Health Director

From: Janice C. Conlin, Town Administrator

Re: Well sampling at 48 Breakneck Hill Road

The Board of Selectmen at its meeting of May 16, 2006 voted to allow $1,600.00 to be taken from the Engineering Account for private well sampling at the Thomas and Elizabeth Carroll private well at 48 Breakneck Hill Road.

PCP

COPY

SOUTHBOROUGH BOARD OF HEALTH
MEMORANDUM

DATE: MAY 3, 2006

TO: BOARD OF SELECTMEN
CC JANICE CONLIN, TOWN ADMINISTRATOR

FROM: PAUL C. PISINSKI

RE: BREAKNECK HILL CONSERVATION AREA/PRIVATE WELL SAMPLING

The Board of Health received a proposal from Denis D' Amore license site professional, to collect a sample, analyze the well water for a multiple of various organic and inorganic compounds and metals and provide the Town with a written report of well water collected at the Thomas and Elizabeth Carroll private well at 48 Breakneck Hill Rd.

The cost for doing this work is $1,600; please see the attached copy of the proposal. We are requesting that this amount be taken from the Engineering Account.

Should you have any questions, please give me a call.

D'Amore Associates, Inc.

(978) 2078301 cell phone

148 Ponakin Road Lancaster, Massachusetts 01523 (978) 368-1802 Fax (978) 368-1608

Environmental Engineering and Ground Water Consulting

RECEIVED

MAY 0 3 2006

Southborough Board of Health

April 27, 2006

Mr. Paul Visinsky
Southborough Board of Health
Southborough Town House
17 Common Street
Southborough, MA 01772

COPY

Re: Breakneck Hill Conservation Area
Private Well Sampling

Dear Mr. Visinsky:

The following is a scope of work and associated costs to collect a water sample from the Carroll private well. The sample will be analyzed for total lead, nickel and zinc, volatile organic compounds and EPH/VPH compounds.

The cost to collect and analyze this sample and prepare a letter report for the Town and the homeowner is $1,600.

Please provide me with the contact information (name and telephone number). It is anticipated that it will take three weeks to complete this scope of work.

D'Amore Associates, Inc. appreciates having the opportunity to be of service to you and is prepared to begin work on this project immediately upon receiving notice to proceed. Meetings, if they are required, will be billed on a portal to portal basis at an hourly rate of $100.00 and are not included in these costs.

Invoicing will occur on a monthly basis for the work completed during the previous month. Payment of invoices is due upon receipt.

Please indicate your approval of this proposal by signing below, returning one signed original and retaining the second one for your records.

Sincerely,

COPY

D'Amore Associates, Inc.

Denis D'Amore, Ph.D., P.E.
Licensed Site Professional

The above proposal is hereby agreed to and as evidenced to by the signature below:

Town of Southborough
BOARD OF HEALTH

By _____ Date May 3, 2006

Name Paul A Visinsky Title Public Health Dir.

D'Amore Associates, Inc.

148 Ponakin Road Lancaster, Massachusetts 01523 (978) 368-1802 Fax (978) 368-1608

Environmental Engineering and Ground Water Consulting

April 27, 2006

RECEIVED

MAY 0 3 2006

Southborough Board of Health

Mr. Paul Visinsky
Southborough Board of Health
Southborough Town House
17 Common Street
Southborough, MA 01772

Re: Breakneck Hill Conservation Area
Private Well Sampling

Dear Mr. Visinsky:

The following is a scope of work and associated costs to collect a water sample from the Carroll private well. The sample will be analyzed for total lead, nickel and zinc, volatile organic compounds and EPH/VPH compounds.

The cost to collect and analyze this sample and prepare a letter report for the Town and the homeowner is $1,600.

Please provide me with the contact information (name and telephone number). It is anticipated that it will take three weeks to complete this scope of work.

D'Amore Associates, Inc. appreciates having the opportunity to be of service to you and is prepared to begin work on this project immediately upon receiving notice to proceed. Meetings, if they are required, will be billed on a portal to portal basis at an hourly rate of $100.00 and are not included in these costs.

Invoicing will occur on a monthly basis for the work completed during the previous month. Payment of invoices is due upon receipt.

Please indicate your approval of this proposal by signing below, returning one signed original and retaining the second one for your records.

Sincerely,

D'Amore Associates, Inc.

Denis D'Amore, Ph.D., P.E.
Licensed Site Professional

The above proposal is hereby agreed to and as evidenced to by the signature below:

Town of Southborough

By TOWN OF SOUTHBOROUGH BOARD OF HEALTH Date MAY 3, 2006

Name Paul C. Pisinski Title PUBLIC HEALTH DIRECTOR

PAUL C. PISINSKI

Paul Pisinski

From: Vanessa Hale
Sent: Tuesday, October 08, 2019 12:00 PM
To: Paul Pisinski
Cc: Mark Purple; Barbara Spiri; Melissa Danza
Subject: Carl Guyer PRR

RECEIVED
OCT 08 2019
Southborough Board of Health

HI Paul-
This is the text of the public records request we just spoke about. Aldo or Mark also need to look at anything you will be providing, so let us know what you find. The tenth day of this request is this Thursday, Oct 10. As I said, the period he is asking for is Dec 1 2005 - Dec 1 2006.

I would like to request historical documents from the Board of Selectmen, Board of Health and the Conservation Commission related to actions and decisions made regarding the commercial dump/landfill still in existence on the town own property referred to as the Breakneck Hill conservation land.

As a member of the Conservation Commission I am concerned this landfill may be in violation of Southborough's wetland protection by-laws, represent a physical hazard to public safety and possibly still be in need of proper disposition.

cc: Paul Pinsinski

D'Amore Associates, Inc.

148 Ponakin Road Lancaster, Massachusetts 01523 (978) 368-1802 Fax (978) 368-1608

Environmental Engineering and Ground Water Consulting

December 12, 2005

RECEIVED

DEC 1 2005

Southborough Board of Health

Ms. Beth Rosenblum
Southborough Conservation Commission Administrator
Southborough Town House
17 Common Street
Southborough, MA 01772

Re: Breakneck Hill Conservation Area
Leachate Sampling

Dear Ms. Rosenblum:

The following is a scope of work and associated costs to collect a sample of the leachate emanating from the toe of the farm dump on Breakneck Hill Road. The sample will be analyzed for Priority Pollutant 13 metals, iron, pesticides, volatile organic compounds, PCBs, base/neutral and acid extractable compounds, polyaromatic hydrocarbons, halogenated volatile organic compounds, EPH/VPH compounds, 2,3,7,8-TCDD (indicators for dioxins and furons).

The cost to collect and analyze this sample is $2,400.00.

Upon receipt and analysis of the results, an evaluation of the necessity to conduct additional field investigations can be made. That work would include:

1. Installing one monitoring well along the top of the embankment at the edge of the dump site to evaluate ground water conditions at the downgradient end of the dump site. Upon completion of the well, it would be purged and sampled for the constituents identified in the leachate sampling results; and
2. Collecting a sample of the sediment from this same area. The sample would be analyzed for the constituents identified in the leachate sampling results.

D'Amore Associates, Inc. appreciates having the opportunity to be of service to you and is prepared to begin work on this project immediately upon receiving notice to proceed. Meetings, if they are required, will be billed on a portal to portal basis at an hourly rate of $100.00 and are not included in these costs. It is anticipated that it will take three weeks to complete this scope of work.

Invoicing will occur on a monthly basis for the work completed during the previous month. Payment of invoices is due upon receipt.

Please indicate your approval of this proposal by signing below, returning one signed original and retaining the second one for your records.

Sincerely,

D'Amore Associates, Inc.

Denis D'Amore, Ph.D., P.E.
Licensed Site Professional

Davis Farm Dump
Attachment "B"

This letter report summarizes the results of the leachate sample, analysis and conclusion of what was found at the dump site conducted by D'Amore Associates, Inc. dated February 2, 2006.

D'Amore Associates, Inc.

148 Ponakin Road Lancaster, Massachusetts 01523 (978) 368-1802 Fax (978) 368-1608

Environmental Engineering and Ground Water Consulting

February 2, 2006

RECEIVED

FEB 07 2006

Southborough Board of Health

Ms. Beth Rosenblum
Southborough Conservation Commission Administrator
Southborough Town House
17 Common Street
Southborough, MA 01772

Re: Breakneck Hill Conservation Area
Leachate Sampling Results

Dear Ms. Rosenblum:

The following is letter report summarizing the results of the leachate sample that was conducted at the dump site located on a portion of the Breakneck Hill Conservation Area.

Sampling Procedure

The sample was collected from the toe of the farm dump on January 5, 2006 immediately next to the overturned vehicle (see attached Photograph # 1). The procedure for collecting the sample was to excavate a shallow depression approximately eight inches deep within which the leachate accumulated (see attached Photograph # 2). As the depression filled with leachate, it was immediately transferred to the sampling containers. The sample was analyzed for Priority Pollutant 13 metals, iron, pesticides, volatile organic compounds, PCBs, base/neutral and acid extractable compounds, polyaromatic hydrocarbons, halogenated volatile organic compounds, EPH/VPH compounds, 2,3,7,8-TCDD (indicators for dioxins and furons). Phoenix Environmental Laboratory of Manchester, Connecticut analyzed the sample. The results are summarized in Table 1. The laboratory report is included as Attachment 1.

Discussion of Results and Conclusion

With the exception of four metals, no other compound or suite of chemicals were detected in the sample. The four metals and their respective concentrations that were present include; iron (14.3 mg/l), lead (0.007 mg/l), nickel (0.005 mg/l) and zinc (0.073 mg/l). Not surprisingly, these are metals commonly associated with automobiles and other fabricated metal parts. None of the detected levels exceed, or even approach, the Massachusetts Contingency Plan GW-1 standard, which applies to drinking water, or the GW-3 standard, which applies to surface water.

Based upon these results, it appears that aside from aesthetic and public safety concerns, the dump site poses no threat to the environment.

Pleas call me with any questions that you may have regarding this report.

Sincerely,

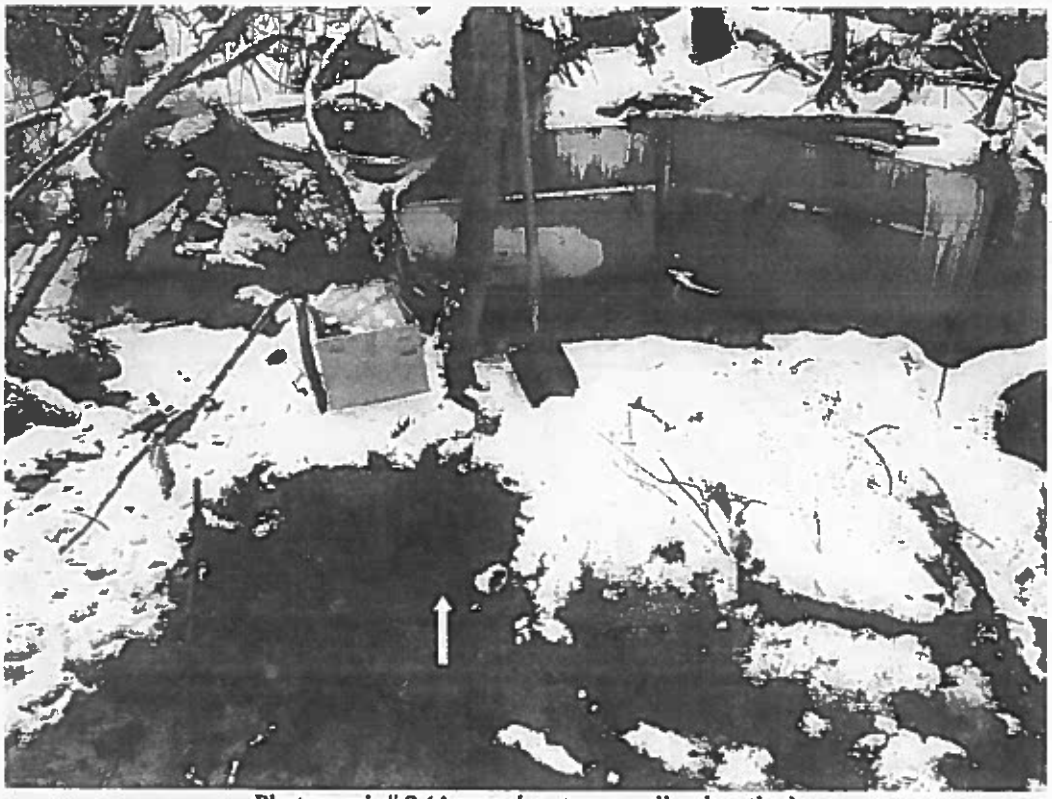
D'Amore Associates, Inc.

Denis D'Amore, Ph.D., P.E.
Licensed Site Professional

Photographs, Table and Attachment



Photograph # 1 (Arrow denotes sampling location)



Photograph # 2 (Arrow denotes sampling location)

Davis Farm Dump
Attachment "C"

This attachment consists of notes to Davis Farm file dated February 1, 2006 from a discussion with John Regan, D.E.P. Section Chief and his three recommendations. A summary of private drinking water wells along Breakneck Hill Road in the vicinity of the Davis Farm Dump, dated February 14, 2006. A series of Memos and letters pertaining to one private well at 48 Breakneck Hill Road which was tested. Note – the laboratory results of the water quality are quite detailed and is in the Board of Health office file and is not included in Attachment "C". The result of the analysis of water from this well did not show any toxins, or contaminants and was determined to be fit to drink.

Notes To: Breakneck Hill Road – Davis Farm Land – File

2/14/06

Conference Call 2:30 pm
Special Counsel, Susan Crane
LSP, Denis D'Amore
Conservation Administrator, Beth Rosenbloom
Public Health Director, Paul Pisinski

No. 48 Breakneck Hill Road
Public water – no public water on this section of Breakneck Hill Road
One private well, approximately 300+ ft. to dump site will be tested
Well Owners: Elizabeth Carroll, Thomas Carroll/Home Phone: 508-460-1490
Grab samples analytical testing: pesticides, metals, voc, herbicides
Dug & tested on 1/9/86

- Private well
- 20 feet of casing (6 feet to bedrock)
- Grout seal
- 320 feet total depth
- 12 GPM at start
- 7 GPM after 5 hours
- E.R. Sullivan (well diggers) need pump and Reitzel Assoc. Testing Lab

---

Other private drinking water wells along Breakneck Hill Road, but greater than 300 ft. distance to Dump site:

House Number	Well Depth			
No. 49	425 feet	new well	2/18/03 lab results	all N/D
No. 51	425 feet	new well	11/13/02 lab results	all N/D Toluene 30 MCL 1,000
No. 53	495 feet	1983 well	simple lab results	all very low
No. 55	600 feet (Hydro fracked)	new well	9/25/02 lab results	all N/D Toluene 211 MCL 1000 Xylenes (total) 2 MCL 10,000

Note: all lab results for private wells @ 49, 51, 53 & 55 Breakneck Hill Road are on file at the Southborough Board of Health files for wells.

1. Surface of well head appears to be 9 to 10 feet above surface of farm dump
2. Surface and most likely subsurface water (ground water) is flowing due North toward Rt. 9 and the Reservoir. Private well at 48 Breakneck Hill Road is West, Southwest approximately 300+ feet away from dump.
3. Bedrock at well area was listed as 6 feet below surface. 20 feet of casing (2 feet above surface) indicates 12 feet of casing into bedrock with grout seal.

Notes To: Breakneck Hill Road – Davis Farm Land – File

2/1/06 12:35 pm John Regan – D.E.P. Central Regional Office 508-767-2759

Chapter III Sec. 150

If dumping ceased prior to 1971 – nothing at all needed now

If dumping continued, you may want to do the following:

1. Well testing (voc, pesticides, herbicides) if well is within 400 ft. of farm dump.
2. Place one shallow well down gradient (monitor well)
   Test initially and every three to five years thereafter if nothing shows up initially.
   If contaminates are found, call D.E.P. and they can advise.
3. Append Deed Notice
   File at Registry of Deeds alerting future public officials that old farm dump debris exist and no building foundation shall be placed over site, no digging, planting trees, etc. Have Town Counsel initiate this wording with review by Board of Selectmen, Town Administrator, DPW, Assessors, Board of Health, and Conservation Commission.

D'Amore Associates, Inc.

148 Ponakin Road Lancaster, Massachusetts 01523 (978) 368-1802 Fax (978) 368-1608

Environmental Engineering and Ground Water Consulting

MEMORANDUM

To: Ms. Beth Rosenblum, Southborough Conservation Administrator

Cc: Susan Crane

From: Denis D'Amore

Date: August 16, 2005 (revised)

Re: Breakneck Hill Dump Site

The following is a summary of my initial field investigation and research regarding the Breakneck Hill Road farm dump site. I have prepared this memo for the Commission's review and discussion prior to crafting the scope of work so that the Commission can better decide how they would like to see this issue resolved once the initial investigation is completed.

I conducted a site visit on August 1, 2005 and walked the two stream channels that are located north and south of where dumping occurred. These two features represent the width of the filled area (approximately 450 feet). Because of the presence of dense undergrowth, I was unable to inspect much of the interior of the dump site. My observations are as follows:

- There is a significant quantity of various types of rusted metal debris strewn across the site (55-gallon drums in various stages of decay, large motor parts, rusty metal pieces, building materials (such as pallets, wood and concrete cinder blocks).
- At the upstream side (i.e., south end), the fill thickness appears to be approximately three feet thick.
- The stream along this side of the dump is ephemeral and was dry at the time of my inspection.
- At the downstream or north end of the site, the fill thickness is on the order of ten to twelve feet. For the purpose of orientation, this is where the overturned car is located at the toe of the slope right next to a second stream channel which appears to be perennial. There was observable iron staining between the debris and the stream in this location
- There was also significant iron staining on the west side of the outlet pipe of the pond (i.e., heading in the direction of Breakneck Hill Road (see attached photos). This staining appears not to be related to the dump site and is not located on Town property.
- The width of the filled area between the two streams (i.e., in a north-south direction) is approximately 450 feet. With the dense vegetation, it is difficult to estimate the east-west dimension of the fill.
- Because of the proximity of the fill to the perennial stream, capping the dump with clean fill may not be a viable alternative because of slope stability concerns.

To better understand the MADEP's policy regarding dump sites, I spoke, in a generic terms, with Dave Adams from the Northeast Regional Office Bureau of Solid Waste. Adams indicated that there are many such dumping grounds in the state and depending upon when the dumping occurred, oversight of the dump could either be the responsibility of the local Board of Health (BOH) or, if waste was placed after 1971, it could become the responsibility of the DEP Bureau of Solid Waste. Adams went on to say that there are two concerns with these dump sites; 1) physical hazard issues, and 2) hazardous waste issues.

I got the distinct impression from Adams that, because of the significant numbers of sites such as this one, if there were no hazardous waste issues then even if dumping occurred after 1971, the DEP would rather see the site managed by the local BOH. Adams indicated that although the DEP requires no formal notification to the Solid Waste Bureau, it would be prudent to do so in case they would like to have some input into the process.

In the absence of any hazardous waste issues, the DEP/BSW recommends removing the dumped material and restoring the site to natural conditions or at the very least, removing any physical hazards that exist.

If hazardous waste is present above reportable concentrations, then notification needs to be made to Bureau of Waste Site Cleanup (BWSC). The site would then matriculate through the standard MCP (Massachusetts Contingency Plan) process; Phase I Initial Site Investigation, Phase II Comprehensive Site Assessment, which includes an assessment of risk to human health, welfare, public safety and the environment, Phase Feasibility Study and Phase IV Remedy Implementation Plan (if necessary). The ultimate endpoint would be a Response Action Outcome (Class A, B or C). Again, because of the significant number of these sites across the State, my impression is that the solid waste group would prefer to see this managed by the hazardous waste group with informal notification to them.

Based upon the above, my recommendations for the scope of work tasks are as follows:

1. Collect a sediment sample from the iron stained area at the toe of slope of the dump site. The sample should be analyzed for Priority Pollutant 13 metals, pesticides, volatile organic compounds, PCBs, base/neutral and acid extractable compounds, polyaromatic hydrocarbons, halogenated volatile organic compounds, EPH/VPH compounds, 2,3,7,8-TCDD (indicators for dioxins and furons).
2. Clear and grub the entire fill area so that inspection of the interior parts of the dump site can be made. This would be best accomplished in leaf down conditions.
3. Concurrently with Task 2, remove and stockpile in 30 cubic yard dumpsters all surface metal debris and other C&D (construction and demolition) waste.
4. Excavate up to eight test pits across the dump site to determine the fill thickness as well as its composition.
5. Collect soil samples beneath the fill at the base of each test pit. The soil samples would be analyzed for the constituents identified in the sediment sampling results.
6. Collect a surface water sample from the watercourse on the north side of the dump site. The water sample would be analyzed for the constituents identified in the sediment sampling results.
7. Upon receipt and analysis of the laboratory results, determine if additional field investigations are warranted including but not limited to ground water monitoring wells.
8. Based upon the test pit results, estimate the fill volume and removal and disposal costs.
9. Prepare a site restoration plan once the fill has been removed.

Please contact me with any questions that you may have regarding this project.



Iron staining on left side of pond outlet



Iron staining on right side of pond outlet

Scope of Work
for
Breakneck Hill Road Farm Dump Site
Town of Southborough
September 7, 2005

The following is a Request for Qualifications (RFQ) and Request for Proposal (RFP) to conduct a preliminary investigation for the Town of Southborough at the Breakneck Hill Road Farm Dump Site. The objective of the assessment will be to:

1. Estimate the extent and types of solid waste that have been dumped at the site;
2. Ascertain whether there has been a release of oil and/or hazardous material to soil, groundwater or surface water at the site;
3. Estimate the per ton cost associated with removing the debris from the site vs. the cost to remove the surface debris and cap the dump site. Note that either option would have to be in compliance with DEP regulations (either BWSC or BSW); and
4. Based upon a cost benefit analysis of debris removal vs. capping, prepare a conceptual plan for the restoration of the site once the debris and any contaminated soil have been removed.

Background

2005
- 25
1980

The Southborough Conservation Commission has owned the Breakneck Hill Conservation Area for the past 25 years. The property consists of an 88-acre parcel of land that the Town purchased from a farmer, Ray Davis, who recently passed away. Until his death, Mr. Davis owned and operated a farm across the street from the property. Most of the parcel was formerly an apple orchard operated by Mr. Davis. His herd of Belted Galloway cows continues to graze on the property with permission from the Town during the warmer months.

In the course of various assessments of the property, it came to light that there is a large "farm dump" on the property, located directly behind Fallon's Pond. The pond is behind Harding Botanicals on Breakneck Road, adjacent to and just to the north of the conservation land parking lot on that road.

According to anecdotal reports, the farm dump was operated by Mr. Davis for decades, until as recently as five years ago. Mr. Davis is believed to have owned a farm equipment repair shop and it is reported that he dumped abandoned heavy equipment parts within the dump site limits. One neighbor, who observed crank cases, heavy motorized equipment and front end loader buckets at the dump, reported that he saw Mr. Davis covering waste with several feet of fill, using a bulldozer. Others have seen the remains of several cars there. It is reported that an old roof was dumped there, and it is suspected that cows were buried there. Mr. Davis was also known to have used and stored pesticides on the property for use on the apple orchard; a neighbor reported that he mixed them in or near Fallon's Pond.

Physical Setting

The following is a summary of the results of a recent inspection of the property that was conducted in August 2005:

- There are two stream channels that are located north and south of where dumping occurred. These two features represent the width of the filled area (approximately 450 feet). Because of the presence of dense undergrowth, the interior of the dump site cannot be inspected at this time.
- There is a significant quantity of various types of rusted metal debris strewn across the site (55-gallon drums in various stages of decay, large motor parts, rusty metal pieces) and building materials (such as pallets, wood and concrete cinder blocks).
- At the upstream side (i.e., south end), the fill thickness appears to be approximately three feet thick. The stream along this side of the dump is ephemeral and was dry at the time.
- At the downstream or north end of the site, the fill thickness is on the order of ten to twelve feet. The toe of the slope is immediately next to a stream channel which appears to be perennial. There was observable iron staining between the debris and the stream in this location.
- The width of the filled area between the two streams (i.e., in a north-south direction) is approximately 450 feet. With the dense vegetation, it is difficult to estimate the east-west dimension of the fill.

Site Visit

There will be a mandatory site visit of the dump site that will be held on SPECIFY DATE and TIME for any firm wishing to submit a bid on the following scope of work

Scope of Work

Based upon the above observations, the scope of work (SOW) tasks are as follows:

1. Collect a sediment sample from the iron stained area at the toe of slope of the dump site. The sample should be analyzed for Priority Pollutant 13 metals, iron, pesticides, volatile organic compounds, PCBs, base/neutral and acid extractable compounds, polyaromatic hydrocarbons, halogenated volatile organic compounds, EPH/VPH compounds, 2,3,7,8-TCDD (indicators for dioxins and furons).
2. Clear and grub the entire fill area so that inspection of the interior parts of the dump site can be made. This would be best accomplished in leaf down conditions.
3. Concurrently with Task 2, remove and stockpile in 30 cubic yard dumpsters all surface metal debris and other C&D (construction and demolition) waste. Any drums or pails containing liquids that are identified during this task should be isolated accordingly (i.e., either in 55-gallon drums with sealed tops or in overpack containers as warranted).
4. Excavate up to eight test pits across the dump site to determine the fill thickness as well as its composition.
5. Collect soil samples beneath the fill at the base of each test pit. The soil samples would be analyzed for the constituents identified in the sediment sampling results as well as other constituents not identified in the sediment sample based upon visual and olfactory field observations made at each test pit location.
6. Collect a surface water sample from the watercourse on the north side of the dump site. The water sample would be analyzed for the constituents identified in the sediment

sampling results as well as other constituents not identified in the sediment sample based upon visual and olfactory field observations of the surface water.

7. Upon receipt and analysis of the laboratory results, determine if additional field investigations are warranted including but not limited to ground water monitoring wells.
8. Based upon the test pit results, estimate the fill volume and removal and disposal costs on a per ton basis and compare it with an estimated cost to remove any remaining surface debris and cap the dump site. Note that either option would have to be in compliance with DEP regulations (either BWSC or BSW).
9. Based upon the results of Task 8, prepare a conceptual site restoration plan.

Additions or deletions to this scope of work may be made in responding to the RFP, however, clear justification for doing so must be provided. The cost for completing the nine tasks specified in the SOW must be included.

Requirements for Respondents to this RFP

1. Statement of Qualifications

    - Provide a qualifications package that describes the company's qualifications in completing this scope of work as well as implementing any future response actions at the site. Note that it is uncertain whether the site will be managed under the Bureau of Waste Site Cleanup Massachusetts Contingency Plan or the Bureau of Solid Waste. Consequently, experience with both sets of regulations is essential.
    - Provide a list of personnel including their resumes and a description of their tasks on this project for individuals who will be directly involved with the project.

2. Summary of Costs

Along with a total cost to complete this work, provide line item costs for each of the nine tasks specified in the SOW. Include unit costs for each laboratory parameter as well as all subcontracted services (i.e., drill rig, weekly/monthly rental rates for any storage containers, etc.).

If optional tasks are proposed, they should be kept separate from the specified SOW.

3. Schedule for Implementation

Provide a schedule for implementing the SOW. Consideration should be given to conducting the work in late fall when the interior parts of the dump site will be more visible.

Please note...

The Board of Health Davis Farm Dump file also contains several redundant memos, letters and is available for anyone to view. Several of these are copies, the originals of which are addressed to the Southborough Conservation Commission.

There is also a large manila envelope of letters, memos and reports the contents of which are marked in large bold letters **PRIVATE FOR TOWN COUNSEL – ATTORNEY/CLIET ONLY**.

DOWNTOWN BUSINESS VILLAGE DISTRICT V2 (LB)

Town Center District – rename as this is a new district and or could lead to confusion

December 4, 2020

Part I. Amend **§ 174-2** Definitions by adding the following new term and definition in appropriate alphabetical order.

BED AND BREAKFAST

Bed and breakfast is an establishment on owner-occupied property offering transient lodging accommodations to the general public, with not more than four guests rooms and food service limited to breakfast for guests.

CO-WORK CENTER

A building or portion thereof used for flexible work spaces offering short-term, monthly, or longer lease periods for self-employed people or people working for different employers, and typically providing shared furnishings, equipment, and business support services.

FAÇADE

The exterior side of a building.

MICROBREWERY

A microbrewery is a licensed establishment that produces and distributes beer, ale, or other malt beverages, and which may include accessory uses such as tours of the microbrewery, retail sales, and a taproom for on-site consumption. In addition to selling beer at retail on the premises, a microbrewery may act as wholesaler for beer of its own production for off-site consumption if it has a valid pub brewery license from the Commonwealth of Massachusetts.

MIXED-USE DEVELOPMENT

A development that includes both residential uses and nonresidential uses within a single structure. The ground floor facing the street shall be used only for permitted nonresidential uses, and the total gross floor area occupied by nonresidential uses shall be at least 10 percent of the gross floor area of the structure.

Part 2. Amend **§ 174-3 Districts enumerated** by adding the following new district:

K. Downtown Business Village District, referred to as DBV District. (need name)

Part 3. Amend **§ 174-8(C)(2)** as follows (amendment shown in italics)

Not more than one principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a business district or Industrial Park District, *or a mixed-use development in the Downtown Business Village District*, shall be deemed to be in a single principal permitted use. . . .

Part 4. Amend **Article III, Use Regulations**, by adding the following new section:

§ 174-8.4.1 Downtown Business Village District

A. Permitted uses are as follows:

(1) All uses permitted in the residential districts (RA and RB)

~~B. Permitted uses as follows:~~

(2) Mixed-use development, provided that each use in the development is a permitted use under this Section 174-8.12(A) or Section 174-8.12(B)

(3) Professional or business office, or bank, but not including a medical or dental office

(4) Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsperson, or bakery

(5) Bed and breakfast

(6) Art gallery

(7) Child care center

(8) Co-work center

B. Permitted uses, up to a maximum of 3,000 square feet per establishment:

(1) Retail sales

(2) Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited)

(3) Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive-through

service is prohibited)

(4) Personal services such as barber shop, beauty salon, tailor, or shoe repair

C. Permitted uses by special permit from the Planning Board are as follows:

(1) Any use listed in Subsection C exceeding 3,000 sq. ft. per establishment

(2) Microbrewery

(3) Veterinarian, animal hospital, ~~dog kennel.~~

(4) Medical or dental office

(5) Multifamily housing, up to twelve ~~eight~~ units.

(6) Private garage or parking for more than three cars or more than one truck or other commercial vehicle.

(7) Indoor recreation, athletic or exercise facility.

D. Uses by special permit from the Zoning Board of Appeals are as follows:

(1) Accessory apartment.

(2) Conversion of a one-family house in existence for two years or longer to a two-family dwelling, on a lot with a minimum of 15,000 square feet.

(3) A mobile home or travel trailer used as a dwelling or business quarters for more than 30 days in a year.

E. Prohibited uses. All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations are prohibited.

F. Development standards (Note: Also refer to § **174-10.2**, Town Center District plan review) are as follows:

(1) Minimum lot area: 5,000 square feet.

(2) Minimum frontage: 60 feet.

(3) Minimum setbacks:

1) Front: 10 feet.

2) Rear: 35 feet.

3) Side: 10 feet; 25 feet if adjacent to a residential district.

4) Other street: 10 feet

(4) Maximum front setback: 20 feet unless waived by the Planning Board.

(5) Minimum landscaped open space: 20 percent. At least 50 percent of the landscaped open space shall be contiguous and located between the front building line and front lot line unless the Planning Board approves a different placement of the open space as part of Site Plan Review.

(6) Maximum floor area ratio: 0.35 ~~0.45~~ as of right, or a maximum of 0.50 ~~0.70~~ by special permit from the Planning Board.

(7) Minimum Façade Buildout (% Lot Width) unless waived by the Planning Board.

1) With less than 50 feet of frontage: N/A

2) 50-80 feet of frontage: 60%

3) Over 81-100 feet of frontage: 70%

4) 100 feet or more of frontage: 75%

(8) Height regulations:

1) Maximum building height: 40 feet and three stories, except by special permit from the Planning Board under Section H below

2) Minimum ground floor height: 12 feet

3) Maximum ground floor height: 18 feet

(9) Residential dwellings. Single-family or two-family dwellings in the Downtown Business Village District shall comply with RB District standards.

G. Special Permit for Height Increase. The Planning Board may grant a special permit to increase the maximum building height to 48 feet and four stories, provided that the minimum rear setback shall be increased at a 1-to-1 ratio, e.g., an additional one foot of setback for every one additional foot in building height.

H. Additional Standards for Development in the DBV District.

Building Regulations

1) The principal entrance(s) to the building shall be on the front façade, which shall face the street.

2) The maximum distance between street-level entrances shall be 35 feet unless waived by the Planning Board.

3) The maximum depth of street-level commercial spaces shall be the lesser of 30 feet or 60 percent of the depth of the building unless waived by the Planning Board.

4) The maximum front setback in Section G(4) may be increased for purposes of amenities such as landscaping, a plaza, square, courtyard, recessed entrance, sidewalk, multi-use path, raised terrace, façade offsets, or outdoor dining, but not for automobile use.

5) Affordable Housing. In any multi-family or mixed-use building with 8 units or more at least 12.5 percent of units shall be affordable.

I. The operation of any marijuana establishment as defined in MGL c. 94C, § 1, including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough. **[Added 4-25-2017 ATM by Art. 32]**

Part 5. § 174-10.2 **Town Center plan approval**

In the Town Center District, major site plan approval shall be by special permit from the Planning Board for any use requiring a special permit. In such cases, the procedural requirements and decision criteria of § 174-9, § 174-10, and 174-10.1(A) through (C) shall apply. The Planning Board may adopt design guidelines and apply them to major site plan approval applications regardless of whether a special permit is required.

Part VI. § 174-12 **Parking and loading regulations**. Amend the parking and loading regulations, as follows. Note that existing Section F should be renumbered to Section G.

F. Exceptions in the Downtown Business Village District. Off-street parking requirements for development in the Downtown Business Village District shall comply with Section E above except for the following uses:

(1) Dwellings: two spaces for each dwelling unit, plus one space for a customary home occupation or a professional use.

(2) Bed and breakfast: one space for each guest room plus two spaces for the owners and operators of the premises.

(3) Restaurants and other places serving food or beverages: one space for each four seats.

(4) Mixed-use development: one space per dwelling unit and one space per 300 square feet of nonresidential floor area.

(5) Professional or business office: one space per 300 square feet for ground floor offices and one space per 350 square feet for offices above the first floor.

Chapter 174. Zoning

Article II. Establishment of Districts

§ 174-3. Districts enumerated.

For the purpose of this chapter, the Town of Southborough is hereby divided into the following classes of districts:
A. Residence A Districts, which may be referred to as RA Districts.

B. Residence B Districts, referred to as RB Districts.

C. (Reserved)[1]Editor's Note: Former Subsection C, Business Districts, was repealed 4-14-1986 ATM by Art. 49.

D. Industrial Districts, referred to as ID Districts.

E. Industrial Park Districts, referred to as IP Districts.

F. Conservation Districts, referred to as C Districts.

G. Wetland and Floodplain Districts, referred to as WFP Districts.

H. Research, Scientific and Professional Districts, referred to as SP Districts.

I. Critical Resource Districts, referred to as CR Districts.
[Added 4-14-1986 ATM by Art. 38]

J. Village Business Districts, referred to as BV Districts.
[Added 4-14-1986 ATM by Art. 49]

K. Town Center District

L. ~~K.~~ Highway Business Districts, referred to as BH Districts.
[Added 4-14-1986 ATM by Art. 49]

M. ~~L.~~ Wireless Communication Service Districts, referred to as WCS Districts.
[Added 4-15-1997 ATM by Art. 52]

Chapter 174. Zoning

Article III. Use Regulations

§ 174-8. Schedule of Use Regulations.

[Amended 4-8-1985 ATM by Art. 37; 4-14-1986 ATM by Arts. 5, 25, 36, 37, 38, 40, 46 and 49; 4-30-1990 ATM by Arts. 48 and 50; 4-8-1991 ATM by Art. 52; 4-12-1993 ATM by Art. 43]

A. No building or structure shall be constructed and no building, structure or land or part thereof shall be used for any purpose or in any manner other than for one or more of the uses hereinafter set forth as permitted in the district in which such building, structure or land is located or set forth as permissible by special permit in said district and so authorized.

B. Further, no building shall be constructed and no building, structure or land or any part thereof shall be used and no lot shall be changed in size or shape unless in conformity with the dimensional regulations set forth for each district.

C. The following notes apply to all districts:

(1) All uses and buildings for which off-street parking is required, other than one- and two-family dwellings, shall be subject to the site plan review and approval by the Planning Board, as provided in § 174-10.

(2) Not more than one principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a business district or Industrial Park District or a mixed-use development in the Town Center District, shall be deemed to be in a single principal permitted use. The Board of Appeals may, by special permit, allow several different uses if otherwise permitted in the district or several buildings on the same lot if such uses or buildings are deemed to be compatible, meet the requirements of § 174-9 and result in improved circulation and land use patterns.

(3) For uses subject to a special permit:

(a) Refer also to § 174-9, Special permit requirements;

(b) References to a special permit being required for piggeries, dog kennels, riding stables and the raising of carnivorous fur-bearing animals are effective to the extent that such activities are not allowed by applicable state law or regulation;

(c) References to a special permit being required for riding stables are effective to the extent that such activities are not allowed by applicable state law or regulation;

(d) References to a special permit being required for a private school, nursery or kindergarten are effective to the extent that such activities are not allowed by applicable state law or regulation;
(e) References to a special permit being required for multifamily dwellings are effective if such dwellings are within a major residential development created with an optional special permit as specified in § 174-13.2A, and not for multifamily dwellings within a major residential development created by right as specified in § 174-13.2A; and

(f) References to a special permit being required for major residential development are effective if a major residential development is created with an optional special permit as specified in § 174-13.2A, and not for a major residential development created by right as specified in § 174-13.2A.

(4) (Reserved)

(5) Any lot created after April 8, 1996, in any zoning district except the BV Business Village District shall contain a minimum lot area of 20,000 square feet exclusive of wetlands as defined in the Wetlands Protection Act, MGL c. 131, § 40. Lots created under the Major Residential Development Bylaw (§ 174-13.2) flexible development provision that are less than 20,000 square feet shall be entirely exclusive of wetlands.
[Added 4-8-1996 ATM by Art. 54]

174-12 Parking and loading regulations.
[Amended 4-8-1985 ATM by Art. 36; 4-14-1986 ATM by Art. 47; 4-26-1990 ATM by Art. 43]

A. General requirements. There shall be provided off-street parking and loading facilities in accordance with the requirements of this section on the same lot as the use to which they are accessory, except that parking for nonresidential uses may be provided on a contiguous lot in the same ownership and zoning district as the lot on which the principal building or use is located. The Building Inspector shall interpret and apply the requirements for parking and loading spaces. Loading or parking layout for nonresidential uses shall be shown on and approved as part of a site plan under the provisions of § 174-10.

B. Surfacing. Required vehicular use areas shall be paved with bituminous concrete unless serving a single-family dwelling. An alternative surface may be approved by the Planning Board upon its determination that drainage, erosion, siltation, dust and appearance will be satisfactorily controlled. Where an alternative to bituminous concrete is authorized by the Planning Board, the following shall be complied with:

(1) Access drives shall be paved with bituminous concrete or other pavement authorized by the Planning Board for at least 15 feet inside of the street or property line unless the street itself is not paved.

(2) Grading and materials selection shall assure that surface materials will not be carried into the street and that drainage is positively provided for.

(3) If there are eight or more parking spaces there shall be provisions for identifying individual spaces through use of segmented bumper strips or other similar permanent means.

C. Dimensional requirements.

(1) Loading. Each loading space shall be not less than 10 feet in width, 14 feet in height and of such length that a truck or trailer occupying the space shall be entirely in the loading space and shall not project into any street, vehicular accessway or pedestrian walk. The loading space may use common access driveways and aisles with parking spaces, where such access is adequate for both purposes. If located within 50 feet of a residence district or if used frequently at night, loading spaces shall be enclosed. Loading spaces shall not be located within the required front yard.

(2) Parking. Each parking space shall be at least 9 1/2 feet wide and 18 feet long, exclusive of aisles and maneuvering space; for parking at right angles to a central aisle, the width of the aisle shall not be less than 22 feet, and an equal width shall be provided at each end of a row of parking spaces; for angle or herringbone parking at 45° or 60° and one-way circulation, the width of aisles shall be consistent with the dimensions recommended by the Institute of Transportation Engineers, provided that for parking facilities for more than five cars, the total area shall be not less than 300 square feet times the number of parking spaces. Unobstructed access to and from a street shall be provided and shall not require backing out into a street. Two or more nonresidential uses may share a combined facility, provided that its continued

availability is assured and the total number of spaces equals or exceeds the number required by this section. The number of parking spaces required by the Architectural Barriers Board located nearest to and to both sides of the entrance of a building used by the public and/or by employees shall be reserved for the exclusive use of handicapped persons and shall be identified by appropriate signs at each parking space and by the wheelchair symbol painted within each such parking space. Up to 25% of parking spaces dedicated to use by employees or occupants and not by the general public and up to 15% of such spaces for use by customers, visitors or general public may be reduced to not less than 17 feet by eight feet and marked as being reserved for compact cars only.

D. Loading requirements. Not fewer than the number of loading spaces indicated in the following table shall be provided:

Floor Area of Building or Structure (square feet)	**Retail Trade, Wholesale Trade, Storage, Manufacturing**	**Consumer Service Offices, Hotels, Institutions, Dormitories, Other Nonresidential Uses**
5,000 to 15,000	1	0
15,001 to 50,000	1	1
50,001 to 100,000	2	1
100,001 to 150,000	3	2
150,001 to 300,000	4	3
Each additional 100,000 over 300,000	1 additional	
Each additional 200,000 over 300,000	1 additional	

E. Parking requirements. Off-street parking spaces shall be provided according to the following schedule, and not more than 25% of the required parking spaces, other than for dwellings, shall be located in the required front yard.

(1) Dwellings: two spaces for each dwelling unit containing one or two bedrooms, three spaces for each dwelling unit containing three or more bedrooms, plus one space for each 80 square feet of floor area devoted to a customary home occupation or a professional use.

(2) Hotels, motels, board or rooming houses and other places providing overnight accommodations: one space for each room accommodation, plus one space for each two employees, plus one space for each 400 square feet of public meeting area and restaurant.

(3) Restaurants and other places serving food or beverages: one space for each three seats, plus one space for each employee, provided that drive-in establishments shall instead provide one space for each 50 square feet of gross floor area, plus one space for each two employees.

(4) Schools and colleges: two spaces per classroom for elementary and intermediate; 2 1/2 spaces per classroom for secondary, and one space per two students beyond secondary; none to be fewer than one space per teacher and staff.

(5) Banks and libraries: one space for each 250 square feet of floor area in public use, plus one space for each 500 square feet of other gross floor area.

(6) Hospitals, nursing homes, homes for the aged. Hospitals: one space per bed; nursing homes: one space per two beds; homes for the aged: one space per 1 1/2 units.

(7) Theaters, membership clubs and places of amusement, recreation and assembly (public or private): one space per four seats.

(8)Retail stores and consumer service establishments: one space for each 150 square feet of gross floor area, exclusive of storage space.

(9) Gasoline service stations: two spaces for each lubrication pit, lift or bay, plus one space for each employee.

(10)Warehouses: one space for each 1,500 square feet of gross floor area.

(11)Medical and dental offices: one space per 200 square feet gross floor area.

(12) Industry, processing, manufacturing, assembly and research and development: one space for each 300 square feet of floor area, plus space for company-owned trucks and vans and the required loading spaces.

(13) All other offices and nonresidential uses: 3 1/2 spaces for each 1,000 square feet of gross floor area.

(14) Temporary reduction in the number of paved parking spaces. Whenever new or increased off-street parking spaces are required to be provided on premises subjected to a site plan review and approval by the Planning Board under the provisions of § 174-10 hereof and if, in the opinion of the Planning Board, based on evidence presented by the applicant, the full number of parking spaces will not be needed for at least three years, the Planning Board may, in its approval of the site plan, temporarily reduce the number of parking spaces paved, designated, striped and graded, subject to the following requirements:
[Amended 4-8-1991 ATM by Art. 47]

(a)The Planning Board shall have the right to review the temporary reduction every three years or whenever evidence is presented to it that such review is warranted and shall have the right to require the paving and development of additional parking spaces up to the full number required by this chapter.

(b)The applicant shall be required to provide the entire area called for by this chapter and shall landscape, plant with grass or shrubbery and maintain as open space any part thereof not needed for parking.

(c) In no case shall the number of parking spaces developed, paved, marked and available for parking be less than 60% of the total number of such spaces called for by this chapter, and no cars shall be parked on undeveloped reserved land, except in an emergency. The areas to be developed and paved and to be temporarily held as landscaped open space shall be clearly identified on the site plan, and their location and layout shall be consistent with § 174-10B, C and D. Anyone required to provide at least 12 parking spaces and wishing to take advantage of this temporary reduction provision shall proceed in accordance with the provisions of this subsection and of § 174-10 hereof, even though not otherwise subject to its requirements.

F. Exceptions in the Downtown Business Village District. Off-street parking requirements for development in the Downtown Business Village District shall comply with Section E above except for the following uses:

(1) Dwellings: two spaces for each dwelling unit, plus one space for a customary home occupation or a professional use.

(2) Bed and breakfast: one space for each guest room plus two spaces for the owners and operators of the premises.

(3) Restaurants and other places serving food or beverages: one space for each four seats.

(4) Mixed-use development: one space per dwelling unit and one space per 300 square feet of nonresidential floor area.

(5) Professional or business office: one space per 300 square feet for ground floor offices and one space per 350 square feet for offices above the first floor.

G. Egress.

(1)Any driveway likely to carry more than 200 trips per average business day must comply with the following unless the Board of Appeals grants a special permit for an alternative configuration, upon its determination that safety will be adequately protected, based on commonly employed engineering standards:

	On Route 9	**Other Locations**
Exiting vehicle unobstructed sight distance at edge of traveled way	500 feet	200 feet
Driveway center-line separation from other driveways serving 200 plus trips	300 feet	100 feet
Driveway center-line separation from intersecting street sideline	150 feet	50 feet

	On Route 9	Other Locations
Maximum driveway width unless greater width justified by engineered design	24 feet	18 feet
Curb radius	50 feet	25 feet
Acceleration/deceleration lanes required	Yes	No

(2) No existing parcel shall be divided into lots with frontage which would preclude meeting the driveway separation requirements, unless access rights-of-way are deeded to enable shared egress.

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, January 5, 2020, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple
Absent: Lisa Braccio

I. Chairman Healey called the meeting to Open Session at 6:38 P.M. Chairman Healey read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Chairman Healey apologized for the technical issue with the public link to enter the meeting. The Board waited to open the meeting until the issue was fixed.

II. **Public Comment**
Margarite Landry called the meeting of the Library Board of Trustees to order at 6:40 P.M. Chairman Healey stated the reading of the Governor's prologue covers the Trustees as well as the Board.

III. **Scheduled Appointments**
Volunteer interview: Katherine Harvey – Cultural Arts Council (term 1/5/23); Cable Committee (term 6/30/22); Historical Commission (term 6/30/22)
Ms. Harvey was not in attendance and no interview took place.

Library Trustees and Library Director – Update
Library Director, Ryan Donovan gave an overview of the Library services offered during the pandemic. He reviewed many additions to free online resources such as Creativebug, HelpNow, JobNow, SkillShare, Kanopy, Freegal Music, Ancestry Library Edition and LibGuides. He stated there is also a chat feature to assist those looking for help with any Library services. Chairman Healey asked about usage data collection for online resources. Mr. Donovan stated they receive annual statistics and they are working to break that information down by month. Ms. Malinowski

asked how much staff time is utilized to maintain the online resources versus the other functions. Mr. Donovan replied that he manages the online resources and the staff devotes their time to marketing and curbside pickup. Ms. Malinowski asked about the pay structure of the online resources and Mr. Donovan explained and added that all are within the Library budget and are budgeted for next year. Mr. Shea asked about the usage of curbside pickup. Mr. Donovan explained that print usage is down due to the pandemic but is higher than larger neighboring communities. Mr. Shea asked about the physical improvements to the Library. Mr. Donovan stated that the Library is getting a new roof, the front stairs are being rebuilt and the majority of work is over with the rest completed within two weeks. He reviewed delays due to weather and the pandemic.

Chairman Healey asked when he would fully open the Library. Mr. Donovan stated he would like to fully open with no restrictions and the timing is dependent on the vaccine distributions. He hoped for a July opening timeframe. Mr. Stivers asked for additional areas to expand online content. Mr. Donovan described the grant he has applied for from ALA to give residents free online access to Consumer Reports. Chairman Healey asked about a future two-five- and ten-year plan for the Library. Mr. Donovan replied that there is a strategic plan through 2024 on the website and describe the process for beginning the next plan in 2023. Ms. Maney, Mr. Ekberg and Ms. Regan gave accolades to Mr. Donovan and the Library staff for their work to make online resources and curbside pickup available during the pandemic and construction. Ms. Landry Made a motion to adjourn the Library Trustees meeting at 7:14 P.M. Ms. Maney seconded and the motion passed all in favor by roll call vote.

<u>Brian Ballantine, Finance Director – FY2022 Budget update</u>

Mr. Ballantine summarized the presentation depicting the current draft of the fiscal year 2022 budget. He said currently the elevated tax rate is at 9% and the discussion will focus on expenses and revenues will not be increasing enough to lower the rate. He asked the Board for suggestions regarding adjusting the budget for future presentations. He gave three goals for the meeting which included a goal rate the Board would like to see the tax rate come down to, an estimate of percentage to capital and any departments or areas the Board would like to reduce. He also urged the Board to meet with Advisory regarding the budget. Chairman Healey asked him to share his screen to show his draft scenario and Mr. Ballantine did. Chairman Healey asked for clarification on the numbers and Mr. Ballantine confirmed that the tax rate as it stands is 9.02% and a 1% reduction equating to approximately $400,000. Mr. Shea stated the tax rate needs to come down but he does not have a specific recommendation right now. He asked for the absolute end date where the budget needs to be submitted for the warrant and Mr. Purple replied the last meeting in February. Mr. Stivers agreed with Mr. Shea's comments and suggested investigating for possible grant funding on the capital planning side of the budget. Ms. Malinowski stated she would not want to reduce the budget without understanding what would be cut to reach a goal tax rate. She added that she does not want to remove any capital items. She asked if there is anything in the budget that could be bonded. Mr. Purple requested a goal tax rate to present options to the Board with details as to how they came to those numbers. Chairman Healey gave an overview of three options for recommendation. Ms. Malinowski asked for a list of any additions to the budget from last year minus the SAP 2.5%. Mr. Purple detailed two full time positions for the Board of Health and Town Clerk. Mr. Shea asked that the operation and capital budgets be kept separate when looking at percentages. Chairman Healey asked Mr. Purple and Mr. Ballantine to review higher funded departments and ask them to revise

their budget at a 2%, 5% and 7% increase. Mr. Stivers stated he was in favor of this and asked the Board meet with Advisory soon.

IV. Reports

Chairman's Report

Chairman Healey confirmed that the Board read DPW Superintendent Galligan's email and asked to make the document part of the record for the meeting this evening. He summarized the update from Ms. Galligan and asked Mr. Purple to touch base with her to get an idea for a timeline for the January 19th meeting. Chairman Healey stated it was included in the email that CSX had reached out to the Police Department regarding people trespassing on their land. Mr. Purple stated he spoke with the Chief and he had no knowledge of this. Ms. Malinowski asked about next steps and Chairman Healey stated he will be reaching out to CSX to better understand the situation. The Board agreed.

CHA for CommCan, Inc.

Chairman Healey said he reviewed the Massachusetts General Law and contractual documents regarding the CHA with CommCan and found that the Town should be providing data of expenditures it has incurred resulting from the location of the marijuana dispensary in order to receive the 3% in gross revenues. Mr. Purple confirmed the Town has not been doing that. The Board discussed what avenues to take in order to locate the expenditures and agreed this should be done before pursuing any action regarding the contract and the provision of the $50,000 biannual payments.

BOS Office Hours

Chairman Healey asked the Board if they were interested in conducting Selectmen Office Hours over Zoom. Mr. Stivers stated he would like to and Ms. Malinowski volunteered. Mr. Shea asked if there were any open meeting law risks to holding office hours. Mr. Purple explained that there would be no deliberation or a quorum and therefore no risk of violating open meting law. The Board discussed the logistics and it was agreed it would not be recorded.

Chairman Healey gave an update on the hearing in Worcester Superior Court regarding a complaint relating to the December 18th meeting. He commended Mr. Davis for an excellent job representing the Board.

Members' Reports

Grant Funds Opportunities

Mr. Stivers described a missed grant opportunity and asked that the Board to highlight three-to-four areas where funding could be found for a part-time grant writing position. Chairman Healey stated that he agrees to identify funds for a 19.5-hour position. Mr. Purple stated that there is no money for the position but he could review the budget to attempt to find funding. He explained how other departments have identified and were awarded grants but added that there should be a bigger discussion to determine the value of spending potentially $25,000-$30,000 on this position. Ms. Malinowski stated she did not agree and said the need should be driven by the department heads and not the Board. She added that residents have volunteered to write grant applications that have not been utilized. Mr. Stivers agreed but felt the grant writer position would be a safety net as department heads have plenty of work already. Mr. Shea stated that if the funds could be found in the budget he would support a grant writer but added that the fiscal

year 2022 budget requires limiting the addition of expenses. Mr. Purple stated that he will compile a list of grants the Town has been awarded over multiple years.

Ms. Malinowski stated that she was honored to speak about two resident veterans. She stated Arthur Holmes passed away on December 28th at 92 years old. She stated he was a World War II Army Veteran and served many decades in the Board of Assessor's Office for the Town of Southborough. She extended condolences to his family.

Ms. Malinowski stated that Arthur Butler, a World War II Army Veteran and a US Army Tech Four Sergeant will be celebrating his 100th birthday. She stated he participated in the invasion in Okinawa and received the Bronze Star and Purple Heart. She stated there will be a drive-through parade on Friday to wish him a happy birthday and recognize his service.

Town Administrator Report

Mr. Purple explained the clarifying opinion from Town Counsel and stated Mr. Pisinski resigned from his current position as Public Health Director and he will now work six hours a week at the discretion of the Board of Health. He added that an interim Public Health Director has been hired at 19.5 hours a week starting on January 19th subject to funding. He added this will be on the Advisory agenda for tomorrow. He explained that the Public Health Nurse is resigning in February and the Board of Health is discussing whether to replace that position at a full or part-time level. Mr. Purple explained that some of those hours may be eligible for CARES ACT reimbursement but Advisory is setting up the reserve fund if they are not covered. Ms. Malinowski asked if there were any current requests for reserve fund transfers. Mr. Purple explained the request from the Fire Department for radio systems.

Mr. Purple stated that a vaccination distribution plan is being applied to the State by the end of the week. Ms. Hale explained a meeting she had with the Manager-Director of AFC in Marlborough, Ms. Chamberlain, Chief Achilles and the Board of Health staff regarding logistics for providing a vaccination clinic in Southborough. She stated they are still waiting for final confirmation of when they can proceed.

Public Records Requests, RE: Recreation

Mr. Purple explained there were several public records requests regarding an incident with the Recreation Department and the Board decided to protect the confidentiality of a personnel matter when it had occurred. He stated that the remaining documents requested had been released. Chairman Healey stated he was not on the Board when the incident occurred but, in this instance, the process worked as it should. He explained what had transpired and stated the District Attorney made the decision that the Town could not seek criminal litigation because the Town was reimbursed. He reiterated this was not the decision of the Town and the Town had acted properly.

V. Consent Agenda

a. Chairman Healey made a motion to approve Open Session Minutes: December 15, 2020. Mr. Shea seconded. The motion passed all in favor (4-0-0) by roll call, Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

b. Chairman Healey made a motion to accept a donation of $250.00 for the Fire Dept. Ambulance Fund. Mr. Shea seconded. The motion passed all in favor (4-0-0) by roll call, Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

c. Chairman Healey made a motion to accept the Massachusetts Office on Disability grant in the amount of $32,100 for ADA Self-evaluation and Transition Plan. Mr. Shea seconded. The motion passed all in favor (4-0-0) by roll call, Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

VI. Other Matters Properly Before the Board

Approve draft zoning bylaw for Downtown Initiative

Chairman Healey explained that there are two documents included in the packet that have not been merged or presented to the Board or public. He suggested approving the draft as redlined and review the second document which includes Mr. Costa's comments. Chairman Healey made a motion for the Board to approve the redlined version provided by Ms. Braccio and with that approved redlined version with Mr. Costa's comments included for a presentation of a single document for the January 19th meeting for vetting. Mr. Shea seconded. Ms. Malinowski added that she would like floor area ratio included at .35 by right and .5 by special permit as agreed upon. Chairman Healey amended his motion for the redlined document to include a specific reference to floor area ratio as mentioned. The motion passed all in favor (4-0-0) by roll call, Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Discussion of policies and practices for boards & committees

i. Code of Conduct

Chairman Healey explained the current Code of Conduct adopted in 2016 and asked if there was an appetite for incorporating additional requirements. Ms. Malinowski stated that she compared Southborough's code to others and it is standard. She felt that decorum for virtual and remote meetings should be included. Mr. Shea suggested adding language to the first paragraph that states the code applies to meetings in-person and virtual. Mr. Stivers agreed. He added that it should include that the policy applies to volunteers as well. Chairman Healey volunteered to review the document and reinforced that the policy is not aspirational but what all should be adhering to. He added that other boards and committees not appointed by the Board could adopt their own as they are not appointed by the Board. Ms. Malinowski stated that she felt everyone should want to adhere to the same conduct as they are all working towards the same goal. Ms. Hale stated it would be advantageous to review the Remote Participation Policy as well. She said would send the policies to the Board. Ms. Malinowski stated there is confusion among boards and committees as to how to conduct their meetings and Ms. Hale stated she will research through the MMA website for a list of proper procedures for guidance.

ii. AG opinion – Sandisfield OML violations

Chairman Healey explained that the Attorney General's opinion states that boards and committees should no longer list chair or committee updates and leave out any topic known to be discussed prior to an agenda posting. He stated the Board has adjusted quickly and added that Mr. Hegarty has sent the update to all boards and committees. Mr. Stivers stated he has seen numerous agendas consistently listing updates without individual topics. Chairman Healey asked Mr. Purple or Ms. Hale to coordinate with Mr. Hegarty to follow up with a reference guide outlining this opinion. Mr. Purple agreed and stated that the Town Clerk has been very helpful reminding boards and committees of new policies applied to the Zoom environment.

iii. Identify and establish list of contracted services

Chairman Healey stated a goal of the Board is to create a list of contracted services and audit which the Board may want to consider going out to bid for. He added that his interest is in legal

services for discussion. Mr. Purple stated the Town Accountant has prepared a list of contracted services for review that will be ready for the meeting on January 19th.

Discussion of Policy & Procedures for Building and Demolition permits

Chairman Healey stated this discussion is regarding whether the process is thorough enough to vet a potential demolition delay project. He added that he does not believe the demolition delay bylaw is serving the Town well and feels that it should be amended or updated in order to avoid issues such as what occurred at 45 Highland Street and 18 Middle Road. Mr. Purple described the procedures put in place to avoid issues which include adding the Historical Commission to demolition permit applications for review, the Historical Commission drafting rules and regulations within the bylaw, notification to those applying for demolition permits of the bylaw and a link to the bylaw has been added to the Building Department website. Ms. Malinowski asked if the Historical Commission had to sign off on every building permit and Mr. Purple clarified that they would only do so on those assigned to them by the Building Commissioner. Ms. Malinowski asked if the Historical Commission would be prepared to meet when needed and Mr. Purple stated they would. Mr. Shea asked if any sign off from the Commission would require a meeting and Mr. Purple stated he believed so. Mr. Stivers described his concern for the process and urged all parties reviewing the permit and accompanying documents to look at all aspects of the application. He added that the bylaw is poorly drafted and is a liability waiting to happen for the Town. Chairman Healey asked Mr. Purple to share any drafts made by the Commission with the Board and he agreed to do so.

Capital Planning Policy discussion

Mr. Malinowski outlined how the policy was drafted and explained that the goal is to create consistency regarding funding sources and processes to follow in order to present articles at Town Meeting. He added that most of the document was created from similar communities who had received a grant to create a capital planning policy. He asked the Board for any feedback in order for the Board's support of the policy. Chairman Healey stated he had watched the Capital Planning Committee discussions regarding this policy and he is comfortable with the work that has been done. Ms. Malinowski asked if there where a mechanism for notification if a department is applying for a grant that may need a funding match. Mr. Malinowski described the Fire Department grant through the CPA as an example. Chairman Healey made a motion to approve the Capital Planning Policy as proposed by the Capital Planning Committee and to be endorsed and adopted by the Board. Mr. Shea seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

VII. Public Comment

Paul Cimino stated that Chairman Healey's microphone was poor and he had issues hearing him throughout the meeting. Mr. Cimino suggested that funding a grant writer could be contingent on the success of the grant application and payment could be taken from the funds awarded. He commented that Selectmen Office Hours should not be recorded. Mr. Cimino stated that Chairman Healey spoke eloquently to the public records request through the Recreation Department but felt that the releasing of the document redacted as it was, was probably ill-advised. He then asked about the status of March Town Meeting. Chairman Healey explained that the Board is going to move forward with the assumption that the March 20th Town Meeting will happen until guidance indicating otherwise is released. Chairman Healey asked Mr. Cimino to look into provisions from the State for postponing Town Meeting due to the pandemic and he said he would do the same.

VIII. At 9:29 PM. Chairman Healey made a motion for the Board to enter into Executive Session per M.G.L. Chapter 30A, Section 21, and not return to Open Session, to comply with, or act under the authority of, any general or special law (Exemption 7) to review and approve the Executive Session minutes of November 17, 2020. Mr. Shea seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Upcoming Meetings
January 19, 2021
February 2, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the January 5, 2021 BOS Meeting:

- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator
- Citizen Activity Form, Katherine Harvey
- Library Presentation dated 12.30.20
- Letter from Brian Ballantine to Board re_FY22 budget update
- Draft Budget Update dated 12.30.20
- Draft Regular Session Minutes dated 12.15.20
- Letter from Chief Achilles to BOS dated 12.15.20
- Letter from Karl Bryan to Mark Purple re_FY21 Municipal ADA Improvement Grant Award Notification
- Draft Downtown Business Village District V.4 (Final)
- Town of Southborough Policies and Procedures dated 4.25.16
- Attorney General Opinion, Sandsifeld OML Violations
- Draft Capital Planning Committee Policy
- FW CSX Update from Karen Galligan dated 12.28.20

DRAFT

KENNETH M. PAULHUS
CHIEF OF POLICE

TOWN OF SOUTHBOROUGH
POLICE DEPARTMENT

32 Cordaville Road
Southborough, Massachusetts 01772

Emergency: 9-1-1
All Other: (508)485-2121
Business: (508)485-2147
Fax: (508)485-4634
kpaulhus@southboroughma.com

To: Honorable Board of Selectmen

From: Chief Kenneth M. Paulhus

Subject: Appointment of Student Officer Tyler Lu

Date: January 11, 2021

Dear Board of Selectmen:

Please consider my request to appoint Mr. Tyler Lu as a Student Police Officer with the Town of Southborough, effective February 1, 2021. Mr. Lu is currently a Southborough Special Officer. He is transitioning to Student Officer in anticipation of his start date on February 8th at the MPTC Randolph Police Academy. The extra week will allow for department in house training.

The position was approved at the June 2020 Town Meeting. Mr. Lu's compensation will be seven-hundred dollars per week (Local 167 Contract), until his MPTC Graduation when he will transition to Probationary Officer.

Please contact me with any questions or concerns.

Kenneth M. Paulhus
Chief of Police

Paul Pisinski

From:	Paul Pisinski
Sent:	Tuesday, October 20, 2020 1:14 PM
To:	Barbara Spiri; mary lou Woodford; Nancy Sacco; Dan O'Rourke
Subject:	DRAFT Site Assessment Report —Davis Farm Dump off Breakneck Hill Road, 10/19/20

What follows is a draft report of my finding at the Solid Waste Breakneck Hill Road Farm "Dump" site in the Northwest corner of property once belonging to a Mr. Davis and sold to the Town of Southborough. Melissa Danza and I walked the site on September 29, 2020. Solid waste covers an irregularly, oval shaped area approximately 400 feet by 800 feet . It appears that at the time of our walk- thru the site and based on the previous investigations by other professionals, THERE IS NO TOXIC OR HAZARDOUS CHEMICALS OR SUBSTANCES ON THE SURFACE OF THIS SITE , which in my opinion would pose a current Public Health Risk. Please refer to maps and drawings of this area attached to this report as well as documents submitted to the Southborough Conservation Commission. It would appear that the area with solid waste constitutes about 5 to 6 acres, although the exact size would need to be surveyed to better ascertain this estimate. Also, Mr. Davis must not have been aware of exact bounds and property lines of his property. Town assessor maps show solid waste which has "spilled " onto adjoining properties, particularly the property belonging to Number 60 Breakneck Hill Road and will need to be removed. A comprehensive site survey by a Massachusetts Registered Land Surveyor will need to be completed with appropriate boundary markers before any rectification of solid waste can be started. The site is overgrown with brambles, vines, trees, shrubs and weeds. The ground was "squishy in numerous places on the site, with unseen below ground voids,
indicating decomposing wooden or metal waste and could constitute a dangerous condition if a person were to fall through. There were numerous surface voids and openings where waste had rusted or decayed to such an extent that the site was pock-marked with these small craters.

The property was assigned to the care, protection and management of the Southborough Conservation Commission. The trash, solid waste and discarded debris at the site was on the property when the Town took possession of and Title to the property and to my knowledge no further material has been deposited or disposed at this site or in the last several years after the Town took possession.

I visited the site with the Board of Health Chairman (Mr. Phillip Mauch) in or around 2005 or 2006. The site has had considerably more vegetation and growth of trees, vines, shrubs and weeds in that 15 year period of time. The visible surface trash consists of old tires, abandoned cars, trucks, farm vehicles and farm equipment, broken metal and plastic pails, broken metal parts, metal and wooden cases, broken glass windows and broken glass bottles , ceramics, demolition debris, discarded furniture, bookcases, desks,
and all manner of household trash (broken containers, cans and plastic parts).

The Conservation Commission hired several consultants to document conditions at this site in the past. I am making their reports and findings as attachments to this brief site assessment. The essence of their reports, especially those of the Licensed Site Professional (LSP) fully document the Surface leachate and laboratory analysis of samples taken at the time of their visit. The leachate analysis did not detect any hazardous or toxic PUBLIC HEALTH harm at the time the samples were taken and analyzed.

At this time, I have no reason to believe, nor do I have access to undertake or hire expertise to repeat any further testing to determine if the site poses a PUBLIC HEALTH THREAT to the neighborhood or the public who might visit this site. However, the trash dump site with partially buried and exposed SOLID WASTE IS A DEFINITE PUBLIC SAFETY DANGER TO THE GENERAL PUBLIC and the town must take action to remedy this situation.

The dump site most likely predates the Massachusetts DEP regulation requiring the formal process of establishing a Site Assignment —-310 CMR 16.00 which was enacted long after Mr. Davis started disposing of solid waste on his own land. This regulation is very specific and requires the Board of Health to hold a public hearing prior to allow anyone to dispose of solid waste on ANY site. Now that the trash is there and poses a PUBLIC SAFETY HAZARD THE TOWN and several town boards, commissions and departments will need to work cooperatively to rectify the situation at this site. I do not believe a Public hearing as required by 310 CMR 16.00 is necessary since the "dump" is there and the Conservation Commission, as owners/caretakers of the property are NOT seeking a new landfill.

RECOMMENDATIONS

I would like the Board to consider embarking on the following steps. Everything concerning these recommendations is entirely contingent upon many other Town Boards, Committees, Commissions and Departments working in concert similar to the manner that was established for going thru the process of closing the Parkerville Road landfill but without having to go through a caping, methane gas collection/elimination system , and quarterly monitor well analysis and reporting.

1. As was already mentioned, the property needs to be surveyed with clearly staked bounds, and plot plan duly stamped and certified by a Massachusetts Registered Land Surveyor
2. A tree and brush removal company will need to be hired with a wood chipper. Tree logs will need to be either chipped or removed off site.
3. The Town will need to prepare bid specifications to retain the services of a company that is qualified to remove the old partially decomposed trash, debris, stumps, glass, and other material that might pose a safety hazard to the general public and restore the site to the visual and environmental satisfaction of the Conservation Commission and the Massachusetts DEP, Central District Office, Section Chief, Solid Waste Management Program.

I have discussed the current situation and condition of this site with the Worcester District Office of DEP and the individual in charge. He was very helpful with suggestions. I think we should keep in contact with the DEP Section Chief as this project moves forward to whatever timeline and funding mechanisms the Town elected and appointed officials establish is doable and the Legislative Body decides it can afford.

Respectfully Submitted:

Paul Pisinski,
Part-Time Public Health Director/Board of Health Agent

The site:
The site was walked by me and Melissa Danza

Get Outlook for iOS

FY 2021 Goals - Boards and Committees.	In Progress	Recent Steps	Completed
OML training and support/training for running Open Meetings.	XX	XX	
Promote and enforce Town Email Use Policy.	XX		
Update, consolidate and promote compliance with general policies.	XX	XX	
Encourage and provide support for televising meetings.	XX		
Encourage and provide support for composite agendas and packets.	XX	XX	
Enhance informational outreach and recruiting for volunteers (forum).	XX		
Conduct public comment at beginning & end of meetings			XX
Review and update descriptions and charges.	XX		
FY 2021 Goals - Community Initiatives			
Coordinate and oversee Downtown Initiative.	XX	XX	
Coordiate communication/roundtables with local businesses.	XX		
Pursue PILOT initiatives, including community center and projects.	XX		
Pursue "bike friendly" policies and explore Biking Committee.	XX		
300th Anniversary planning, including Committee creation.	XX		
FY 2021 Goals - Employees			
Create Employee Handbook.			
Update job descriptions for BoS staff.	XX	XX	
BoS review of annual staff performance reviews.	XX		
Review staffing and BoS office organization.	XX	XX	
Analyze Personnel Board/Town Administrator authority.			XX
FY 2021 Goals - Infrastructure			
Explore municipal electric plant.			
Natl Grid parcel 54-40	XX		
Assimilate Pine Hill Rd into Town Water re: Fire (via MWRA)	XX		
FY 2021 Goals - Long Range/Strategic Planning			
Explore establishing grant writing position(s).	XX	XX	
BoS training, reporting and hiring initiatives re: diversity and inclusion.	XX		
FY 2021 Goals - Municipal Finance			
Additional approval/oversight on appropriation line items.	XX		
Schedule quarterly budget updates (Finance Director).			XX
Establish budget narratives, including long-term impacts.			
Establish BoS budget liaisons.			XX
Communicate BoS position to departments re: new FTEs.			XX
Establish long-term capital plans (with Capital Committee).	XX		XX
Explore generating additional commercial tax revenue.	XX		
Identify and establish a roster of Town service contracts.	XX		XX
Review contracted services and explore re-bidding.	XX	XX	
Maximize potential Covid-19 reimbursements and grants.	XX	XX	
Coordinated budget discussions with Advisory, Capital and Schools.	XX	XX	
FY 2021 Goals - Organizational			
Quarterly newsletter.	XX		
Explore public safety regional dispatch.	XX		
Evaluate organizational processes: postage; mailings; data exchanges.	XX		
Budget software implementation.			XX
Pursue policies and projects for 40B threshold.	XX		
Customer service survey re: Town departments.			

GOALS for Town Administrator	In progress	Completed	Recent Steps
Communication with Board of Selectmen	XX		Shared Legal folder set up for Board member access, continue to enhance contents.
Embrace authority of Town Administrator position	XX		
Assist Board of Health with staffing and vaccination plan for COVID-19	XX		Interim Public Health Director hired; former Health Director under new limited contract; Advisory supported funding request, but likely covered by CARES Act; vaccination plan filed with the State on January 11.
Improve process between Building Dept. and Historical, RE: Demolition delay bylaw	XX		Changes made to permitting process to better address demolition issues; Historical Commission now part of online permitting process.
Sidewalk access to Public Safety Facility	XX		The Town has partnered with CMRPC to complete an ADA self-evaluation and transition plan. MOD grant of $32,100 was awarded in December 2020; work product by June 30, 2021. Access to buildings will be part of the review. Capital projects resulting from the transition plan will be reviewed with Capital Committee for inclusion in the Capital Plan.
Formal reviews for other contract employees under Board of Selectmen	XX		
Annual goals for department heads/contract employees under Board of Selectmen	XX		

GOALS for Town Administrator	In progress	Completed	Recent Steps
Identify service enhancements/cost reductions; grant opportunities	XX		Received MOD grant for ADA self-evaluation, saved $30K in budgeted capital funds; DPW filing Shared Streets grant
Reorganization of Selectmen Office	XX		Transferred ZBA admin. to BOS office at 19.5 hours per week to further evaluate staffing needs of office.
Sustainability of golf course operations; renewal of management contract			

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

ADMINISTRATION

DATE: January 13, 2021

TO: Marty Healey, Board of Selectmen Chair
Mark Purple, Town Administrator

FROM: Steve Achilles, Fire Chief

RE: FY22 Revisions to Schedule D and E of SAP

The fire department is seeking the Board's support and approval to remove the current provisions of Schedule D of the SAP, excluding the Detail language, and replace with following compensation structure:

Probationary EMR, EMT or Basic Firefighter:	$0 / hr.
Emergency First Responder (EMR):	$15.00 / hr.
EMT or Firefighter I:	$19.00 / hr.
Advanced EMT or Firefighter I/II-EMT	$23.00 / hr.
Paramedic or Firefighter I/II – Advanced EMT	$25.00 / hr.
Firefighter I/II – Paramedic	$27.00 / hr.

The department is also requesting approval to revise the Emergency Management Coordinator annual compensation in Schedule E from $2000.00 to $3000.00.

We have presented both to the Personnel Board and have include each in our FY22 Budget Proposal. I am prepared to discuss these requested revisions at your earliest convenience.

Grade	Minimum		Maximum	
	Hourly	Annual*	Hourly	Annual*
1	$11.23	$23,360	$14.29	$29,732
2	$12.25	$25,484	$17.36	$36,103
3	$18.38	$38,226	$25.53	$53,092
4	$22.46	$46,721	$31.65	$65,834
5	$28.59	$59,463	$42.88	$89,195

**This represents the annualized rate if a Part-Time employee worked a 40 hour week; however, under this Bylaw, Part-Time employees work 20 hours or less per week.*

Municipalities are subject to the federal minimum wage law, not the state law.

SCHEDULE D: FIRE DEPT POSITIONS (not covered by Collective Bargaining Agreement)

Grade	Proposed Pay Structure	Drills	Boxes	Signal 55
1	Firefighter (Entry Level)	0.00	0.00	0.00
2	Firefighter I Certified	18.00	16.00	16.00
3	Firefighter I/II Certified	19.00	17.00	17.00
4	Firefighter I Certified/Operator	20.00	18.00	18.00
5	Firefighter I/II Certified/Operator	21.00	19.00	19.00
6	EMT (Entry Level)	0.00	0.00	0.00
7	EMT	18.00	16.00	16.00
8	EMT-I	20.00	18.00	18.00
9	Firefighter I Certified/EMT	20.00	18.00	18.00
10	Firefighter I/II Certified/EMT	21.00	19.00	19.00
11	Firefighter I Certified/Operator/EMT	22.00	20.00	20.00
12	Firefighter I/II Certified/Operator/EMT	23.00	21.00	21.00
13	Lieutenant	24.00	22.00	22.00
14	Lieutenant/EMT	26.00	24.00	24.00

Details. On any occasion that the Fire Chief determines that public safety is at risk (fire watches, pyrotechnic displays, pyrotechnic blasting for construction, etc.) and calls for a detail consisting of a Firefighter or Firefighters [not covered by any other collective bargaining agreement] to stand-by during any of these situations to monitor for fire, explosion, or any other possible hazard, the person or persons assigned to the detail will be compensated in the following manner:
$50.00 per hour
$56.00 per hour/ for week-end or holiday

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent $8,000
Clerk, Board of Registrars $1,638.33
Emergency Management Coordinator $2,000
Energy Management Stipend $6,000
Registrar of Voters $205.66
Town Counsel (not including fees) $1,704.33
Tree Warden $4,000
Veterans' Agent and Director of Veterans' Services $15,000

To: Boards and Committees

From: TBD: TA/Board of Selectmen

Re: Meeting Agendas

On November 20, 2020, the Office of the Attorney General (OAG) made an Open Meeting Law determination that stated as follows:

> A public body must post notice of every meeting at least 48 hours in advance, not including Saturdays, Sundays, and legal holidays. G.L. c. 30A, § 20(b). **Notices must include** the date, time and place of the meeting, as well as a **"a listing of topics that the chair reasonably anticipates will be discussed at the meeting." Id. The list of topics shall have sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting. 940 CMR 29.03(l)(b). We generally consider a topic to be sufficiently specific when a reasonable member of the public could read the topic and understand the anticipated nature of the public body's discussion. See OML 2015-35.3 A public body may discuss a topic not listed on a meeting notice if the topic was not anticipated by the chair 48 hours in advance of the meeting. See OML 2017- 2; OML 2013-87.** (emphasis added)

In its determination the OAG found that items such as "Selectmen's updates and Town Manager updates" did not satisfy those notice requirements. The OAG found that the term "update" was insufficiently detailed because it failed to list specific anticipated updates. The OAG cited a previous Open Meeting Law determination stating that a **"[p]ublic body chair must list all topics the chair anticipates will be discussed and, as a best practice, should solicit from non-members detail regarding the precise matters to be discussed."** (emphasis added)

In light of this determination, boards and committees that list on their agendas "updates" or "reports" or some similar from, e.g., Chair, Members, Director, Executive Director, Coordinator, Department Head, Project Manager, etc. should include a listing of topics that are expected to be included in the update or report. Per the OAG's determination, a board or committee may discuss a topic not listed as an item under "update" or "report" *if the topic was not anticipated by the chair 48 hours in advance of the meeting.*

Note that the determination does not address, and would not seem to be concerned with, items as part of an update or report that are intended to provide notice of upcoming events, actions or deadlines, as well as items of recognition or acknowledgment. Whenever practicable, though, those items should be listed on the agenda as well.

KENNETH M. PAULHUS
CHIEF OF POLICE

TOWN OF SOUTHBOROUGH
POLICE DEPARTMENT

32 Cordaville Road
Southborough, Massachusetts 01772

Emergency: 9-1-1
All Other: (508)485-2121
Business: (508)485-2147
Fax: (508)485-4634
kpaulhus@southboroughma.com

To: Honorable Board of Selectmen

From: Chief Kenneth M. Paulhus

Subject: Appointment of Student Officer Tyler Lu

Date: January 11, 2021

Dear Board of Selectmen:

Please consider my request to appoint Mr. Tyler Lu as a Student Police Officer with the Town of Southborough, effective February 1, 2021. Mr. Lu is currently a Southborough Special Officer. He is transitioning to Student Officer in anticipation of his start date on February 8th at the MPTC Randolph Police Academy. The extra week will allow for department in house training.

The position was approved at the June 2020 Town Meeting. Mr. Lu's compensation will be seven-hundred dollars per week (Local 167 Contract), until his MPTC Graduation when he will transition to Probationary Officer.

Please contact me with any questions or concerns.

Kenneth M. Paulhus
Chief of Police

KENNETH M. PAULHUS
CHIEF OF POLICE

TOWN OF SOUTHBOROUGH
POLICE DEPARTMENT

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kpaulhus@southboroughma.com

To: Southborough Board of Selectmen

From: Police Chief Kenneth M. Paulhus

Subject: Part-Time Telecommunications Officer/Dispatcher

Date: January 13, 2021

Dear Board of Selectmen:

Please consider my recommendation to appoint Mr. Daniel Moreira as a Part-Time Telecommunications Officer with the Southborough Police. The Department is looking to expand the number of P/T Staff in order to fill open shifts.

Mr. Moreira is a resident of Milford. He is currently enrolled in the Criminal Justice Program at MA Bay Community College, and working for Securitas in Westborough. Mr. Moreira is also fluent in Portuguese, and proficient in Spanish.

His appointment would be of great benefit to the Southborough Police Department. The starting date will be determined shortly after successful completion of a number of screening checks, and the Boards approval.

The recommended pay rate would be Grade 3 of the SAP, $21.00 per hour. Please feel free to contact me with any questions you might have.

Kenneth M. Paulhus
Chief of Police

Protecting Our Community...Together!

Daniel Moreira
10 Courtland Street, Milford MA 01757
P: (774) 573-0858 | E: danielmoreira24@hotmail.com

Professional Summary

Reliable individual with positive attitude and a willingness to learn. Outstanding skills in client engagement, food safety, inventory restocking, and security

Skills

- Excellent customer service skills
- Great decision making
- CPR Certified

Work History

Security Officer — 07/2020 to CURRENT
Securitas Security Services USA | Westborough, MA

- Monitor Cameras and doors
- Perform tour and daily rounds of building
- Assist employees and guests

Warehouse Associate — 05/2019 to 08/2019
Benjamin Moore Co. | Milford, MA — 06/2020 to 08/2020

- Pack customer orders
- Load and unload trailers with pallet jacks
- Perform checks on trailers to confirm they are properly secure

JANITORIAL TECHNICIAN — 03/2017 to CURRENT
TLC Janitorial Inc. | Wrentham, MA

- Follow company procedures to maintain work environment in a neat and orderly condition.
- Remove all trash and discard in dumpster.
- Vacuum and mop medical buildings to company standards.

CREW MEMBER — 07/2014 to 03/2017
Dairy Queen | Milford, MA

- Ensured cleanliness of restaurant areas and maintained clean and presentable tables
- Listened to, understood, and clarified guest concerns and issues.
- Set up advertising signs and displays on shelves, counters and tables.
- Offered enthusiastic and personable service to all customers.

Education

MassBay Community College — CURRENT

High School Diploma — June 2019
Milford High School, Milford, MA

January 6, 2021

Dear Chief Kenneth Paulhus,

I regret to inform you that I will be terminating my employment as a Police Officer with the Southborough Police Department. My last day will be January 6, 2021. It has been a pleasure working as a police officer for the Southborough Police Department for the last four months. I must admit this was a tough decision, but I believe it's the best decision at this time.

I cannot express enough gratitude for hiring me weeks before graduating from the Police Academy. Southborough will always hold a place in my heart. As my time with this department was short, I have learned how to be an effective community leader in any city/town I work for.

I hope to still keep a professional relationship as I will be starting a new journey one day with a new police department. I am thankful for the opportunity to serve with this police force. I wish you all the best.

Respectfully Submitted,

Brandon Donahue

List of Town Contracted Services

NAME CONTRACT IS UNDER	PURPOSE	DEPT	START DATE	END DATE
ACTIVE				
CIPRIANO, ALDO	Town Counsel	Selectmen	2004	Annual BOS appt
CIPRIANO, ALDO	Town Counsel - Compensation Rate Letter	Selectmen	1/10/2008	Rate adjustment
CIPRIANO, ALDO	Town Counsel - Compensation Rate Letter	Selectmen	1/25/2012	Rate adjustment
HARPERS PAYROLL SERVICES	Payroll Processing	Treasurer/Collector	9/26/2016	open
PARE CORPORATION	General Service Agreement-Specific Services in Task Orders	DPW	3/11/2008	open
AT & T WIRELESS SERVICES	Land Lease - Pole	Selectmen	7/29/1999	Auto Renewal
NEW CINGULAR WIRELESS	Land Lease- Pole	Selectmen	11/16/2006	Auto Renewal
BARTHOLOMEW INVESTMENT	Investments of Trusts	Treasurer/Collector	7/1/2007	Auto Renewal Each FY
HGAC BUY/GREENWOOD EMERGENCY VEHICLES	Fire Truck	Selectmen	7/1/2015	Auto Renewal Each FY
HILLTOP SECURITIES	Financial Advisory Services	Treasurer/Collector	5/3/2017	Auto Renewal Each FY
NFP INSURANCE	Health-Benefits Brokerage Services	Selectmen	7/1/2000	Auto Renewal Each FY
WHEELABRATOR MILLBURY INC	Waste Disposal Agreement	DPW	1/1/2008	12/31/2027
MWRA MA WATER RESOURCES AUTHORITY	Water Supply Continuation Agreement	Selectmen	1/1/2017	12/31/2026
RETROFIT TECHNOLOGIES	IT Backup and Disaster Recovery	IT	8/25/2020	8/25/2023
PAULHUS, KENNETH	Police Chief	Selectmen	2/12/2020	6/30/2023
BOARDMANS ANIMAL CONTROL	Animal Control Officer - Jennifer Condon	Selectmen	1/1/2019	6/30/2022
GALLAGAN, KAREN	Employment Contract-DPW Superintendent	Selectmen	7/1/2019	6/30/2022
ACHILLES, STEVEN E	Fire Chief Employment Contract	Selectman	4/29/2019	4/28/2022
IT IMAGE TECH	Managed Print Services Agreement	IT	1/30/2020	1/30/2022
ST MARKS GOLF CLUB INC	Management and Maintenance Agreement	Selectmen	1/1/2018	12/31/2021
PURPLE, MARK	Employment Contract	Selectmen	10/18/2018	10/17/2021
COMCAST OF MASSACHUSETTS III INC	Cabe TV License	Selectmen	9/20/2011	9/19/2021
CLEAR GOV	Financial Budget Software	Selectmen	7/1/2020	7/1/2021
BATTLES, KATHLEEN	Recording Secretary Services	Planning	7/1/2020	6/30/2021
CENTURY BANK AND TRUST COMPANY	Lockbox Services	Treasurer/Collector	7/1/2020	6/30/2021
FALCONI BROTHERS INC	Heating Oil Contract FY21	Facilities	7/1/2020	6/30/2021
FRAHER, BILL CPA	Town Auditor -Fiscal Yrs 2019-2021	Finance Director		6/30/2021
KRIGER, HEIDI	Employment Contract-Town Accountant	Selectmen	7/1/2018	6/30/2021
LUCZAI, KATHERINE	Recording Secretary for Conservation	Conservation	10/1/2020	6/30/2021
MEAD, TALERMAN & COSTA, LLC	Special Counsel	Selectmen		6/30/2021
NORRIS, MURRAY & PELOQUIN, LLC	Labor Counsel	Selectmen		6/30/2021
PISINSKI, PAUL	Employee Contract- FY06,FY07,FY08,FY09,FY10,FY11,FY12	BOH	7/1/2005	6/30/2021
REYNOLDS, CLAIRE	EEA Grany Project Management - AMENDED	EDC	9/11/2020	6/30/2021
INACTIVE				
PREMIER FENCE LLC	Guardrail Installation	DPW	7/24/2018	12/31/2020
WATTERS, SALLY B	Administrative Duties in Clerk's Office	Town Clerk	2/3/2020	12/31/2020
ST MARKS GOLF CLUB INC	Management and Maintenance Agreement	Selectmen	10/1/2019	12/20/2020
CONSTELLATION NEWENERGY INC	Energy Supplier-50 Service Accounts	Selectmen	12/4/2017	12/1/2020
CONSTELLATION NEWENERGY INC	Energy Supplier-1 Service Account	Selectmen	3/1/2018	11/30/2020
CONSTELLATION NEWENERGY INC	Energy Supplier-6 Service Accounts	Selectmen	5/1/2018	11/30/2020
TIFFANY EQUIPMENT AND CONSTRUCTION	Parkerville Rd Water Main Replacement	DPW	8/4/2010	11/24/2020

List of Town Contracted Services

NAME CONTRACT IS UNDER	PURPOSE	DEPT	START DATE	END DATE
CHARTER COMMUNICATIONS	Cable TV Renewal Lic	Selectmen	9/17/2010	9/16/2020
REYNOLDS, CLAIRE	EEA Grany Project Management	EDC	11/20/2019	9/10/2020
GILLESPIE, FREDERICA	Admin Support for CPC	CPC	9/3/2019	9/2/2020
BALLANTINE, BRIAN	Employment Contract	Selectmen	7/1/2017	6/30/2020
BATTLES, KATHLEEN	Recording Secretary Services	Planning	7/1/2019	6/30/2020
CIBELLI, PAUL	Employment Agreement	Assessorrs	7/1/2017	6/30/2020
FALCONI BROTHERS INC	Heating Oil Contract FY20	Facilities	7/1/2019	6/30/2020
LUCAS ENVIRONMENTAL LLC	Environmental,Stormwater,and Wetlands Consulting	Conservation	7/1/2018	6/30/2020
STUMPY'S TREE SERVICE	Tree Removal & Misc Trimming	DPW	8/20/2019	6/30/2020
VADAR SYSTEMS	Software for Tax Collection & Financial Applications	Selectmen	7/1/2017	6/30/2020
BATTLES, KATHLEEN	Administrative Duties in the Clerk's Office	Town Clerk	2/10/2020	5/31/2020
METROPOLITAN AREA PLANNING COUNCIL	Extention to Updating Southborough master Plan	Planning	12/31/2019	4/30/2020
WITZELL, SUZIE K	Administrative Duties in Clerk's Office	Town Clerk	2/10/2020	3/31/2020
ARAMARK UNIFORM SERVICES	Uniform Service Agreement	DPW	3/6/2017	3/6/2020
COMMUNITY OPPORTUNITIES GROUP INC	Consulting Serv to update the Housing Production Plan	Planning	11/12/2019	2/28/2020
PAULHUS, KENNETH	Police Chief	Selectmen	2/11/2017	2/11/2020
MARKINGS INC	Pavement markings	DPW	4/4/2017	12/31/2019
METROPOLITAN AREA PLANNING COUNCIL	Updating Southborough Master Plan	Planning	6/5/2019	12/31/2019
GEORGE E LEY COMPANY	Golf Course Improvements	Selectmen	8/14/2019	11/15/2019
MASSACHUSETTS BROKEN STONE CO	Roadway Maintenance	DPW	6/13/2018	7/9/2019
FALCONI BROTHERS INC	Heating Oil Contract FY19	Facilities	7/1/2018	6/30/2019
GALLAGAN, KAREN	Employment Contract-DPW Superintendent	Selectmen	7/1/2016	6/30/2019
HEILMAN, DESTIN	Draft Bylaw for LED Lighting	Planning	6/14/2019	6/30/2019
NORTHEAST GOLF COMPANY	Golf Course design for St. Marks Golf Course	Selectmen	6/12/2018	6/30/2019
PISINSKI, PAUL	Employee Contract	BOH	7/1/2018	6/30/2019
VERIZON	Cable TV License	Selectmen	5/22/2007	5/21/2019
MAURO, JOSEPH	Fire Chief Employment Contract			4/30/2019
KIMBALL SAND COMPANY INC	Washed Sand	DPW	11/15/2010	2/15/2019
TARTAKOFF, PETER	Interim Building Commissioner	Selectmen	11/10/2018	1/8/2019
BOARDMANS ANIMAL CONTROL	Animal Control Officer - Jennifer Condon	Selectmen	7/1/2018	12/31/2018
PURPLE, MARK	Employment Contract	Selectmen	10/18/2015	10/17/2018
PARE CORPORATION	Cordaville Rd Water Main Extension-Task Order #17	DPW	10/3/2017	9/16/2018
EASTERN SALT COMPANY INC	Sodium Chloride	DPW	9/1/2017	8/31/2018
RFS CORPORATION	Cordaville Rd Water Main Extension	DPW	6/15/2018	8/18/2018
RAD CORP	911 Memorial Field - Site Improvements	DPW	1/9/2018	7/27/2018
BARRETT PLANNING GROUP	Site Plan Process Study	Planning	5/31/2018	6/30/2018
BOARDMANS ANIMAL CONTROL	Animal Control Officer - Jennifer Condon	Selectman	7/1/2015	6/30/2018
NOVEL COMMUNICATIONS LLC	Leadership and Communication Coaching	DPW	7/1/2017	6/30/2018
PATRIOT PROPERTIES INC	Customer Software Support/License Agreement	Assessors	7/1/2016	6/30/2018
PETERSON OIL SERVICE	Heating Oil Contract	Selectman	7/1/2007	6/30/2018
PETERSON OIL SERVICE	Heating Oil Contract	Selectman	7/1/2017	6/30/2018
	FY2008 Thru FY2018			6/30/2018

List of Town Contracted Services

NAME CONTRACT IS UNDER	PURPOSE	DEPT	START DATE	END DATE
	Fiscal Years 2003-2018			6/30/2018
	FY13,FY14,FY15,FY16,FY17 AND FY18			6/30/2018
PITNEY BOWES	Software Purchase	Selectmen	5/16/2017	5/16/2018
MUSCO LIGHTING	Choate Field Phase II-Addendum to 11/2015 & 3/2016 Agrm	Recreation	9/2/2016	3/9/2018
MAFFEI EXCAVATING & SEPTIC LLC	Installation of Town House Septic System	Facilities	10/27/2017	1/12/2018
HI-WAY SAFETY SYSTEMS	Street Sweeping	DPW	4/27/2015	12/31/2017
ONESOURCE CONSTRUCTION LLC	South Union Remodel	Facilities	10/20/2017	12/6/2017
CONSTELLATION NEWENERGY INC	Energy Supplier	Selectmen	12/4/2014	12/5/2017
FUSS & O'NEILL INC	Review Site Plan&Engineering Documents-Public Safety Bldg	Selectmen	10/31/2017	11/14/2017
FUSS & O'NEILL INC	Engineering Services	Selectmen	9/8/2014	9/8/2017
MURPHY, PATRICK	Assorted responsibilities for Town Clerk	Town Clerk	3/8/2017	6/30/2017
SOUTHBOROUGH HISTORICAL SOCIETY	Lease of Historic Flagg School	Selectmen	7/1/2007	6/30/2017
THE CECIL GROUP INC	Development Guide	Selectmen	6/28/2016	6/30/2017
	Fiscal Years 2003-2017			6/30/2017
NORTHEAST DOCUMENT CENSERVATION CENTER	Preserving Digitally Record Books	Clerks	12/9/2016	6/9/2017
CONNELL, KAREN	Connell vs School District Special Ed Settlement	School	Aug-15	Jun-17
GEOTMS	DMS Software- Maintenance	Selectmen	3/1/2014	2/28/2017
PAULHUS, KENNETH	Police Chief	Selectmen	2/12/2014	2/11/2017
COURT BUILDERS OF AMERICA	Tennis Court Repair and Rehabilitate	Recreation	8/23/2016	12/31/2016
MASSACHUSETTS BROKEN STONE CO	Roadway Maintenance	DPW	6/19/2015	12/31/2016
PARE CORPORATION	Contracted Services	DPW	9/16/2015	12/31/2016
PATRIOT PROPERTIES INC	CAMA Conversion and Fiscal '17 Valuation Update	Assessors	2/18/2016	9/30/2016
TREE TECH INC	Tree Removal and Misc tree Trimming	DPW	10/26/2012	9/30/2016
KING INFORMATION SYSTEMS INC	Records Management Project	Selectmen	7/28/2016	8/28/2016
BEAUMONT, COLIN	Temporary Employee for Town Clerk's Office	Town Clerk	1/7/2016	6/30/2016
GALLAGAN, KAREN	Employment Contract-DPW Superintendent	Selectmen	7/1/2013	6/30/2016
GALLAGAN, KAREN	Amendment 1 to Employment Agreement	Selectmen	6/5/2015	6/30/2016
GALLAGAN, KAREN	Amendment 2 to Employment Agreement	Selectmen	6/5/2015	6/30/2016
MURPHY, PATRICK	Assorted responsibilities for Town Clerk	Town Clerk	5/19/2016	6/30/2016
OLIVEIRA CONSTRUCTION INC	Route 9 Water Main Replacement	DPW	9/8/2015	6/30/2016
PARE CORPORATION	Recreation Facility Master Plan	Recreation	2/22/2016	6/30/2016
SCHOW, JOSEPH	Administrative Duties in the Planning Office	Planning	3/28/2016	6/30/2016
HARRINGTON, HELENE	BOH Secretary- Until Permanent Employee Hired	BOH	11/5/2015	1/11/2016
DONHAM & SWEENEY ARCHITECTS	Engineering Serv for a New Public Safety Facility	Selectmen	10/7/2015	12/31/2015
LORUSSO CORP	Permanent Trench Patch Repairs	DPW	6/9/2015	12/31/2015
TRUAX CORPORATION	Catch Basin Cleaning & Related Services	DPW	8/14/2015	12/31/2015
	2009,2010,2011,2012,2013,2014 &2015			11/17/2015
MASSACHUSETTS AUDUBON	Open Space Deed Research and Mapping Project	Planning	11/20/2014	11/3/2015
PURPLE, MARK	Employment Contract	Selectmen	10/18/2012	10/17/2015
SYSTEMS ELECTRICAL SERVICES INC	Purchase & Installation of Generator for DPW	Facilities	4/30/2015	9/4/2015
VANASSE HANGEN BRUSTLIN	Consulting for Main St Reconstruction	DPW	12/24/2014	8/30/2015
ASHWORTH, DESTINY	Planning Board Recording Secretary	Planning	7/1/2014	6/30/2015

List of Town Contracted Services

NAME CONTRACT IS UNDER	PURPOSE	DEPT	START DATE	END DATE
BOARDMANS ANIMAL CONTROL	Animal Control Officer-Leslie Boardman	Selectman	7/6/2005	6/30/2015
REAL ESTATE RESEARCH CONSULTANTS	FY15 Personal Propery Valuation Update	Assessor	12/17/2014	6/30/2015
NUWATER INC	Upgrades to Boland Pump Station	DPW	6/18/2013	5/5/2015
MCCARTHY, MEAGHAN	Services for Youth and Family Services	Selectmen	9/8/2015	2/8/2015
PENTA COMMUNICATIONS INC	Website Design for EDC	Selectmen	9/2/2014	1/1/2015
COMMONWEALTH OF MASS/Div of Standards	Weights and Measurers Services	Selectmen	1/1/2014	12/31/2014
J AND J AND SON LAWNCARE INC	Mowing and Maintenance-Southborough Cemeteries	DPW	8/19/2014	12/31/2014
CONSTELLATION NEWENERGY INC	Energy Supplier	Selectmen	12/5/2013	12/4/2014
MINUTEMAN TRUCKS	Navistar Trucks	Police	1/19/2012	10/31/2014
OSTROW ELECTRIC CO	Senior Center Generator	Facilities	1/15/2014	8/9/2014
MECHANICAL CONSTRUCTION SERVICES	Boiler Maintenance	Facilities	7/1/2013	6/30/2014
UNITED ELEVATOR CORP	Elevator Maintenance	Facilities	7/1/2013	6/30/2014
NE FIRE EQUIPMENT & APPARATUS CORP	2014 Ford Ambulance	Fire	4/11/2014	4/11/2014
BREAKNECK HILL COW FUND INC	Restoration of the property	Conservation Commission	2/21/2013	2/21/2014
CONSTELLATION NEWENERGY INC	Energy Supplier	Selectmen	8/3/2010	12/3/2013
BADGEQUEST INC	Recruitment and Selection Process for Police Chief	Selectmen	8/19/2013	11/29/2013
AQUA LINE UTILITY INC	Rt 9 Water Main Extension	DPW	2/27/2013	11/15/2013
DONNEGAN SYSTEMS INC	Police Department Lockers	Facilities	7/1/2013	10/31/2013
ASSOCIATED BUILDING WRECKERS INC	Fayville Pump Station Demolition	DPW	9/30/2012	9/29/2013
BROKEN STONE COMPANY	Roadway Maintenance	DPW	9/30/2012	9/29/2013
GALLAGAN, KAREN	Employment Contract-DPW Superintendent	Selectmen	7/1/2010	6/30/2013
REAL ESTATE RESEARCH CONSULTANTS	FY13 Personal Propery Valuation Update	Assessor	5/13/2013	6/30/2013
DEPARTMENT OF CONSERVATION & RECREATION	911 Memorial Field, Acre Bridge Rd	Selectmen	1/29/2008	1/29/2013
COMMONWEALTH GUARDRAIL	Gaurdrail Installation	DPW	7/16/2012	12/31/2012
CRACK SEALING INC	Road Repairs	Selectmen	7/16/2012	12/31/2012
MCKENNA MANAGEMENT INC	Compensation Analysis	Selectmen	9/18/2012	12/31/2012
TRUAX CORPORATION	Catch Basin Cleaning & Related Services	DPW	7/16/2012	12/31/2012
FUSS & O'NEILL INC	Engineering Services	Selectmen	11/4/2009	11/4/2012
HALE, VANESSA	Acting Town Administrator	Selectmen	7/1/2012	11/1/2012
MCKENNA MANAGEMENT INC	Town Manager Hiring Process	Selectmen	7/1/2012	11/1/2012
OSTROW ELECTRIC CO	Fire Station Generator	Facilities	5/29/2012	9/14/2012
DELTA MECHANICAL	Mechanical Maintenance for Heating/Ventilation/AC/HVAC	Library	7/1/2011	6/30/2012
DELTA MECHANICAL	Mechanical Maintenance for Heating/Ventilation/AC/HVAC	DPW	7/1/2011	6/30/2012
LUCAS ENVIRONMENTAL LLC	Environmental,Stormwater,and Wetlands Consulting	Conservation	2/2/2012	6/30/2012
NOONAN BROTHERS PETROLEUM INC	Gasoline Contract	DPW	12/21/2010	6/30/2012
O'LEARY WELDING CORP	Transfer Station Hopper Rehabilitation	DPW	3/26/2012	6/30/2012
REAL ESTATE RESEARCH CONSULTANTS	FY12 Personal Propery Valuation Update	Assessor	3/7/2012	6/30/2012
TREE TECH INC	Tree Removal and Misc tree Trimming	DPW	7/1/2009	6/30/2012
UMASS EDWARD COLLINS JR CENTER FOR PUB MANG	Services to Drafting Com for Town Manager Legislation	Selectmen	9/20/2011	6/30/2012
PROPAC INC	Disaster Trailer	FIRE	5/11/2012	5/11/2012
LUCAS ENVIRONMENTAL LLC	Environmental,Stormwater,and Wetlands Consulting	Conservation	8/2/2011	2/2/2012
MMA CONSULTING GROUP	Consulting Services&Assessment for Fire Chief Selection	Selectmen	9/6/2011	1/6/2012

List of Town Contracted Services

NAME CONTRACT IS UNDER	PURPOSE	DEPT	START DATE	END DATE
UNDERWATER SOLUTIONS	Inspections and Cleaning of Tara Rd & Oak Hill Rd Water Tanks	DPW	10/4/2011	12/1/2011
NORFOLK RAM ENGINEERING SOLUTIONS	Environmental Consulting Services	DPW	10/31/2001	11/11/2011
AIRTEK	Boland Station Repair	DPW	8/31/2011	10/7/2011
WESTON SAMPSON	Water Dept SCADA Contract	DPW	6/7/2011	10/7/2011
DELTA MECHANICAL	Mechanical Maintenance for Heating/Ventilation/AC/HVAC	Library	7/1/2010	6/30/2011
	FY 2003 Thru FY 2011			6/30/2011
A MARTINS & SON CONSTRUCTION INC	Southville Rd Sidewalk Extension	DPW	7/1/2010	5/31/2011
QUALITY CONTRACTING INC	Cultural Arts Buliding Phase II	Facilities	8/4/2010	4/8/2011
ACC ACOUSTICAL CEILING CARE	Cordaville Hall ceiling tiles	Facilities	8/19/2010	3/31/2011
M.M. ENVIRONMENTAL ENGINEERING INC	Cordaville Hall Main Hall AC Units	Facilities	6/4/2010	3/31/2011
MATRIX CONSULTING GROUP	Regional Public Safety Dispatching Study	Selectmen	6/23/2010	3/18/2011
CORBIN-HUFCOR INC	Folding Panels at Cordaville Hall	Facilities	8/17/2010	2/28/2011
MINUTEMAN GOVERNANCE	Data Security Audit	Selectmen	7/1/2010	1/7/2011
CUSTOM ALARM SERVICES INC	Video Surveillance System at Fire Dept	Selectmen	10/18/2010	12/31/2010
LUCAS ENVIRONMENTAL LLC	Environmental,Stormwater,and Wetlands Consulting	Conservation	8/23/2010	12/23/2010
ADTECH SYSTEMS INC	Senior Center audio/visual system	Facilities	12/16/2008	12/16/2010
MOUNTAIN VIEW LANDSCAPES	Triangle Park - Cordaville Rd	DPW	9/30/2010	11/30/2010
PRIME COATINGS INC	Oak Hill Tank Painting	DPW	7/22/2010	11/19/2010
TALEC LLC	Carpentry Work at Cordaville Hall	Facilities	10/28/2010	11/13/2010
O'CONNELL FIRE PROTECTION INC	Installation of New Kitchen Suppression System at Fire Stat	Facilities	9/24/2010	10/31/2010
DANKRIS BUILDERS CORP	Replacement of Pressure Reducing Valve	DPW	3/2/2010	10/15/2010
PUBLIC SAFETY CONSULTANTS LLC	Professional Assessment Center for Police	Selectmen	7/1/2010	10/1/2010
TENEYCK, CATHERINE	Coordinator of Volunteers for Council on Aging	Selectmen	10/1/2009	9/30/2010
RIO DESIGN	Designing a New Website for Recreation	Recreation	6/16/2010	9/25/2010
O'CONNELL FIRE PROTECTION INC	Fire Extinguisher Inspections	Facilities	7/26/2010	9/1/2010
CONSTELLATION NEWENERGY INC	Energy Supplier	Selectmen	12/1/2008	8/2/2010
BAER ARCHITECTURE GROUP INC	Police Station- Rehabilitation Schematics Design	Selectmen	4/12/2010	6/30/2010
REAL ESTATE RESEARCH CONSULTANTS	FY10 Personal Propery Valuation Update	Assessor	5/19/2010	6/30/2010
VIEWPOINT ENGINEERING INC	GIS MAPPING FY 10 Parcel Update	Assessor	1/15/2010	6/30/2010
SPORTS TURF INTERNATIONAL	Maintenance of 911 Field	DPW	4/27/2009	4/26/2010
SUDBURY VALLEY TRUSTEES	Chestnut Hill Farms/Property	Conservation Committee	11/22/2006	12/31/2009
BARTSCH & RADNER DESIGN INC	Landscape Architectual Design for Triangle Park	Planning Board	2/9/2009	12/23/2009
CASACELI TRUCKING INC	Septic Replacement at 209 Parkerville Rd	Facilities	10/27/2009	12/15/2009
MAFFEI EXCAVATING & SEPTIC LLC	Septic replacement at 11 Cordaville rd	Facilities	10/27/2009	12/15/2009
AON CONSULTING	Analysis of Postretirement Liability	Finance Director	8/5/2009	12/11/2009
BADGEQUEST INC	Prof. Services Assessment for Police Chief Recruitment	Selectmen	10/6/2009	11/17/2009
LAHAYE, STEPHEN	Cordaville hall Gutters and Downspouts	Facilities	9/15/2009	10/30/2009
SMEAL FIRE APPARATUS CO	Purchase of Aerial Truck	Fire	10/21/2009	10/29/2009
FUSS & O'NEILL INC	Engineering Services	Selectmen	10/9/2006	10/9/2009
AWT HOME SOLUTIONS INC	Reroof Fayville Hall	Facilities	7/7/2009	9/30/2009
MASSACHUSETTS BROKEN STONE CO	Roadway Maintenance	DPW	7/14/2008	9/30/2009
SEALCOATING INC	Crack Sealing	DPW	7/21/2008	9/30/2009

List of Town Contracted Services

NAME CONTRACT IS UNDER	PURPOSE	DEPT	START DATE	END DATE
B-P TRUCKING INC	Rubbish Removal from Town and School Buildings	Selectmen	9/26/2008	9/25/2009
RDK ENGINEERS (UNDER NEARY CONTRACTS)	Neary School Electrical & Mechanical Upgrades	Facilites	5/7/2007	9/18/2009
REAL ESTATE RESEARCH CONSULTANTS	FY09 Personal Propery Valuation Update	Assessor	2/15/2009	6/30/2009
VIEWPOINT ENGINEERING INC	GIS MAPPING FY 09 Parcel Update	Assessor	1/7/2009	6/30/2009
W.B.MASON	Copies and Printer Toners	Selectmen	7/15/2008	6/30/2009
WHIPPLE CONSTRUCTION	Repairs to the Arts Center	Facilities	5/5/2009	6/30/2009
VANASSE HANGEN BRUSTLIN	Consulting for Main St Reconstruction	DPW	2/13/2009	5/13/2009
MURPHY, BRYAN	Planning Services for Emergency Preparedness	Selectmen	1/5/2009	4/30/2009
SPEC AIR GASES & TECHNOLOGIES	Purchase Gas Requirements	Fire	5/1/2008	4/30/2009
REYES, NICK	Capping and Repair of Cordaville Hall Chimneys	Selectmen	9/26/2008	11/14/2008
BROOMER, KATHLEEN KELLY	South Union School National Reg of Historic Places	Selectmen	7/29/2008	11/1/2008
LAHAYE, STEPHEN	Fire Station and Cemetery Gutters and Downspouts	Facilities	7/29/2008	9/30/2008
PIONEER CONSULTING GROUP	Reconcile and Update Fixed Asset Acct System	Accounting	12/20/2007	9/26/2008
DELTA MECHANICAL	Mechanical Maintenance for Heating/Ventilation/AC/HVAC	Library	7/1/2007	6/30/2008
J AND J AND SON LAWNCARE INC	Mowing and General Maintenance Contract	DPW	4/21/2008	6/30/2008
TYLER TECHNOLOGIES	Inspection Services of Commercial and Industrial Properties	Assessor	5/12/2008	6/30/2008
VIEWPOINT ENGINEERING INC	GIS MAPPING FY 08 Parcel Update	Assessor	1/3/2008	6/30/2008
COMMOMWEALTH PRINTING INC	Printing of Town Report	Selectmen	1/17/2008	3/18/2008
FUSS & O'NEILL INC	Phase II Storm Water Management Plan	Selectmen	7/9/2002	3/15/2008
MAFFEI EXCAVATING & SEPTIC LLC	Demolition of 65 Southville Rd	Building	10/22/2007	12/31/2007
AMRAMP	Senior Center Handicap Ramp	Selectman	10/17/20017	12/1/2007
DENNIS BURKE INC	Diesel Fuel Contract	Selectmen	10/28/2005	10/27/2007
DENNIS BURKE INC	Gasoline Contract	Selectmen	10/28/2005	10/27/2007
MASSACHUSETTS BROKEN STONE CO	Roadway Maintenance	DPW	8/31/2006	8/31/2007
PFS PLUMBING & HEATING INC	Police Department Bathroom Renovations	Facilities	7/18/2007	8/14/2007
MAURO, JOHN JR	Fire Chief Employment Contract	Selectmen	7/1/2004	6/30/2007
PETER J EPSTEIN, ATTORNEY AT LAW	Legal Services for Cable TV	Selectman	8/7/2006	6/30/2007
VADAR SYSTEMS	Software for Tax Collection & Financial Applications	Selectmen	7/1/2003	6/30/2007
VANASSE HANGEN BRUSTLIN	Consulting Services for Southborough's Master Plan	Planning	10/10/2006	6/30/2007
SALT SHED (GARDNER CONSTRUCTION SERVICES)	Constructing a Fabric Covered Salt Shed	DPW	10/30/2007	4/30/2007
KANG ASSOCIATES INC	Architectural Design of Bldg at 9 Cordaville Rd	Planning	10/2/2006	4/6/2007
METROPOLITAN DISTRICT COMMISSION	Recreational Field at Acre Bridge Rd	Recreation	3/28/2002	3/28/2007
COMMOMWEALTH PRINTING INC	Printing of Town Report	Selectmen	1/12/2007	3/23/2007
METROPOLITAN DISTRICT COMMISSION	Walking Trails on MDC Property	Selectmen	3/20/2002	3/20/2007
ACCESS A/V LLC	Video Equipment in Hearing Room	Selectmen	1/26/2006	1/28/2007
MARKINGS INC	Pavement markings	DPW	1/1/2004	12/31/2006
PRO-TURF NORTH	Groounds maintenance Services	Selectmen	3/12/2004	12/31/2006
BRENDON HOMES	26 Gilmore Road	Southboro Afford Housing	8/1/2006	12/30/2006
STREKALOVSKY & HOLT	Settlement for School Architects	Schools	11/22/2006	11/22/2006
BRUCE SALUK AND ASSOCIATES INC	Land Surveying Services	Planning	10/3/2006	10/24/2006
COMMUNITY SOLUTIONS	Temporary Consulting Services	Selectmen	3/23/2006	9/23/2006
OSTROW ELECTRIC CO	Neary School Cable Installation	Facilities	4/6/2006	7/28/2006

List of Town Contracted Services

NAME CONTRACT IS UNDER	PURPOSE	DEPT	START DATE	END DATE
ASSISTANCE TO FIREFIGHTERS GRANT	FY2006	Fire	7/1/2005	6/30/2006
ATHOL PRESS INC	Printing of Town Report/Advisory Committee Report	Selectmen	1/5/2006	3/22/2006
AVERY ASSOCIATES	Appraisal on Donaldson Farm property	Selectman	2/16/2005	2/6/2006
COMMONWEALTH GUARDRAIL	Gaurdrail Installation	DPW	6/2/2005	12/30/2005
PETERSON OIL SERVICE	Diesel Contract	Selectman	10/13/2004	10/12/2005
PETERSON OIL SERVICE	Gasoline Contract	Selectman	10/12/2004	10/11/2005
THE CECIL GROUP INC	Prof Serv For 15 Year Municipal Facilities Plan	Selectmen	12/23/2004	6/23/2005
SIMPLEX GRINNELL	DPW-Correct Fire Suppression System	DPW	3/8/2005	5/13/2005
SUPERIOR ROOFING INDUSTRIES INC	Town House & Historical Building Roof Repairs	Facilities	2/8/2005	4/1/2005
ATHOL PRESS INC	Printing of Town Report/Advisory Committee Report	Selectmen	1/3/2005	3/23/2005
BARRY COMMUNICATIONS	Maintainance Service Agreement for Telephone System	Selectmen	2/1/2004	1/31/2005
FUSS & O'NEILL INC	In Steam Sampling High St	BOH	12/2/2004	1/27/2005
TARA RD TANK PAINTING-MODERN PROTECTIVE COATINGS INC	Painting Tara Rd Water Tank	DPW	9/14/2004	1/21/2005
MODERN PROTECTIVE COATINGS INC	Cleaning & Painting of Tara Rd Water Storage Tank	DPW	11/2/2004	12/6/2004
MAURO, JOHN JR	Fire Chief Employment Contract	Selectmen	7/1/2001	6/30/2004
153 CORDAVILLE ROAD LLC	Lease of 153 Cordaville Road (COA and Youth/Family)	Selectmen	7/1/2002	5/31/2004
ATHOL PRESS INC	Printing of Town Report/Advisory Committee Report	Selectmen	1/6/2004	3/24/2004
RAD CORP	Southborough Rural Cemetery	DPW	2/7/2003	3/5/2004
CORNERSTONE ENGINEERING INC	Soil Testing at Southborough Arts Center/Highland St	Selectmen	1/23/2004	2/22/2004
BARRY COMMUNICATIONS	Maintainance Service Agreement for Telephone System	Selectmen	2/1/2003	1/31/2004
ROBINSON'S LANDSCAPING	Grounds Maintenance Contract	DPW	5/1/2001	12/31/2003
MAFFEI EXCAVATING & SEPTIC LLC	Installation of 2000 Gallon Holding Tank-Woodward School	School	10/22/2003	12/15/2003
PETERSON OIL SERVICE	Diesel Fuel Contract	Selectman	10/9/2002	10/8/2003
PETERSON OIL SERVICE	Gasoline Contract	Selectman	10/8/2002	10/7/2003
BFI WASTE SYSEMS INC	Use of Transfer Station for Residential Trash	Selectman	10/1/2002	9/30/2003
BROWNING-FERRIS INDUSTRIES	Use of Transfer Station	Selectmen	10/1/2002	9/30/2003
CAB CONSTRUCTION	Water Services on White Bagley Rd	DPW	9/10/2003	9/11/2003
CHAMBERLAIN, LESLIE	Council on Aging Nurse	COA	7/1/2002	6/30/2003
JERRY MCMILLAN PROFESSIONAL TREE SERVICE INC	Tree Removal & Misc tree Trimming	DPW	1/10/2003	6/30/2003
NEW ENGLAND NETWORK SOLUTIONS	Network Administration	Selectmen	7/1/2002	6/30/2003
REAL ESTATE RESEARCH CONSULTANTS	FY03 Personal Propery Valuation Update	Assessor	2/13/2003	6/30/2003
PARKSIDE UTILITY CONSTRUCTION CORP	Oregon/Edgewood Roads Water Main	DPW	9/23/2002	5/31/2003
VIEWPOINT ENGINEERING INC	GIS and Information technology Services	DPW	2/6/2003	4/1/2003
ATHOL PRESS INC	Printing of Town Report/Advisory Committee Report	Selelctmen	12/31/2002	3/20/2003
RAD CORP	Cemetery Expansion	DPW	12/12/2002	2/6/2003
ROAD SURFACE SEALING (CRACK-SEALING INC)	Crack Filling Various Locations	DPW	9/10/2002	11/30/2002
BROWNING-FERRIS INDUSTRIES	Use of Transfer Station	Selectmen	10/1/2001	9/30/2002
JOHN CATLIN & ASSOCIATES	Feasibility Study for Southboro Cultural Arts Center	Selectmen	8/1/2002	8/8/2002
CHAMBERLAIN, LESLIE	Council on Aging Nurse	COA	7/1/2001	6/30/2002
BROWNING-FERRIS INDUSTRIES	Use Of Transfer Station	Selectmen	10/1/2000	9/30/2001
STECO-DIV OF BLUE TEE CORP	Purchase of 1 Refuse Trailer	DPW	12/14/2000	12/14/2000
PIERCE LAMB ARCHITECTS	Community Center Feasibility at Fayville Village Hall	Selectmen	7/18/2000	10/24/2000

List of Town Contracted Services

NAME CONTRACT IS UNDER	PURPOSE	DEPT	START DATE	END DATE
PIERCE LAMB ARCHITECTS	Feasibility Study for New Com Center at Fayvill Hall Site	Selectmen	12/13/2000	2/1/2000
TRAFFIC SYSTEMS CO	Upgrades to the School Zone Flashing Lights	DPW	9/7/1999	12/1/1999
PYNE SAND AND STONE CO	Washed Sand	DPW	11/26/1997	6/30/1998
PYNE SAND AND STONE CO	Washed Sand	DPW	12/6/1996	6/30/1997
BROX INDUSTRIES INC	Type 1 Bituminous Concrete in Various locations	Selectmen	10/3/1995	6/30/1996
STECO-DIV OF BLUE TEE CORP	Purchase of 2 Refuse Trailers	DPW	12/21/1995	12/21/1995
TRAFFIC MARKINGS INC	Reflectorized Pavement Markings	DPW	5/23/1995	11/15/1995
EASTERN SALT COMPANY INC	Sodium Chloride	DPW	11/1/1994	10/31/1995
OTHER				
REAL ESTATE RESEARCH CONSULTANTS	Revaluation Program for Personal Property-FY20-FY23	Assessor	12/11/19	
PIONEER VALUATION	Providing Revaluation Services	Assessors	11/21/19	
COSTELLO, DENNIS	Provide Professional Title 5 Code Enforcement/Inspections	Board of Health	07/01/07	
PARE CORPORATION	Provide Support to Fulfill Requirements of MVP Planning Grant	Conservation	10/07/19	
VANASSE HANGEN BRUSTLIN	Rural Cemetery Wall Evaluation	DPW	06/04/20	
BARBATO CONSTRUCTION	Ashland/Southboro Supplemental Interconnetion	DPW	09/26/19	
CAPE AND ISLAND TENNIS AND TRACK	Trottier Middle School Track Resurfacing	DPW	08/06/19	
MASSACHUSETTS DEPT OF TRANSPORTATION	Roadway Project Main St at Marlboro Rd/Cordaville Rd	DPW	07/20/18	
TRUAX CORPORATION	Catch Basin Cleaning & Related Services	DPW	06/18/18	
TRAVERSE LANDSCAPE ARCHITECTS	Replacing track surface Trottier Middle School	DPW	06/12/18	
TRAVERSE LANDSCAPE ARCHITECTS	Repairs for Depietri Field at Neary School	DPW	06/12/18	
COMM TANK	Storage Tank Installation	DPW	12/08/17	
PARE CORPORATION	Water System Master Plan Update-Task order #15	DPW	07/28/17	
SANBORN HEAD	Scope of Services for Landfill post Closure	DPW	03/03/17	
HOWARD S DONO AND ASSOCIATES	Appraisal for Main Street reconstruction project	DPW	03/01/17	
AM APPRAISAL ASSOCIATES	USPAP valuation review	DPW	12/15/16	
PARE CORPORATION	Water System Emergency Response Plan-Task Order #12	DPW	12/01/16	
PARE CORPORATION	Cordaville Rd Water Main Evaluation-Task Order #13	DPW	12/01/16	
BOBCAT OF WORCESTER	DPW Equipment	DPW	06/27/16	
CUSTON ALARM SERVICES INC	Installation of Security Cameras at DPW	DPW	12/29/11	
MASSACHUSETTS BROKEN STONE CO	DPW Facility Grading and Paving	DPW	10/27/09	
PARE CORPORATION	Design of Town -wide SCADA System-Task Order #3	DPW	06/18/09	
J AND J AND SON LAWNCARE INC	Mowing and General Maintenance Contract	DPW	07/01/08	
THE BSC GROUP INC	Land Survey to Expansion of Rural Cemetery	DPW	11/18/98	
BUCKLAND, KENNETH	Engineering Serv/Propsed Main St Improvements	DPW	11/30/95	
BLACK, TAYLOR	Recording Secretary EDC	EDC	09/11/20	
MIKE'S CONSTRUCTION CO INC	Fire Dept Shingle Roof Repl & Ventilation Remediation	Facilites	10/07/15	
FALCONI BROTHERS INC	Heating Oil Contract	Facilities	07/01/02	
FRAHER, BILL CPA	Town Auditor	Finance Director	04/29/03	
HEILMAN, DESTIN	Revise Draft lighting Bylaw/Provide Support & Training	Planning	12/16/19	
LUCAS ENVIRONMENTAL LLC	Help with PILOT program for Open Space Inspections	Planning	05/31/19	
MCO HOUSING SERVICES	Services for Southboro Housing Trust Fund for new LIP home	Planning	08/08/06	
SEA CONSULTANTS INC	Evaluate Locating Emergency Access Rd By Long Cadillac	Planning	07/19/05	

List of Town Contracted Services

NAME CONTRACT IS UNDER	PURPOSE	DEPT	START DATE	END DATE
NORTH TURF SPORTS AND GOLF CONTRACTORS	Depietri Athletic field improvements	Recreation	01/20/20	
MUSCO LIGHTING	Choate Field Phase II - Addendum to 11/20/15 Agreement	Recreation	03/04/16	
MUSCO LIGHTING	Choate Field Phase II	Recreation	11/20/15	
AUTOBAHN EAST	2007 FORD E350	Recreation	12/27/11	
ALPHAGRAPHICS	Printing of Annual Town Report	Selectman	12/08/09	
VERIZON CABLE RENEWAL	Cable TV Renewal License	Selectmen	11/26/19	
COMM-TRACT	Fiber Optic Network-EMC Tower RF Site-Phase 2	Selectmen	08/22/19	
COMM-TRACT	Fiber Optic Network-Overlook Tower RF Site-Phase 2	Selectmen	06/04/19	
COMM-TRACT	Fiber Optic Network-Addition of Public Safety Building	Selectmen	06/04/19	
SIGNET ELECTRONIC SYSTEMS	Security System for Public Safety Bldg	Selectmen	09/14/18	
THE VERTEX COMPANIES	Amendment #1 to Project Management Contract	Selectmen	07/26/18	
LEC ENVIRONMENTAL CONSULTANTS INC	Site Evaluation St. Marks Golf Course Wetlands Bylaw	Selectmen	09/26/17	
CONTEXT ARCHITECTURE	Public Safety Building	Selectmen	08/24/17	
THE VERTEX COMPANIES	Provide Project Management for New Public Safety Bldg	Selectmen	08/07/17	
MCGREGOR & LEGERE ATTORNEYS	Special Counsel on the Conservation Restriction	Selectmen	07/07/17	
CTA CONSTRUCTION MANAGERS	Public Safety Building	Selectmen	03/08/17	
IT IMAGE TECH	Copier for Town House/Service Agreement	Selectmen	06/06/16	
INTERMUNICIPAL WATER SUPPLY AGREEMENT	Town of Southborough and Town of Ashland	Selectmen	11/16/15	
VIRTUAL TOWN HALL HOLDINGS LLC	Government Website	Selectmen	04/16/15	
ST MARKS SCHOOL	Pedestrian Safety Improvement Project	Selectmen	05/13/13	
MORAN, JANE	Addendum to Employee Contract	Selectmen	11/18/12	
CHAPEL OF THE CROSS	Lease of 9 Crodaville Road	Selectmen	08/01/06	
CRANE, SUSAN ESQ	Legal Services for Conservation Orchard Land Mgt	Selectmen	11/30/04	
BUCKLEY ENERGY GROUP	Diesel Fuel	Selectmen	10/14/03	
BUCKLEY ENERGY GROUP	Gasoline Contract	Selectmen	10/14/03	
COMPASS/DR GERALD LEWIS	Employee Assistance Program	Selectmen	07/01/02	
JOHN CATLIN & ASSOCIATES	Design Contract for Southborough Community Center	Selectmen	09/12/01	
BARRY COMMUNICATIONS	Installation of Telephone System	Selectmen	07/24/01	
BAYSIDE ENGINEERING ASSOCIATES INC	Removal/Replacement of Underground Storage Tanks	Selectmen	08/04/92	

RECEIVED
By Town Clerk/rhc at 9:56 am, Feb 19, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, February 2, 2021, 6:00 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. At 6:00 P.M. the Board entered into Executive Session per M.G.L. Chapter 30A, Section 21, and returning to Open Session, for the following matters –to discuss a Step 3 grievance filed by Local 167, MCOP (Exemption 3); and to comply with, or act under the authority of, any general or special law (Exemption 7) to review and approve the Executive Session minutes of December 15, 2020, and review the April 25, 2019 and May 7, 2019 Executive Session minutes for release. Chairman Healey read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Public Comment
None

III. Scheduled Appointments
Volunteer Interviews:

i. Steven M. Hinterneder, P.E. – Capital Planning Committee, term 6/30/21

Mr. Hinterneder gave an overview of his background within his occupation and membership on the Board of Trustees for SOLF, the Breakneck Hill Cow Farm and ZOO New England. He stated his construction specialty could serve well for facilities and grounds, renovations and new projects. He described where he felt he could contribute to the Committee. Ms. Braccio thanked him for stepping forward and asked if there were any topics he felt interested him that were before the Committee. He replied the process the Town takes with the budget and spending. Ms. Malinowski asked where he could add the most value. Mr. Hinterneder replied that his specialty is underground construction and utility work which could help in new construction projects and the ability to look at a proposal from a different angle. Chairman Healey explained the origins of the Capital Planning Committee. Mr. Hinterneder thanked the Board and stated his is interested in contributing to the Town.

ii. John Reed – Capital Planning Committee, term 6/30/21

Mr. Reed gave a background of his professional career and Town volunteerism experience which included owning his own consulting company within the construction and engineering sector and serving one term on the Public Safety Building Committee. Ms. Malinowski asked if he has been following the work of the Committee and he stated that he has been keeping a pulse on some of the initiatives and he is interested in looking at the public schools and addressing them from a capital planning perspective. Mr. Shea asked if he had watched any of the Committee meetings and Mr. Reed stated he had not. Mr. Shea asked if he would be open to volunteer on other committees and Mr. Reed stated his passion is construction and engineering and he would prefer to serve on a committee related to that. Mr. Stivers asked if he would be generally available for the meetings and Mr. Reed explained that he could. Ms. Braccio asked how his expertise contributed to the success of the Public Safety Building Committee. Mr. Reed said described his ability for consensus and team building and reviewing all aspects of a project as assets he brought to the process.

iii. Alan Belniak – Capital Planning Committee; term 6/30/21; Economic Development Committee, term 6/30/23; Metropolitan Area Planning Council, term 6/30/22

Mr. Belniak gave a background of his professional career, specifically at VHB, his volunteerism in Southborough and explained his interest in the Committee. Mr. Shea asked if there would be a conflict with some capital items from the DPW who partnered with GHB. Mr. Belniak stated that he would be sure to follow the proper procedure if there were and that he has been trained to do so. Mr. Stivers asked about his knowledge of the Town budget. Mr. Belniak explained and gave examples of how to prioritize needs and services. Ms. Braccio asked how his expertise could be beneficial to the Committee and he replied his ability to review and analyze big scale projects. Ms. Malinowski asked about his interest and abilities for the EDC. Mr. Belniak described his interest and how he could add value.

Mr. Malinowski, speaking on behalf of the Capital Planning Committee, stated that he had the ability to speak to two of the three candidates and that there will be more than one opening in the near term. He added that the recruitment process for this opening was very successful and suggested the same path be taken for all openings.

The Board discussed the candidates and the options for each in relation to interest, experience and openings. Chairman Healey made a motion to appoint Mr. Hinterneder to the Capital Planning Committee; term 6/30/21. Ms. Braccio seconded. The motion passed (4-0-1) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey, aye; Shea, abstained. Chairman Healey made the motion that Board will only consider the candidates that were before us tonight for the open position on Capital Planning Committee. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye. Chairman Healey made a motion to appoint Mr. Belniak to the Economic Development Committee, term 6/30/21. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

<u>Town FY20 Audit – Bill Fraher</u>

Mr. Fraher stated that the audit went well and there were no surprises. He walked the Board through the PowerPoint presentation included in the packet. Mr. Fraher lost connection and left the meeting. Mr. Stivers asked Mr. Ballantine if he agreed with the suggestions identified in the

audit. Mr. Ballantine explained that most of them are routine and the urgent ones in previous audits had been addressed. At 7:56 P.M. he Board agreed to have Mr. Ballantine present his budgetary update as they wait for Mr. Fraher to return.

Mr. Fraher returned to the meeting at 8:00 P.M. and cited connection issues as the reason for his departure. He continued presenting his slides. Ms. Braccio asked for his suggestions the Town should focus on over the next two years based on the trends he is seeing. Mr. Fraher stated that the Town is doing well with prioritizing but should invest more money in OPEB and the stabilization fund is low compared to what he has seen in other towns. Ms. Malinowski asked if there were any areas of an audit that the Town should be focusing on that has not been included in his analysis. Mr. Fraher stated that Southborough has done consistently well in their audit and gave credit to a strong financial management staff. Ms. Malinowski asked him to explain how he assesses if anything needs to be updated in regards to payroll and vacation and sick time. Mr. Fraher explained that the more centralized the management of these items are, the less problems will occur. Mr. Stivers asked Mr. Fraher if any items he identified were to of concern. Mr. Fraher stated no and explained his list. Mr. Purple praised the Capital Planning Committee and Mr. Ballantine in regards to integrating the stabilization fund with the capital plan.

FY2022 Budget update – Brian Ballantine, Finance Director

Mr. Ballantine explained the significant items that have been updated since the last update which included four new students for Assabet Valley Regional Technical High School and local aid is increasing approximately $150,000. He explained that the water fund will add additional $40,000 to the budget as an enterprise fund and added that they are waiting for the numbers from health insurance and the schools. He said as of now, the estimated tax rate increase is at 8.13%. He stated the budget exercises will be completed by departments and he will send out a budget recap by the end of the week.

Proposed Schedule D changes from Chief Achilles

Chairman Healey clarified that Chief Achilles had narrowed his proposal to include call firefighters only. Chief Achilles confirmed that was correct. Chairman Healey asked for any questions from the Board and there were none. Mr. Stivers made a motion to approve the proposed Schedule D changes from Chief Achilles. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Review of MTC survey document

Mr. Probst of the MTC explained the survey was created by leveraging what other cities and towns have created. He described the bi-annual structure and how to better market the surveys to gain a larger number of responses. Ms. Malinowski stated she felt the survey was too long and asked if they were open to feedback regarding length and frequency. She asked if they have reached out to the Advisory Committee and the Capital Planning Committee for their input. Mr. Probst responded that they are open to feedback and had not yet reached out to other boards and committees but will do so. He added that this survey will be conducted to cover all town services to avoid departments doing their own individually. Mr. Shea stated he is also concerned with the potential for survey fatigue and applauded the MTC for modeling the survey after other towns. Mr. Stivers stated he was in favor of keeping the survey and frequency broad and streamline based on its success. Ms. Braccio stated that she echoes the concerns regarding frequency and length and urged them to avoid sending the second survey out in August due to

the number of residents on vacation. Chairman Healey asked for a report after the survey results are collated.

IV. Reports

Chairman's Report

i. MWRTA meeting update

Chairman Healey updated the Board on resources geared towards larger communities and commented that Southborough has only one route with a stop downtown that does not target senior housing. He added that MWRTA does not have a focus in Town for seniors and disabled residents and the Board should address this.

ii. OML policies

Chairman Healey asked if there were any comments on the document. Ms. Malinowski asked about removing the language regarding holding an emergency meeting within 48 hours. Chairman Healey explained why he included it in the document and Mr. Shea agreed it should be removed. He added he has only experienced one emergency meeting in his tenure which was in regards to the beginning of the pandemic. Chairman Healey made a motion to approve the OML policies with the removal of the emergency meeting sentence and communicate the document to boards and committees with this recommended approach. Ms. Braccio asked if the Board is able to vote on an item under the "update" agenda category. Chairman Healey withdrew his motion.

iv. 2021 Economic Development Legislation

Mr. Purple stated that Representative Dykema included $250,000 in funds for waste water treatment in Southborough in a capital bond bill which has been approved. He added the Governor will need to release this with funding and only about 30% of those projects are released. Chairman Healey added that the Town of Hudson has been provided $75,000 for a pilot commuter shuttle service which Southborough does not have and stated it was worth exploring.

Members' Reports

i. Office hours update

Mr. Shea stated there were two attendees over the hour and described their discussions which included Park Central, a recycle-only permit for the Transfer Station and strategies for promoting the upcoming Downtown Initiative ahead of Town Meeting. Chairman Healey stated Office Hours will be held next week from 7:30 – 8:30 P.M. with Ms. Braccio and Ms. Malinowski.

ii. MMA Annual Meeting workshops

Ms. Braccio gave a summary of a workshop regarding economic development and the opportunities for downtown. She also summarized the WEMO seminar and the One Stop Grant Program. Ms. Hale described the program and how it will be beneficial for the Town. Ms. Malinowski stated that she would like to work with Ms. McAuliffe and Mr. Purple to utilize someone to look at the Public Safety Building Meeting Room and Town House for hosting Zoom meetings for public participation which could be covered by the CARES Act.

iii. Update on Interface for YFS

Ms. Malinowski stated she had an opportunity to meeting with Youth and Family Services and attend the interface kick-off meeting. She explained the new interface that residents can call

Monday – Friday 9:00 A.M. – 5:00 P.M. to be matched up with counselling services. She added this is available on the Youth and Family Services and Town websites.

iv. Complete Streets MassDOT Submission Update

Mr. Stivers stated that the Public Works Planning Board has been working with Ms. Galligan to create a project plan for Complete Streets funding. He added that the DPW is working with VHB using the 2015 Sidewalk Committee report to prioritize the fifty-nine projects listed there. He stated Ms. Galligan will be sending the list to the Board for review and approval.

Ms. Braccio stated she was on the Frank and Mary Show on SAM and they spoke about Town Meeting, the warrant articles, Office Hours and vaccination clinics. She said it was a wonderful experience and she hopes to go back to speak about the budget.

Town Administrator Report

i. I-90 bridge meeting

Mr. Purple stated that work to replace the bridges on the Turnpike east and westbound will begin in June or August and there will be public virtual meetings that will be marketed through Twitter, the Blog and website when more information is available.

ii. Closeout of Advisory review of leave accruals

Mr. Purple stated that the Advisory Committee looked at accruals and payouts that accrued last fiscal year during the pandemic. He stated they specifically reviewed who had been paid out for any accrued time and four departments heads including he and the Police Chief took advantage of a one-week payout. He explained the Fire Chief had not and he had suspended the ability for his staff to take time during the beginning of the pandemic. Mr. Purple explained the agreement the Chief had made with the Union to pay out certain vacation time and that the Chief was clear that in doing so he did not set precedent. He stated that he collaborated with Mr. Malinowski and Mr. Ballantine to fix the issues and the Fire Department leave accruals will be managed by the Finance Team through Harpers. Ms. Braccio shared her concern that payouts were done outside of the contract approved by the Board and they were not made aware. She asked Mr. Purple to inform the Board of any business conducted outside of a contract, especially those that are financial in nature. Mr. Purple agreed and explained that this occurred between March and June during the beginning of the pandemic when moving all operations to remote. He added nothing was done maliciously. Ms. Malinowski shared her concern that the issue was identified by Advisory and that the Board was not aware of the issue. She added that she expects to know when items occur outside of regular operations and that she hopes the Personnel Board reviews the sick and vacation accrual policies in the SAP sooner rather than later.

iii. Update on availability of COVID-19 vaccine

Mr. Purple stated the Board of Health is trying to find opportunities to have seniors 75 years and older vaccinated and they are looking at hosting a Town vaccination clinic when it is open to the public. Chairman Healey expressed his concern for marketing this to seniors online. Mr. Purple stated Ms. LaFrancois has been conducting personal outreach to her contacts and it was highlighted on the Frank and Mary Show on SAM. He added there is a large number of volunteers assisting the Senior Center staff with outreach.

iv. Update on Town of Southborough v. Cram, et al.

Mr. Purple explained the tax title case and the letter issued on January 26th to Land Court to withdraw the complaint as agreed to by the Board after receiving the necessary funds. He stated this case is successfully closed. Chairman Healey praised the work of Attorney Cipriano and Mr. Ballantine.

V. Consent Agenda

Chairman Healey made a motion to approve the Open Session Minutes: January 19, 2021. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

VI. Other Matters Properly Before the Board

Recommendation for shared Administrative position between Selectmen & Treasurer offices

Chairman Healey asked Mr. Purple if the Board needed to approve this change and he stated that they did not but he would like the Board's approval as it is within the Selectmen's Office and could help in receiving support budgetarily. He explained the updates to the job descriptions and the Board agreed to review and discuss these at a later meeting. Ms. Braccio asked about the increase of hours from ten to seventeen for the shared position in the Finance Department. Mr. Purple explained the administrative needs for Conservation, IT and the EDC. Mr. Ballantine stated that he originally under-asked for the ten hours in light of the state of the budget. Ms. Malinowski commended Mr. Purple and Mr. Ballantine for combining the position and urged them to use the hours allocated flexibly and to utilize this person heavier on treasury side to improve their operations and systems. Mr. Purple explained the next steps for approval for the position which included the Personnel Board. Mr. Shea stated he supports the increased hours to seventeen for the Finance Department and urged proper flexibility reflective of busy seasons for each department. Mr. Stivers stated this was a good concept and suggested other departments that could have the capacity to assist with these administrative needs. He urged the Board to ensure Conservation has the administrative support they need. Ms. Danza stated that through collaboration between Mr. Purple, Mr. Ballantine and her they could find the best way to utilize this position.

Review of RFP documents for Legal Services

Chairman Healey asked Mr. Purple to present a proposed RFP from the samples in the packet at a future meeting. Mr. Purple agreed. Mr. Stivers stated he has a list of items he felt important to include and agreed to send them to Mr. Purple. Ms. Braccio stated she agreed with the process and was partial to the example from Chatham. Mr. Purple said that some documents give an explanation as to why the Town is going out to bid for these services and felt that if this were to be included, it should come from the Board.

Timetable for Town Administrator review

Chairman Healey suggested the documents be sent to the Board to review and return the documents with feedback within two weeks. The Board agreed. Chairman Healey asked the Board to return their documents by February 19th and he will collect and collate them.

Scheduling of Forum for Downtown District Zoning article and related Main Street issues

Chairman Healey stated the Planning Board public hearings for this will begin on February 22nd and he asked the Board when they felt their forum should be held. Ms. Braccio stated the Board needs to consider that they do not typically present zoning articles and they will be presenting to the Planning Board. She added that they should consider asking Ms. Barrett to attend the initial

Planning Board hearing to answer zoning questions. Ms. Hale stated that may be outside of what she was hired to do for the Town but it could fall within the parameters of the grant. Julie Connelly of the EDC stated that they would have to pay her more as she was engaged for two rounds of revisions to the zoning language which has been completed. Ms. Braccio stated she will reach out to Ms. Barrett. There was discussion regarding the presentation and Ms. Connelly suggested they use the EDC template they hope to send out to abutters. Mr. Shea added that he spoke with Ms. Reynolds during Office Hours regarding the importance of educating the public prior to Town Meeting in order for the article to pass. Ms. Malinowski stated she met with SHOPC who had concerns about the lack of ability to include affordable housing and to anticipate this being brought up at the forum and hearings. Mr. Stivers stated the same concerns were had by Mr. Stein of the Planning Board. Ms. Connelly asked if the EDC was authorized to send out the residential packets to abutters and those who attend the forum. Ms. Braccio stated that they were. The Board agreed to hold the forum at 7:30 P.M. during their February 16th meeting.

VII. Public Comment

None

VIII. On a motion made by Mr. Shea, seconded by Mr. Stivers and voted all in favor (5-0-0) by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 10:36 P.M.

IX.

Upcoming Meetings
February 16, 2021
March 2, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the February 2, 2021 BOS Meeting:

- Withdrawal of Schedule E of SAP Request 1_25_21
- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator
- Citizen Activity Form, John Reed 1.7.21
- Citizen Activity Form, Steven Hinterneder P.E. 1.7.21
- Citizen Activity Form, Alan Belniak 1.18.21
- FY 20 Audit Presentation - Bill Fraher
- Letter from Town Administrator and BOS to Boards and Committees re: Meeting Agendas
- Draft Selectmen's Minutes, January 19, 2021
- Letter from Chief Achilles to BOS and Mark Purple dated January 13, 2021
- Letter from Mark Purple to BOS dated January 27, 2021
- Job Description, Administrative Assisant
- Job Description, Executive Assistant-Deputy Procurement Officer
- Job Description, Assistant Town Administrator
- Position Descriptions, Admin Assistant, Assistant TA, Executive Assistant

- Sample RFPs For Town Counsel Services
- Southborough Semi-Annual Survey (S3)

RECEIVED
By kbattles at 11:24 am, Nov 18, 2021

BOARD OF SELECTMEN
EXECUTIVE SESSION MEETING MINUTES
Tuesday July 13, 2021
MCAULIFFE HEARING ROOM, SOUTHBOROUGH TOWN HOUSE

Present: Lisa Braccio, Chelsea Malinowski, Marty Healey, Andrew Dennington, Sam Stivers and Town Administrator Mark Purple.

Executive Session

At 10:30 P.M. the Board entered into Executive Session per M.G.L. Chapter 30A, Section 21, and will not return to Open Session, to comply with, or act under the authority of, any general or special law (Exemption 7) to review and approve the Executive Session minutes of May 10, 2021 and June 15, 2021; and to discuss strategy with respect to litigation (assignment of pending legal cases), as the Chair has determined that an open meeting may have a detrimental effect on the Town's litigating position (Exemption 3).

Meeting Minutes: The Board reviewed the Executive Session meeting minutes from May 10, 2021 and June 15, 2021. After discussion, the Board voted by roll call to approve both sets of minutes as amended. Braccio, aye; Malinowski, aye; Stivers, aye; Dennington, aye; Healey, aye. Unanimously approved, 5-0-0.

Assignment of pending legal cases: The Board reviewed memos from Town Counsel Talerman and former Town Counsel Cipriano which detailed pending cases Attorney Cipriano could continue to handle and which cases should be transferred to new counsel [Attorney Talerman].

Attorney Cipriano felt that there were some tax cases in play. Going forward, Town Counsel Talerman would like to talk to town finance officials whether representation is needed in these cases. Attorney Talerman suggested he absorb all other pending cases, which would include Dwiggins and Park Central. Mr. Purple noted that Attorney Talerman will discuss payment terms with Attorney Cipriano regarding coverage of tax cases. The Board voted by roll call to adopt Attorney Talerman's recommendation regarding case assignment. Braccio, aye; Malinowski, aye; Stivers, aye; Dennington, aye; Healey, aye. Unanimously approved, 5-0-0.

Labor Counsel

Mr. Purple noted that Labor Counsel Tim Norris is under agreement for 90 days. Ms. Braccio inquired if Attorney Kate Feodoroff from Mead, Talerman and Costa would take over labor and employment cases. [redacted] Mr. Purple will meet with Attorney Feodoroff to assess her ability to do so and advise the Board.

On a motion made by Mr. Healey, seconded by Mr. Stivers and voted by roll call all in favor, Braccio, aye; Malinowski, aye; Stivers, aye; Healey, aye, Dennington, aye, the Executive Session adjourned at 10:50 P.M. Unanimously approved, 5-0-0.

Respectfully submitted by Vanessa Hale, Assistant Town Administrator

BOS approved 9.8.21

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	January 18, 2021
Name:	Alan Belniak
Home Address:	5 Boswell Lane SOUTHBOROUGH, MA 01772
Mailing Address:	5 Boswell Lane SOUTHBOROUGH, MA 01772
Phone Number(s):	(617)283-9995 - Cell
Email Address:	alan.belniak@gmail.com
Current Occupation/Employer:	Senior Product Manager at VHB/Vanasse Hangen Brustlin
Narrative:	My resume is current as of before obtaining my now-current position (January 2019). Currently, I serve as the Senior Product Manager for a SaaS-based solution for municipalities interested in leveling up their asset management, including pavement, bridges, culverts, municipal buildings, signs, and sidewalks. https://www.linkedin.com/in/alanbelniak/ I earned my undergraduate degree in Civil + Environmental Engineering (with a focus on traffic + transportation) from WPI, and am a registered professional engineer in the state of Massachusetts. I have worked in the civil engineering field for over a decade, and have spent the last two years learning how municipalities need to think about asset management. In my experience, I've presented in front of and interacted with Planning Boards, Conservation Commissions, and Zoning Boards of Appeals, among others. I'm able to commit 6 to 8 hours of time per week (approximately 12 - 16 hours of time between bi-weekly meetings) toward this board.
Board(s) / Committee(s):	___CAPITAL PLANNING COMMITTEE ___ECONOMIC DEVELOPMENT COMMITTEE ___METROPOLITAN AREA PLANNING COUNCIL

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	January 7, 2021
Name:	John Reed
Home Address:	34 Bigelow Road Southborough
Mailing Address:	34 Bigelow Road Southborough
Phone Number(s):	[redacted]
Email Address:	[redacted]
[redacted] **Occupation/Employer:**	Engineer / Eversource Energy
Narrative:	I am generally available most evenings and weekends to participate and contribute to the work of the committee.
Board(s) / Committee(s):	___CAPITAL PLANNING COMMITTEE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	January 11, 2021
Name:	Steven M Hinterneder, P.E.
Home Address:	79 Woodland Road, Southborough, MA 01772
Mailing Address:	79 Woodland Road, Southborough, MA 01772
Phone Number(s):	[redacted]
Current Occupation/Employer:	President / East Coast Slurry
Narrative:	While my primary employment is typically Monday through Friday between the hours of 7 AM & 5 PM, I may be able to revise my schedule, if needed. I also serve on a couple of other volunteer opportunities with both Zoo New England (Franklin Park Zoo & Stone Zoo) and the St. Mathias church. I am a licensed Professional Engineer (Civil - GeoStructural Engineering)
Board(s) / Committee(s):	___CAPITAL PLANNING COMMITTEE

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, January 19, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Chelsea Malinowski, Lisa Braccio, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey called the meeting to Open Session at 6:31 P.M. Chairman Healey read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Public Comment

Town Moderator Cimino stated that the Governor's guidance regarding the timing of Town Meeting and quorum size from earlier in 2020 remains in place during the tenancy of the emergency order. He said he spoke with the Board and Town Clerk and all agreed a Town Meeting in March is not possible as COVID-19 vaccinations will not be completed for all by that time. A rescheduled date is required for which he did not have but wanted the Board, department heads and other boards and committees to be aware that the date will be moving closer to May or June. Chairman Healey asked about a process for informing the public and Mr. Cimino stated he is required to meet with public safety and the Board of Health before making an official postponement but he is comfortable informing the public that Town Meeting will not be held on March 20, 2021. He spoke about vaccination protocols in the State being an indicator of a safe time to hold Town Meeting. Mr. Purple agreed to work with Mr. Cimino to inform stakeholders and the public about the postponement. There was discussion regarding timing of budget and other board and committee obligations for Town Meeting.

Betsy Rosenbloom, Chair of the Personnel Board, asked how this would affect the work of the Personnel Board as they must conduct hearings for the SAP. Mr. Purple replied that the postponement opens the timeframe to continue to work on the budget and all articles.

III. Scheduled Appointments

<u>Conservation Commission – Update</u>

DRAFT

i. Breakneck Hill Farm

Melissa Danza, Conservation Agent, explained the work the Stewardship Committee has been doing at Breakneck Hill Farm and the challenges faced due to the uptick in trail users due to the pandemic. She gave a summary of the report from Mr. Pisinski regarding the site visit to the Breakneck Hill Farm dump from last year. She stated the Commission is waiting for a final decision from the Board of Health in order to move forward with the cleanup of the area. Chairman Healey asked for a timeframe and Ms. Danza stated it is dependent on the Board of Health. Ms. Malinowski asked about the increased budget for the Stewardship Committee. Ms. Danza explained where the additional funds would be allocated which included access to the Halloran property and various open space parcels under the direct care and control of the Commission. She added the increase for this year has been for maintenance. Ms. Malinowski asked for clarity regarding the reported public safety concern at the Breakneck Hill Farm dump and Ms. Danza explained that there is debris above the surface that could be a tripping or personal injury hazard. Mr. Shea asked about hiring an LSP to inspect the dump and encouraged all involved to move forward with this step as soon as possible. Mr. Stivers asked about the cost for an LSP and survey of work. Ms. Danza gave an estimate for the work and described the work that needed to be done. Ms. Braccio asked if there could be a safety fence or stakes put up around the hazardous area for safety. Ms. Danza explained that she would but the hazardous area is hard to get to. Ms. Braccio asked about funding the cleanup and Mr. Purple stated he would work with Ms. Danza on the budget and inform the Capital Planning Committee.

ii. Bigelow Road

Judith Watson stated that this is a larger scale Eagle Scout project under SOLF. She said the last hearing was October 1, 2020 and a certified survey was requested as is standard for an NOI. She added that the Conservation's jurisdiction lies in the wetland area. The next hearing with the Commission is January 28th. She described concerns from abutters and Ms. Danza stated that the project is so large the Eagle Scout may not have time to complete it. Mr. Shea stated that the Commission is working in the right direction and hopes for a positive resolution. Mr. Stivers agreed and stated it would be great to open this land for public access.

iii. Chestnut Hill Farm

Ms. Danza stated that the Commission and the Trustees will be looking into a resolution for the Trailhead Parking Lot in future meetings. Ms. Braccio asked about an updated management plan. Ms. Danza stated they will begin work on the plan this year and they will be working with the Trustees to review issues that have come up over the last eighteen months that need to be addressed. She hopes to have a draft document in July. Chairman Healey asked about the event applications applied for by the Trustees and where they would be categorized under the conservation restriction. He asked that definitions be clarified in the updated management plan. Ms. Danza agreed.

iv. Snow storage @ 22-24 Turnpike Road

Ms. Watson described the issues with snow storage at this address and the potential violations of the Wetlands and Stormwater Protection Acts. She stated they are waiting for guidance from the DEP ad are hoping for a response before the January 28th meeting. Chairman Healey asked about next steps if voluntary compliance was not made. Ms. Danza explained the process which included a letter to discuss the situation at an upcoming meeting and subsequent letters and fines. Ms. Braccio asked about the original permitting. Ms. Danza explained and stated the Commission's jurisdiction ends where the buffer zone ends. She added that this came to their

attention through a complaint and they have been following up every year. Mr. Possemato explained the issues with snow removal in Town. Mr. Stivers suggested the Commission work with the Planning Board and Building Inspector to resolve the issue.

v. 147, 149 & 151 Middle Road

Ms. Danza gave an update on the hearings and violations for this project. She stated that the hearing was continued from January 7th to January 28th and the applicant has agreed to work with abutters to come to an agreeable solution. Ms. Malinowski asked about the ramifications for clearcutting. Ms. Danza explained that exceeding the 50% threshold violates the stormwater management permit. Ms. Braccio asked if the applicant would have been allowed to clear-cut as they did if they had the current permits submitted prior to beginning the work. Ms. Danza stated they would if the application met the standards in the bylaw. Mr. Smith explained the discussion the Commission had regarding fines and explained that it is sometimes their view that a worthwhile mitigation may be to craft a solution that works for all parties instead of issuing fines. He gave an example of such which included additional landscaping to replace trees and add screening. Chairman Healey asked if there were a list of repeat offenders with past violations. Ms. Danza replied that there is an unofficial list and the Commission takes past violations in consideration for future projects.

vi. Deerfoot Road Ext. water issues

Ms. Watson gave an overview of the current water runoff in this location and the work done by the DPW. She explained that generally the catch basins are working as intended and there is minor work needed to be done in the spring. She added that they are working with homeowners and the builders to close out the permits and are anticipating that the final calculations submitted will be acceptable.

Mr. Shea stated he had multiple meeting with Ms. Danza and DPW Superintendent Karen Galligan and he praised Ms. Danza for her professionalism. Mr. Possemato and Ms. Watson did the same. Mr. Stivers agreed and asked if the concerns of the neighbors have been fully addressed. Ms. Danza replied that based on the calculations that have been submitted, they will have met the conditions of the bylaw and everything will be stabilized.

vii. Administrative staffing

Mr. Smith strongly requested a part-time administrative position for the Conservation Agent. He listed her current duties and tasks and described how some compromised her time while other more urgent or beneficial projects are ignored due to time constraints. He stated if Ms. Danza were freed of her more administrative tasks, she could perform more frequent site visits, meetings with applicants prior to hearings and managing the hundreds of acres of protected land. He added all of this would be a greater return on investment. Chairman Healey asked if they have met with the Advisory Committee and Ms. Danza said they have not. Mr. Stivers stated Town House staff is being restructured and suggested some resources could come from there. Mr. Purple described how the replacement of a retired position could provide support to other departments in the Town House. Chairman Healey stated the message has been heard.

<u>Fire Chief Achilles – Request to update Schedule D & E of SAP bylaw</u>

Chief Achilles stated that he would like the Board to consider a revised pay scale for call members and an update to the Emergency Management Coordinator stipend. He explained the duties of both and how each are currently compensated. Ms. Braccio asked what the Emergency

Management Coordinator position entails outside of their current position. Chief Achilles explained that the position is held by a full-time firefighter and outlined how the position supports the Chief from a logistical, planning and grant funding standpoint. He further explained how the position is the coordinator for CERT, MRC and ensures emergency plans. Ms. Malinowski raised concerns about a union employee also receiving a stipend through the SAP. She stated that she felt the stipend should be included in the union contract. Chief Achilles confirmed the decision for the position to be outside of the union contract was done before he was hired and it may be important to discuss during union negotiations with the firefighters and officers. Ms. Malinowski also stated she was concerned that the position was appointed by the Board. She asked to look into this and collaborate with the Chief regarding his needs and come to an agreement of how the position functions and is compensated.

Mr. Shea asked the dollar value of the increase in the Schedule D rates. Chief Achilles explained how the current call members are compensated and stated he is asking for a $5,000 increase in the part-time line of the budget. Mr. Stivers asked if the changes in rate were to help attract more to the position. Chief Achilles stated it would help with retention and the goal is to have ten members and they currently have seven. Chairman Healey asked if the Emergency Management Coordinator should be a firefighter and Chief Achilles explained the advantageous to having this position filled by a firefighter. Ms. Malinowski asked that the Board give Mr. Purple guidance to include the Cemetery Agent, Tree Warden and Emergency Management Coordinator stipend be done through union negotiations. Chairman Healey stated that because there is additional time for discussions due to the delay of Town Meeting, he was not comfortable making any decision this evening and will be seeking additional information regarding these topics.

IV. Reports

Chairman's Report

i. OML policies

Chairman Healey stated that he has been reviewing agendas and would not want any board or committee unknowingly open to an open meeting law complaint. He offered to revise the document and send it to the Board for review. Ms. Braccio agreed and Ms. Malinowski asked about guidance for members bringing up topics for their meetings within the 48-hour timeframe. She felt it should be allowed only if the topic does not require a vote or change in policy. Chairman Healey agreed and added that an update or "FYI" should be allowed. Mr. Shea requested language stating that any topic requiring a vote or results in a vote should be held until it is able to be included on a properly posted agenda. Mr. Stivers agreed and requested adding language that if the discussion is relative to a Board's policy and likely to result in changes, notice is required. Chairman Healey agreed to revise the document and present a draft for the February 2nd meeting.

ii. MSA Board appointment for District 5

Chairman Healey stated that Ms. Braccio has been appointed to the MSA Board as the District Five Representative. He stated this is a huge accomplishment as Ms. Braccio will represent all of Worcester County. The Board congratulated Ms. Braccio.

Members' Reports

i. Arthur Butler 100th Birthday parade

DRAFT

Ms. Braccio stated on January 8th Southborough participated in a car parade to New Horizons in Marlborough to honor Arthur Butler on his birthday for his service to Town and Country. She stated there were forty vehicles and he was presented the flag that flew over the Capital on Veteran's Day. She thanked all who participated and organized the event. Mr. Stivers stated that Mr. Butler joined a Dull Men's Club meeting which was a pleasure.

ii. Recognition of DPW crew for response to water break

Mr. Shea recognized the DPW and their efforts to repair two water main breaks over the weekend. He added they went out in adverse conditions and thanked them for their efforts. Ms. Malinowski echoed his thanks.

iii. Office Hours

Ms. Malinowski gave a summary of the first Office Hours held over Zoom. She suggested that all participants be brought in together and muted until their turn as she saw people leave the waiting room before they were able to speak. Ms. Braccio agreed and compared Zoom Office Hours to regular in-person Office Hours. Mr. Stivers asked that Office Hours be advertised more broadly and suggested reaching out to MySouthborough.com.

Ms. Malinowski stated that Youth and Family Services is hiring a consultant to do a needs assessment. She added this was an eight-week process to see if they are properly staffed and the consultant will be giving recommendations. She stated that Youth and Family Services are looking for Board representation. There was discussion on how many Board members should participate and the possible perceptions from the public. Chairman Healey stated he designated the Board liaison, Ms. Malinowski, should be the Board representative on the assessment group.

<u>Town Administrator Report</u>

i. Annual Town Meeting date

Chairman Healey stated this was covered during public comment with Mr. Cimino.

ii. IT manager update

Mr. Purple stated that they are currently advertising for a new IT manager and Ms. Hale is conducting search committees. He gave an update on the current status of the IT Department including the assistance from Mr. Probst of the MTC and Mr. Davis from the Recreation Department.

iii. FY22 Budget update

Mr. Purple gave an update on the FY22 budget which included a current tax rate increase of 8.44%, a K-8 budget increase of 3.13% which is $171,000 less than estimated in the originally FY22 budget and an $80,000 carrying reduction in Worcester County retirement. He stated that they are waiting on final numbers from Assabet and Tufts. He said he will be gathering the information and looking at how the requests impact services.

iv. 2020 Trailblazer Award

Mr. Purple informed the Board that Ms. Hale was selected as the 2020 Trailblazer Award winner which is nationally recognized. He added that she was one of ten finalists in the country for promoting women in local government. Mr. Purple stated she has done a great job promoting women in our organization and working with the MMPA an Women Leading Government. He thanked he for all her work in this area.

DRAFT

V. Consent Agenda

a. Ms. Malinowski asked to hold agenda item "a." Ms. Malinowski asked to revise line 267 to read "AFG" instead of "CPA." The Board agreed. Chairman Healey made a motion to approve Open Session Minutes: January 5, 2021 with the revision mentioned. Ms. Malinowski seconded. The motion passed (4-0-1) by roll call vote, Braccio, abstain; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

b. Chairman Healey made a motion to approve Executive Session Minutes: November 10, 2020. Ms. Malinowski seconded. The motion passed (4-0-1) by roll call vote, Braccio, abstain; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye. Chairman Healey made a motion to approve Executive Session Minutes: December 15, 2020. Mr. Stivers stated he had one minor edit. The Board agreed to hold Executive Session at the next meeting to approve. Chairman Healey made a motion to approve and release Executive Session Minutes: January 5, 2021. Mr. Shea seconded. The motion passed (4-0-1) by roll call vote, Braccio, abstain; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

c. Chairman Healey made a motion to appoint Tyler Lu as Student Police Officer effective 2/1/21, at Chief Paulhus' request. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

d. Chairman Healey mad a motion to accept the resignation from Probationary Police Officer Brandon Donahue, effective 1/6/21. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

e. Chairman Healey made a motion to appoint Daniel Moreira as Part-Time Telecommunications Officer, at Chief Paulhus' request; start date TBD. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

VI. Other Matters Properly Before the Board

<u>Continued discussion of Downtown Initiative bylaw</u>

Ms. Braccio shared her screen and walked the Board through the document included in the packet. The Board discussed the inconsistencies they found in the document after the consensus meeting and suggestions from Attorney Costa. The Board agree to change the district name to "Downtown District" and Ms. Connelly presented suggested changes from the EDC for the Board to consider. There was discussion whether to increase the maximum floor area ratio and the Board agreed to make no changes outside of the November consensus meeting. It was agreed that if the Board or any members felt strongly about making changes they could attend the Planning Board public hearings. There was discussion about holding a public forum with the Board and EDC prior to the Planning Board hearings. It was decided to hold an informational forum for educational purposes. Chairman Healey made a motion to recommend the document as a consensus document that grew out of the combined hearings in the fall and approve the revised zoning article as written with the amendments referenced by Ms. Braccio. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye. Chairman Healey made a motion that the Board commit to having a public forum giving the abutters opportunity to weigh in on downtown zoning changes. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

<u>Review of Town contracted services</u>

DRAFT

Chairman Healey stated that the discussion this evening is regarding the process for soliciting bids for legal services and that the Board should look at the process for renewing all contracted services in the future. The Board agreed. Mr. Stivers stated that there should be an appropriate structure for renewing contracted services as some fall into a commodity every year, others over several years and the performance evaluation process is overlooked. Chairman Healey agreed. He asked if the Board would like to look into legal services beyond Town Counsel. Mr. Purple explained that the appointment for Mead, Talerman and Costa has turned into an annual appointment along with Town Counsel and Labor Counsel. Ms. Malinowski stated she would like to see options and asked the Board their opinion on offerings from larger sized firms. Chairman Healey stated he would like to implement a process where the Town is receiving the best possible legal services for its money. He explained how a larger or medium size firm could work for the Town. Mr. Purple explained his experience implementing the process for an RFP for legal services and the results. He urged the Board to consider real interest in change or they may not receive adequate responses.

Mr. Shea stated that there is value to having the same firm for repeat work as they have knowledge of the municipality's systems and infrastructure. He also stated that if there are issues with the current services, it should be addressed and added that it will take time for a new firm to get up to speed on issues. He said that is no reason to stay but an approach needs to be decided upon. Chairman Healey asked Mr. Purple to research how other communities have bid for legal services and requested a range of examples from other like communities. Mr. Purple agreed.

VII. <u>Discussion of process for personnel exit interviews</u>

Ms. Braccio asked the Board to consider a process for exit interviews as employees leave to gain an opportunity to ask for suggestions and feedback. She suggested someone from the Personnel Board taking on this role. Mr. Stivers stated the role should not be someone in the direct chain of command and agreed that someone from the Personnel Board would be a good fit. Ms. Malinowski asked if a union employee could also be requested to have an exit interview. Ms. Hale stated that exit interviews have been done in the past but were never formalized or included in the SAP. Chairman Healey stated that some Selectmen Office employees are part of a union but because exit interviews are voluntary, it should be acceptable to ask to hold one with a union employee. Chairman Healey asked Mr. Purple to touch base with Ms. Rosenbloom. Mr. Purple agreed.

VIII. **Public Comment**

None

IX. On a motion made by Mr. Stivers, seconded by Mr. Shea and voted all in favor (5-0-0) by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 10:23 P.M.

Upcoming Meetings
February 2, 2021
February 16, 2021

Respectfully submitted,

DRAFT

Kathleen Barry, Recording Secretary

List of Documents referred to at the January 19, 2021 BOS Meeting:

- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator 2021
- Draft Site Assessment Report - Davis Farm Dump off Breakneck Hill Road by Paul Pisinski 10.20.20
- Davis Farm Dump Attachments A, B and C
- Letter from Chief Achilles to BOS re - FY22 Revisions to Schedule D and E of SAP 1.13.21
- Draft Regular Session Minutes dated 1.5.21
- Letter from Chief Paulhus to BOS re - Appointment Student Officer Tyler Lu 1.11.21
- Letter of Resignation, Brandon Donahue 1.6.21
- Letter from Chief Paulhus to BOS re - Part-Time Telecommunications Officer, Dispatcher 1.13.21
- List of Town Contracted Services 2021
- Downtown Initiative Bylaw 1-19-21 packet supplement

DRAFT

Summary of Revenues & Expenditures - General Fund

Year End	General Fund Revenues & Transfers	% Change From Prior Year	General Fund Expenditures & Transfers	% Change From Prior Year
6/30/2016	$47,104,338	2.8%	$47,162,649	2.1%
6/30/2017	$48,789,077	3.6%	$48,716,257	3.3%
6/30/2018	$49,990,818	2.5%	$49,961,493	2.6%
6/30/2019	$53,459,544	6.9%	$52,860,496	5.8%
6/30/2020	$53,610,438	0.3%	$53,800,114	1.8%
Five Year Average		3.2%		3.1%

Use Of Reserves & Budgetary Results

Year End	Budget Results Vs. Town Meeting Use	Revenues – % Budget to Actual	Expenditures – % Budget to Actual
6/30/2016	($58,311)	2.9%	1.1%
6/30/2017	$72,820	2.4%	0.7%
6/30/2018	$29,325	2.7%	1.0%
6/30/2019	$599,048	3.3%	0.7%
6/30/2020	($189,676)	1.9%	1.0%

Status of Town Reserves

Year End	General Fund Free Cash	Stabilization	Percent of Budget
6/30/2016	$1,553,963	$560,735	4.5%
6/30/2017	$1,201,684	$566,159	3.6%
6/30/2018	$1,489,172	$561,989	4.1%
6/30/2019	$1,878,069	$590,099	4.7%
6/30/2020	$1,400,293	$606,627	3.7%

Town Capital Assets

.

Year End	Net	% Change Prior Year
6/30/2016	$76,935,495	3.2%
6/30/2017	$76,086,143	(1.1%)
6/30/2018	$81,951,620	7.7%
6/30/2019	$95,158,987	16.1%
6/30/2020	$98,643,922	3.7%
Five Year Change		32.3%
Five Year Average		6.5%

Total Outstanding Debt

Year End	Debt Total	% Change From Prior Year
6/30/2016	$16,408,506	(18.5%)
6/30/2017	$13,521,383	(17.6%)
6/30/2018	$21,309,341	57.6%
6/30/2019	$33,722,282	58.3%
6/30/2020	$30,852,203	(8.5%)

OPEB Liability, OPEB Trust Fund & Pension Liability

Year End	OPEB Liability Total	OPEB Trust Fund	Net Pension Liability
6/30/2016	$29,073,161	$606,403	$22,303,912
6/30/2017	$30,970,442	$924,330	$26,413,514
6/30/2018	$37,636,876	$1,240,955	$25,973,383
6/30/2019	$33,453,885	$1,569,371	$28,943,244
6/30/2020	$31,523,858	$1,855,362	$28,636,460

FY 2021 Goals - Boards and Committees.	In Progress	Recent Steps	Completed
OML training and support/training for running Open Meetings.	XX	XX	
Promote and enforce Town Email Use Policy.	XX		
Update, consolidate and promote compliance with general policies.	XX	XX	
Encourage and provide support for televising meetings.	XX		
Encourage and provide support for composite agendas and packets.	XX		
Enhance informational outreach and recruiting for volunteers (forum).	XX		
Conduct public comment at beginning & end of meetings			XX
Review and update descriptions and charges.	XX		
FY 2021 Goals - Community Initiatives			
Coordinate and oversee Downtown Initiative.	XX	XX	
Coordiate communication/roundtables with local businesses.	XX	XX	
Pursue PILOT initiatives, including community center and projects.	XX		
Pursue "bike friendly" policies and explore Biking Committee.	XX		
300th Anniversary planning, including Committee creation.	XX		
FY 2021 Goals - Employees			
Create Employee Handbook.			
Update job descriptions for BoS staff.	XX	XX	
BoS review of annual staff performance reviews.	XX		
Review staffing and BoS office organization.	XX	XX	
Analyze Personnel Board/Town Administrator authority.			XX
FY 2021 Goals - Infrastructure			
Explore municipal electric plant.			
Natl Grid parcel 54-40	XX		
Assimilate Pine Hill Rd into Town Water re: Fire (via MWRA)	XX		
FY 2021 Goals - Long Range/Strategic Planning			
Explore establishing grant writing position(s).	XX	XX	
BoS training, reporting and hiring initiatives re: diversity and inclusion.	XX		
FY 2021 Goals - Municipal Finance			
Additional approval/oversight on appropriation line items.	XX		
Schedule quarterly budget updates (Finance Director).			XX
Establish budget narratives, including long-term impacts.			
Establish BoS budget liaisons.			XX
Communicate BoS position to departments re: new FTEs.			XX
Establish long-term capital plans (with Capital Committee).	XX		XX
Explore generating additional commercial tax revenue.	XX	XX	
Identify and establish a roster of Town service contracts.	XX		XX
Review contracted services and explore re-bidding.	XX	XX	
Maximize potential Covid-19 reimbursements and grants.	XX	XX	
Coordinated budget discussions with Advisory, Capital and Schools.	XX	XX	
FY 2021 Goals - Organizational			
Quarterly newsletter.	XX		
Explore public safety regional dispatch.	XX		
Evaluate organizational processes: postage; mailings; data exchanges.	XX	XX	
Budget software implementation.			XX
Pursue policies and projects for 40B threshold.	XX		
Customer service survey re: Town departments.			

GOALS for Town Administrator	In progress	Completed	Recent Steps
Communication with Board of Selectmen	XX		Shared Legal folder set up for Board member access, continue to enhance contents.
Embrace authority of Town Administrator position	XX		
Assist Board of Health with staffing and vaccination plan for COVID-19	XX		Interim Public Health Director hired; former Health Director under new limited contract; Advisory supported funding request, but likely covered by CARES Act; vaccination plan filed with the State on January 11. Vaccination opportunities for most
Improve process between Building Dept. and Historical, RE: Demolition delay bylaw	XX		Changes made to permitting process to better address demolition issues; Historical Commission now part of online permitting process.
Sidewalk access to Public Safety Facility	XX		The Town has partnered with CMRPC to complete an ADA self-evaluation and transition plan. MOD grant of $32,100 was awarded in December 2020; work product by June 30, 2021. Access to buildings will be part of the review. Capital projects resulting from the transition plan will be reviewed with Capital Committee for inclusion in the Capital Plan. Grant kickoff meeting on 2/1.
Formal reviews for other contract employees under Board of Selectmen	XX		Selectmen notified of anniversary dates for contract dates. Comments requested for upcoming review of Police Chief.
Annual goals for department heads/contract employees under Board of Selectmen	XX		

GOALS for Town Administrator	In progress	Completed	Recent Steps
Identify service enhancements/cost reductions; grant opportunities	XX		Received MOD grant for ADA self-evaluation, saved $30K in budgeted capital funds; DPW filing Shared Streets grant (notification due week of 2/5)
Reorganization of Selectmen Office	XX		Transferred ZBA admin. to BOS office at 19.5 hours per week to further evaluate staffing needs of office. Proposal for shared position with T/C to BOS on 2/2, including revised JDs for ATA and Exec. Asst.
Sustainability of golf course operations; renewal of management contract			

Administrative Assistant

Position Overview:
In this dual role, you will be splitting time will between supporting the Board of Selectmen's office and the Treasurer / Collector's office. Performs a variety administrative duties, project management, customer service, and accounting related functions in support of the respective department.

This will be a full time 34 hours per week position with benefits.

Job Responsibilities:

- Respond to inquiries, requests and complaints referring unresolved issues.
- Compose routine correspondences.
- Complete follow-up assignments resulting from Board of Selectmen and other committee meetings.
- Tax collection support, assisting with tax refunds, posting payments, research of payment discrepancies, returned payments, etc.
- Assist with various billing functions such as delinquent bills, reminders, and collection memos.
- Assist with audits of receivable accounts and with corrections and adjustments.
- Assist with the application process related to payroll, accounts payable, assembling and mailing weekly AP checks.

Requirements:

- High School and five years' work experience and/or one to two years of college.
- Computer proficiency in MS Office, specifically Word and Excel.
- Detail Oriented and able to multitask

Preferred Experience:

- Town or municipal experience
- Familiarity with social media, website updates and other marketing of community related information.
- Grant administration, public records and online meeting platforms are beneficial.
- Knowledge of Mass. General Laws, general accounting principles, related municipal policies and by-laws.
- Finance software applications experience

Physical Requirements:

Minimal physical effort is required to perform duties. Job requires ability to sit for extended periods of time and lift 20 lbs. on occasion.

Town of Southborough is an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, national origin, age, gender, sexual orientation, sexual identity, marital status, military or veteran status, disability, genetic information, or any other category protected by applicable federal, state or local law.

Assistant Town Administrator

Position Overview:
This position will assist the Town Administrator in managing employees, manage recruitment and hiring, draft personnel and organizational related policies, organize various training seminars and workshops and research/analyze union proposals and participate in the collective bargaining process.

Monitor the municipal website and social media platforms used by the Town. Coordinate event planning for some Town sponsored celebrations, support outreach activities related to volunteer recruitment.

Serve as staff liaison to the Personnel Board. Assisting the Town Administrator in the administration of a wide range of policies and procedures, including interpretation of the Open Meeting Law, Public Records statutes and other pertinent federal and state laws.

Serve as Acting Town Administrator in the absence of the Town Administrator

Essential Functions:

Personnel:

- Assists in the supervision to two (2) full-time employees
- Supervises the senior tax work off participants and other volunteers assigned to the Selectmen's office.
- Coordinate all employee training and assists consultants contracted by the Town
- Meet with employees frequently to answer general and personnel related inquiries
- Research and makes recommendations to the Town Administrator or board/committees on all facets of personnel functions, including recruitment, training, disciplinary action, development and implementation of personnel policies and procedures, and the management of official personnel records

Operations:

- Answers inquiries which pertain to budgetary, personnel or operational issues
- Oversee payroll, purchasing of supplies and maintenance of equipment
- Provide consultation with IT Manager and boards/committees with service delivery, long-range planning and Town meetings
- Conduct independent research and prepare reports and presentations
- Assist consultants and vendors with project related inquires; facilitates required contract documentation
- Reviews financial and procedural reports and adjust as needed

Community Relations:

- Manage the social media platform
- Author marketing materials to publicize town events and resources
- Answers questions for the public, local officials, peers and to town employees concerning town policies, rules, and regulations
- Receive, respond, and resolve town complaints
- Plans details of various Board of Selectmen sponsored community events and celebrations

Support Board of Selectmen (BOS)/Town Administrator:

- Compose correspondence on behalf of the BOS and Town Administrator
- Assist with project management, preparing and presenting budgets
- Serve as back up Records Access Officer and assist in compiling material requests
- Attend meetings of the BOS, Personnel Board and other boards/committees as required

Qualifications:

- Degree in Political Science, Public Administration, or related field, MPA Degree preferred
- 5-7 years of experience working in municipal government preferred; or an equivalent combination of education and experience.
- Thorough working knowledge of principles and practice of municipal government.
- Superior customer service and negotiation skills.
- Excellent organizational and public speaking skills.
- Excellent analytical skills, use of computers and software applications (MS Office), presentation programs and online meeting platforms.

Job Environment:

- Required to attend frequent and lengthy meetings which may occur outside of normal business hours at night and/or on weekends.
- Operate a computer as well as general office equipment (calculator, copier, facsimile machine, projector) in addition to a variety of virtual meeting and presentation platforms.

Physical and Mental Requirements:

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. Is seldom required to lift more than 20 pounds. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hand and arms. The employee is frequently required to sit, talk, and hear. Normal vision requirements. Must be available for frequent evening meetings, issues and/or emergencies that occur outside of normal working hours.

Executive Assistant/Deputy Procurement Officer

Position Overview:

In this position you will be supporting the Board of Selectmen office, which includes the Board of Selectmen, and Town Administrators.

Work with several town departments ensuring compliance, collecting fees, composing routine correspondence, including assembling reports or board packets.

Coordinate and manage all Board and Committee volunteers, including correspondence and monitoring terms, vacancies, and resignations.

Receive inquiries and complaints from the public, respond and resolve as necessary, or facilitate a response from the appropriate party.

Job Responsibilities:

- Serve as Deputy Procurement Officer managing the purchase of services and supplies for departments. Prepare specifications and bid documents; advertise and respond to inquiries; produce correspondence such as award/rejection letters, return of bid deposits, and letters of consideration.
- Research information, process license applications and renewals while, as required by the department and other state and federal agencies. Conducts independent research as assigned by the Town Administrator, and makes recommendations addressing policies and procedures.
- Liaison to the Board of Selectmen for meeting prep and follow-up, including agenda preparation, handling actions and correspondences, filing paperwork and reports, completing correspondence, finalizing all license, and permitting matters and other tasks as assigned.
- Interdepartmental liaison assisting department heads, committee, and board members with inquiries and technical or administrative assistance, as necessary. Assist with special projects as required for various boards and committee as authorized by the Town Administrator.
- Administer filing of insurance claims [IOD, Workman's Compensation, Property and Liability and road defects.
- Oversee the administration and annual renewal of the town's risk management program including worker's compensation, fleet, and property insurance and MIIA's Loss Control program, updating policies accordingly and as needed, ensuring proper coverage.
- Maintain Town's website by way of updates, and creating news, bulletins, and forms. Serves as point of contact for Municipal Aggregation; must comply with postings and updates as required by DPU, review reports and respond to inquiries.
- Responsible for assembling the content, layout, and design of the Annual Town Report. Plays a major role in the formation of the Annual Town Warrant. Assists the Town Administrator in the budgeting process in preparing Board of Selectmen budgets.
- Act as a backup for processing department payroll and invoices when necessary.

Requirements:

- High school degree and five years' work experience in a municipal office operation and or town government affairs.
- Computer proficiency in MS Office, especially Word and Excel.
- Operate computers and printers, calculators, telephone, facsimile machine, copier, and other standard office equipment.
- Knowledge of Massachusetts General Laws, Open Meeting Law, related municipal policies, Town by-laws and codes and office operations.
- Knowledge of the Massachusetts Municipal Procurement Law, and licensing rules and regulations of the state and of the Town's licensing authority.

- Maintain current certification as a Massachusetts Certified Public Purchasing Official by completing required minimum continuing education units.

Preferred Experience:

- Knowledge of website administration, and Massachusetts Municipal Procurement Law.
- Knowledge of municipal finance and local government operations is preferable.
- Designation as Massachusetts Certified Public Purchasing Official.

Physical Requirements:

Minimal physical effort is required to perform duties. Hours of work can be variable and generally workdays are no more than eight hours each day. Must be able to work with office equipment such as computers, copiers, etc. Job requires ability to sit for extended periods of time and lift 20 lbs. on occasion.

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TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

ADMINISTRATION

DATE: January 13, 2021

TO: Marty Healey, Board of Selectmen Chair
Mark Purple, Town Administrator

FROM: Steve Achilles, Fire Chief

RE: FY22 Revisions to Schedule D and E of SAP

The fire department is seeking the Board's support and approval to remove the current provisions of Schedule D of the SAP, excluding the Detail language, and replace with following compensation structure:

Probationary EMR, EMT or Basic Firefighter:	$0 / hr.
Emergency First Responder (EMR):	$15.00 / hr.
EMT or Firefighter I:	$19.00 / hr.
Advanced EMT or Firefighter I/II-EMT	$23.00 / hr.
Paramedic or Firefighter I/II – Advanced EMT	$25.00 / hr.
Firefighter I/II – Paramedic	$27.00 / hr.

The department is also requesting approval to revise the Emergency Management Coordinator annual compensation in Schedule E from $2000.00 to $3000.00.

We have presented both to the Personnel Board and have include each in our FY22 Budget Proposal. I am prepared to discuss these requested revisions at your earliest convenience.

Grade	Minimum		Maximum	
	Hourly	Annual*	Hourly	Annual*
1	$11.23	$23,360	$14.29	$29,732
2	$12.25	$25,484	$17.36	$36,103
3	$18.38	$38,226	$25.53	$53,092
4	$22.46	$46,721	$31.65	$65,834
5	$28.59	$59,463	$42.88	$89,195

**This represents the annualized rate if a Part-Time employee worked a 40 hour week; however, under this Bylaw, Part-Time employees work 20 hours or less per week.*

Municipalities are subject to the federal minimum wage law, not the state law.

SCHEDULE D: FIRE DEPT POSITIONS (not covered by Collective Bargaining Agreement)

Grade	Proposed Pay Structure	Drills	Boxes	Signal 55
1	Firefighter (Entry Level)	0.00	0.00	0.00
2	Firefighter I Certified	18.00	16.00	16.00
3	Firefighter I/II Certified	19.00	17.00	17.00
4	Firefighter I Certified/Operator	20.00	18.00	18.00
5	Firefighter I/II Certified/Operator	21.00	19.00	19.00
6	EMT (Entry Level)	0.00	0.00	0.00
7	EMT	18.00	16.00	16.00
8	EMT-I	20.00	18.00	18.00
9	Firefighter I Certified/EMT	20.00	18.00	18.00
10	Firefighter I/II Certified/EMT	21.00	19.00	19.00
11	Firefighter I Certified/Operator/EMT	22.00	20.00	20.00
12	Firefighter I/II Certified/Operator/EMT	23.00	21.00	21.00
13	Lieutenant	24.00	22.00	22.00
14	Lieutenant/EMT	26.00	24.00	24.00

Details. On any occasion that the Fire Chief determines that public safety is at risk (fire watches, pyrotechnic displays, pyrotechnic blasting for construction, etc.) and calls for a detail consisting of a Firefighter or Firefighters [not covered by any other collective bargaining agreement] to stand-by during any of these situations to monitor for fire, explosion, or any other possible hazard, the person or persons assigned to the detail will be compensated in the following manner:
$50.00 per hour
$56.00 per hour/ for week-end or holiday

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent $8,000
Clerk, Board of Registrars $1,638.33
Emergency Management Coordinator $2,000
Energy Management Stipend $6,000
Registrar of Voters $205.66
Town Counsel (not including fees) $1,704.33
Tree Warden $4,000
Veterans' Agent and Director of Veterans' Services $15,000

TOWN OF SOUTHBOROUGH

OFFICE OF THE TOWN ADMINISTRATOR
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectmen@southboroughma.com

TO: Board of Selectmen
FROM: Mark J. Purple, Town Administrator
DATE: January 27, 2021
SUBJECT: Reorganization of Selectmen's Office positions

When I arrived in Southborough in 2012, the Selectmen's Office was staffed by a Town Administrator, Assistant Town Administrator, Executive Assistant, and Receptionist (later reclassified to an Administrative Assistant). Three of the positions [both non-union under the SAP] were 40 hours per week, with the exception being the Executive Assistant position, which was 32 hours per week. When Ms. Colleary retired in 2016, the Executive Assistant position was increased to 40 hours per week with the hiring of Ms. Esposito. For Fiscal Year 2021, the Administrative Assistant position was reduced to 34 hours per week.

Over time, and with the changes in personnel and implementation of new technologies, efficiencies have been gained in the responsibilities of each position, most notably in the Executive Assistant position. Because of Ms. Esposito's experience and skill set, routine tasks such as the production of the annual town report and other documents have been standardized and streamlined. Her procurement experience and certifications have allowed me to shift the majority of the duties for bidding of goods and services to her position. The office has also added additional responsibilities as a whole, becoming more involved in the use of social media to connect with the community. The requirement for each community to designate a Records Access Officer (RAO) has also fallen to our office, specifically the two Town Administrator positions. We continue to do less in hard copy, and more with email. An improved phone tree was created for all Town extensions to eliminate the dependency on the Administrative Assistant position in our office.

Change has not been isolated to the Selectmen's office. In 2010, the Treasurer/Collector's office saw a reduction of a 40-hour position, which has not been replaced. Additional requirements and responsibilities being placed on the Payroll & Benefits Coordinator position have taken it out of the daily workflow of the rest of the office, which in turn has added additional pressure to the Treasurer/Collector [i.e. Finance Director] and Assistant Treasurer/Collector positions. These two positions are now having to focus more on administrative duties than should be expected of their positions.

In the Fiscal Year 2021 budget process, there was broad support to add back hours into the Treasurer/Collector's office, to recover some of what was lost in 2010. Conservation was also seeking some administrative support for their Administrator position, who currently functions as a one-person department. Other departments in the Town House, notably Information Technology (IT) and Economic Development, also do not have any administrative support. However, given the financial concerns imposed by the pandemic, these staffing issues were not included in the final, approved budget.

With the retirement of Ms. Ostresh from the Administrative Assistant position in November 2020, it has allowed us to take a fresh look at the staffing needs in the office and the Town House as a whole. In the interim, I have transferred Ms. Barry from her ZBA Administrative Assistant position to the Selectmen's office to provide coverage. This has been done at the 19.5 hours per week that the ZBA position is funded at, and has allowed me to evaluate the future of the position, albeit in a pandemic environment when the building is closed to the public.

After conversations with the Selectmen's office staff, Mr. Ballantine, and Ms. Danza, I am recommending the following changes to the Administrative Assistant position in the Selectmen's office:

- The position will be maintained at the current 34 hours per week;
- The hours will be split with the Treasurer/Collector's office at 17 per week for each department. For the remainder of FY21, the position will reside in the Selectmen's office as budgeted. For FY22, the hours will be reflected in both budgets;
- Under the Selectmen's hours, administrative support will be provided to Conservation, IT, and EDC, as well as committees that have no staff liaison. Conservation will receive the share of additional support, as the needs of others tends more toward the weekly processing of payroll and payables;
- Shared position addresses multiple needs in same building and provides cross-training;
- The ZBA position will remain in the Building Department at the current funding for 19.5 hours per week. By adding too many responsibilities into one position without sufficient history to support it, it simply sets up the position to fail to provide the support to one or more areas as identified. As the position evolves, we can revisit the issue of capacity for other duties and responsibilities in future budgets.

As part of this review, the job descriptions for both the Assistant Town Administrator and the Executive Assistant positions have been updated to better reflect the current responsibilities required of each position. The job descriptions have not been updated in many years, and were outdated. I would like to thank Jay Dietz from the Personnel Board for helping us to modify the existing job descriptions.

Thank you in advance for your consideration of this request.

To: Boards and Committees

From: TBD: TA/Board of Selectmen

Re: Meeting Agendas

On November 20, 2020, the Office of the Attorney General (OAG) made an Open Meeting Law determination that stated as follows:

> A public body must post notice of every meeting at least 48 hours in advance, not including Saturdays, Sundays, and legal holidays. G.L. c. 30A, § 20(b). **Notices must include** the date, time and place of the meeting, as well as a **"a listing of topics that the chair reasonably anticipates will be discussed at the meeting." Id. The list of topics shall have sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting. 940 CMR 29.03(l)(b). We generally consider a topic to be sufficiently specific when a reasonable member of the public could read the topic and understand the anticipated nature of the public body's discussion. See OML 2015-35.3 A public body may discuss a topic not listed on a meeting notice if the topic was not anticipated by the chair 48 hours in advance of the meeting. See OML 2017- 2; OML 2013-87.** (emphasis added)

In its determination the OAG found that items such as "Selectmen's updates and Town Manager updates" did not satisfy those notice requirements. The OAG found that the term "update" was insufficiently detailed because it failed to list specific anticipated updates. The OAG cited a previous Open Meeting Law determination stating that a **"[p]ublic body chair must list all topics the chair anticipates will be discussed and, as a best practice, should solicit from non-members detail regarding the precise matters to be discussed."** (emphasis added)

In light of this determination, boards and committees that list on their agendas "updates" or "reports" or some similar form, e.g., Chair, Members, Director, Executive Director, Coordinator, Department Head, Project Manager, etc. should include a listing of topics that are expected to be included in the update or report. Per the OAG's determination, a board or committee may discuss a topic not listed as an item under "update" or "report" *if the topic was not anticipated by the chair 48 hours in advance of the meeting.*

Note that the determination does not address, and would not seem to be concerned with, items as part of an update or report that are intended to provide notice of upcoming events, actions or deadlines, as well as items of recognition or acknowledgment. Whenever practicable, though, those items should be listed on the agenda as well.

Items that are likely to result in substantive exchange of opinions, discussion of policy change, or a vote of the board or committee, should be held for a future meeting when that item can be properly posted on the agenda. [If such items are time sensitive, however, and need to addressed at the already scheduled meeting, the best practice is to post an amended agenda including that item even if the posting takes place less than 48 hours prior to the meeting.] Note: I do not propose including this last bracketed sentence in the memo – I think it begs too many questions – but included it for possible discussion.

POSITION DESCRIPTION

Position Title: Administrative Assistant	Date: May 11, 2016

Duties:

Under general supervision of the Department Head [or his/her delegate] or Board in the absence of a Department Head, performs a variety of senior level administrative, billing, and accounting functions in support of the respective department operations.

Research information, process applications, payroll, accounts payable, licenses and permits, collect fees, compose routine correspondence, type reports, gather statistics etc. for reports as required by the department and other state and federal agencies. When applicable, attend meetings, take and prepare minutes and maintain files.

Answer telephone, [where applicable] dispatch staff, take and forward messages, respond to telephone, e-mail, and in-person inquiries, requests and complaints within authority, referring unresolved issues to supervisor, Department Head or the Board.

Perform related duties as assigned.

Basic Knowledge:
Duties require knowledge of Mass. General Laws, related municipal policies, by-laws and codes, office operations, word processing and data entry. Must be a graduate of high school, have five years' work experience and/or one to two years of college. Computer proficiency in MS Office is required.

Experience:
Work requires at least five years of experience in a municipal office operation and Town government affairs to become proficient in position responsibilities, or a combination of sufficient education and experience. Must be detail oriented, precise, tactful when dealing with employees, officials and residents; excellent customer service is essential.

Independent Action:
Under general supervision, function in accordance with established departmental procedures and practices, referring to appropriate department head [or his/her designee] Board for clarification of departmental policies.

Physical Requirements:
Minimal physical effort is required to perform duties. Hours of work can be variable and generally work days are no more than eight hours each day. Must be able to work with and around office equipment such as computers, copiers, etc. Job requires ability to sit for extended periods of time.

[S/Jobdescr/Adminsec.doc]

POSITION DESCRIPTION Executive Assistant to the Board of Selectmen

Organization:	**Department:**
Town of Southborough	Selectmen

Duties:

Under general supervision of the Town Administrator, performs a variety of senior level administrative, procurement and operational functions in support of the Office which includes the Board of Selectmen, Town Administrator and Personnel Administrator.

Perform a variety of clerical functions that support the Selectmen and their staff. Research information, process license and vehicle applications and permits, collect fees, compose routine correspondence, including assembling reports or board packets as required by the department and other state and federal agencies.

Serve as back-up to receptionist and answer telephone and other inquiries when necessary. Shall refer unresolved issues to Department Head or appropriate Board.

Liaison to the Board of Selectmen for meeting prep and follow-up. Tasks include handling business of the Selectmen after a meeting, filing paperwork and reports, completing correspondence on behalf of the Board as assigned, assisting with bid process and related procurement duties, finalizing all license and permitting matters and other tasks as assigned.

Employee shall also handle filing of insurance claims [IOD, Workman's Compensation, Property and Liability and road defects]. This process requires strict confidentiality as it pertains to legal correspondence, litigation files and privileged medical documentation. Employee also has access to personnel files, medical files and collective bargaining documentation and files.

The employee will also be delegated additional tasks or special projects by the Town Administrator or Assistant Town Administrator. They may be time sensitive, may involved communication with the Town's legal counsel and could have an effect on how boards and committees make decisions. Additional duties include managing the annual committee appointment process, renewal of licenses and contact with pertinent state agencies or other departments.

The Executive Assistant is the primary employee responsible for assembling the content and order of the Annual Town Report. She deals with all departments in this function, as well as the Editor and Publisher of the document. Additionally, the employee plays a major role in the formation of the Annual Town Warrant and tracks budget figures as they change throughout the year.

Position Description: **Executive Assistant to the Board of Selectmen**

Basic Knowledge:
Duties require knowledge of Mass. General Laws, related municipal policies, Town by-laws and codes, office operations, word processing and data entry. Must be detail oriented, precise, tactful when dealing with employees, officials and residents; excellent customer service is essential

Education:
Must be a graduate of high school, have five years' work experience and/or one to two years of college.

Experience:
Work requires at least five years of experience in a municipal office operation and Town government affairs to become proficient in position responsibilities. Some knowledge of municipal finance and local government operations is preferable. Computer proficiency in MS Office, especially Word and Excel is required. Knowledge of website administration is also helpful.

Independent Action:
Under general supervision, function in accordance with established departmental procedures and practices, referring to appropriate department head or elected official or Board for clarification of departmental policies.

Supervisory Responsibility
If applicable, supervise one senior clerk position. Also supervises multiple senior tax work off participants.

Physical Requirements:
Minimal physical effort is required to perform duties. Hours of work can be variable and generally work days are no more than eight hours each day. Must be able to work with office equipment such as computers, copiers, etc. Job requires ability to sit for extended periods of time and lift up to 20 lbs on occasion.

Updated December 2012

Position Title: Assistant Town Administrator

Statement of Duties

Assists Town Administrator in managing staff of all employees; assists in recruitment and hiring of all employees; interprets personnel bylaw questions from Town employees; develops personnel policies; organizes various training seminars and workshops for municipal employees and researches and analyzes union proposals and participates in the collective bargaining process. Serves as staff liaison to the Personnel Board. Responsible for professional work assisting the Town Administrator in the administration of a wide range of policies and procedures which enable the Selectmen's office and other Town departments to discharge their duties and operate efficiently. Serves as Acting Town Administrator in the absence of the Town Administrator and performs all other related work as required.

Supervision

Works under the general direction of the Town Administrator. Creates own work plan and priorities, using established guidelines and procedures. Only unusual cases are referred to the supervisor.

Performs varied and responsible functions that are not standardized related to administering the functions of the office of the Board of Selectmen. These functions require comprehensive knowledge of departmental operations and Federal, State and local regulations. These functions also require the exercise of good judgment in responding to inquiries, dealing with the public, and carrying out the directives of the Board of Selectmen.

Provides direct supervision to two (2) full-time and part-time positions, all of whom work at the same location and on the same work shift. Also supervises the senior tax work off participants assigned to the Selectmen's office.

Job Environment

Work is performed under typical, albeit sometimes stressful, office conditions, with frequent interruptions from the public, town officials and other town employees. Is required to function in a highly confidential environment due to the nature and content of the work performed.

Employee is required to attend frequent and lengthy meetings which may occur outside of normal business hours at night and/or on weekends.

Operates a computer as well as general office equipment, such as a calculator, copier, facsimile machine, and projector.

Has constant contact with the public, other town departments, attorneys, consultants, board and committee members, state and county officials and the media. This requires perceptiveness, tact, a high degree of patience, confidentiality and discretion. Communications are by telephone, hard copy correspondence, e-mail, and in person.

Employee has access to town-wide confidential information, including personnel and medical files, collective bargaining negotiations, bid documents, lawsuits and investigations, as well as other information pertaining to the Town Administrator's office, Board of Selectmen and other town departments.

Errors could result in delays and confusion in the provision of municipal services and monetary loss, as well as adverse legal repercussions and public relations for the town.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Answers questions and furnishes information to the public, local officials, and to town employees concerning town policies, rules and regulations; receives complaints and responds to inquiries appropriately, including taking initiative to see that problems in certain situations are resolved; makes appropriate referrals as necessary; assists town officials, legal counsel, boards, commissions and agencies as required. Answers inquiries which pertain to budgetary, personnel or operational issues. Refers matters to the Town Administrator and/or Board of Selectmen as it is deemed necessary.

Serves as the human resource staff person supporting the Personnel Board. Duties include: compiling agenda material, attending meetings, recording minutes, facilitating all follow-up from board meetings, prepares and presents budget and all correspondence on behalf of the Board, including revisions to the Town's personnel by-law. In conjunction with the Town Administrator and department heads, consults on all matters pertaining to recruitment of new personnel, including advertising, screening of applicants, interviewing and new employee orientation. Organizes all employee training and assists consultants contracted by the Town. Meets with employees frequently to answer general and personnel related inquiries.

Researches and makes recommendations on all facets of personnel function for all municipal departments and contract employees including recruitment, training, disciplinary action, the development and implementation of personnel policies and procedures, and the management of official personnel records.

Assists the Town Administrator with preparing and presenting the departmental budgets under the Board of Selectmen. Oversees the processing of the department's payroll, purchasing of supplies and maintenance of equipment.

Assists the Town Administrator in consulting with New England Network Solutions [NENS], the Town's IT provider, and their colleagues. Trouble-shoots in house on hardware and software issues when necessary. Prepares and monitors annual MIS budget.

Serves as the Town's Procurement Officer overseeing the procurement of materials, supplies and services. In accordance with the State Procurement Law, monitors other departments procurement needs, when the need occurs during the public bidding process.

Gathers data and prepares the Town's Annual Report and town meeting warrants, which requires constant communication with all town departments and others who contribute to those publications. Also prepares various other documents such as scrolls and proclamations. Monitors content of the municipal website.

Conducts independent research and prepares reports as required by the Town Administrator and other boards and committees.

Oversees the administration and renewal of the town's risk management program including health and life insurance, worker's compensation, fleet and property insurance and MIIA's Loss Control program. Assists the Town's Benefit Coordinator, vendors, and consultants doing business with the town. Administers Workers' Compensation Trust and Injured on Duty Fund. Contracts with vendors. Reviews financial and procedural reports and makes adjustments where warranted. Attends meetings of the Board of Selectmen, the Personnel Board and other meetings as required.

Recommended Minimum Qualifications

Education and Experience

College Degree in Public Administration or related field, MPA Degree preferred; three-(3) to five-(5) years progressively responsible experience working in municipal government preferred; or an equivalent combination of education and experience.

Knowledge, Ability and Skill

Knowledge: Thorough working knowledge of principles and practice of municipal government. Working knowledge of various municipal departments as well as the Mass. General Laws, procurement procedures and human resource related policies.

Abilities: Ability to meet and deal with the public effectively and diplomatically. Ability to handle problems and emergencies effectively. Ability to communicate clearly, both orally and in writing and make public presentations. Ability to proficiently operate a computer and related office software. Ability to maintain confidential information. Ability to maintain, manage and organize complex records. Ability to deal appropriately on behalf of the Town Administrator with town employees, town, state and federal officials and the public. Ability to work independently on highly technical projects and to exercise considerable judgement. Ability to maintain effective working relationships with the public and fellow workers.

Skills: Superior customer service and negotiation skills. Excellent organizational and public speaking skills. Excellent analytical skills in the use of personal computers and

software applications including word processing and spreadsheet and presentation programs.

Physical and Mental Requirements

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. Is seldom required to lift more than 20 pounds. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hand and arms. The employee is frequently required to sit, talk, and hear. Normal vision requirements. Must be able to attend frequent evening meetings.

TOWN OF HADLEY
REQUEST FOR PROPOSALS
FOR TOWN COUNSEL SERVICES

I. Objective

The Select Board of the Town of Hadley, Massachusetts seeks to appoint a highly qualified attorney/law firm as Town Counsel. The successful appointee should meet or exceed the qualifications stated herein and, in general, should be readily accessible to authorized public officials, exceptionally experienced in municipal law, labor, zoning and planning issues, scrupulous in adhering to required standards of professional conduct and ethics, and committed to rendering sound legal advice with suitable objectivity and professional detachment.

II. Minimum Qualifications

A. Bar Admissions

The appointee and all those who serve as back-up to the appointee (see below) must be a member in good standing of the Massachusetts Bar and of the Federal Bar for the District of Massachusetts.

B. Experience

The appointee must represent or have represented as general town counsel (or functional equivalent) a minimum of two Massachusetts municipalities for no less than three years each, or possess equivalent experience. References for all municipalities currently represented or represented in the past ten years by the appointee must be furnished. The appointee also must have substantial experience in the areas of zoning and planning, labor and collective bargaining.

C. Accessibility

The appointee must commit to returning all calls from authorized officials either himself/herself or through a qualified back up within 24 hours of the call. If located beyond the Hadley dialing area, the appointee should be available by toll-free telephone line. The appointee must also commit, as a general rule, to responding to requests for written opinions within one week unless the circumstances of the opinion warrant a shorter or longer time frame for a response.

D. Back-up

The appointee must have within his or her firm or through an established "of counsel" relationship at least one other qualified attorney available to render advice and otherwise represent the interests of the Town of Hadley when the appointee is unavailable. In this context, "qualified attorney" shall mean another lawyer who substantially meets the minimum qualifications set forth herein for the appointee.

SAMPLE RFP Legal Services

E. Billing

The appointee must commit to providing statements for services rendered on a monthly basis. Each statement, if based on an hourly rate for services, must disclose, at a minimum, the date of the service, the identity of the lawyer or staff person performing the service, the subject matter reference for the service, a description of the service performed, the time it took to perform that function, and the hourly rate for the individual performing the function. Expense items must also be itemized.

III. Fees and Expenses

The Town's budget for legal expenses for FY 2021 is $35,380. This budget includes fees and expenses for Town Counsel and special counsel as necessary; the Select Board strongly desires to stay within this budgeted amount. Other budgets may contain amounts to be expended on legal services.

Towards this end, the Select Board would be pleased to consider alternatives to the traditional hourly rate fee arrangement with counsel. As but one example, responding attorneys may propose a fixed retainer for a specified scope of services, with an hourly rate for work outside the established scope of services. Responding attorneys should feel free to be creative in this regard so long as the proposal is workable and reasonable.

Whether or not an alternative fee arrangement is proposed by the responding attorney, the attached fees and expenses response sheet must be completely filled out.

IV. Selection

In seeking Town Counsel, the Select Board is not bound by M.G.L. c.30B or by any other constraints apart from the sound judgment of its members. This process is being used to communicate the desired qualifications of Town Counsel and to solicit information in an orderly fashion for rough comparative purposes. Ultimately, though, the Select Board will select the candidate that they deem to be in the best interests of the Town, in its sole discretion. Consequently, the Select Board and the Town of Hadley reserve the right to waive any irregularities in the RFP process and to accept or reject any or all proposals.

V. Application

Qualified attorneys interested in responding to this RFP should fill out the attached forms completely, attach copies of all documents requested therein, and return the same in an envelope labeled "COUNSEL RFP" to:

Select Board
Town of Hadley
100 Middle Street
Hadley, MA 01035

All responses to this RFP must be received at the above address no later than August 12, 2020 at 2:00 p.m..

SAMPLE RFP Legal Services

RESPONSE TO REQUEST FOR PROPOSALS FOR HADLEY TOWN COUNSEL

Name:_____ BBO #_____

Firm Name:_____

Address:_____

_____

Telephone:_____

Fax No.:_____

Email:_____

Please respond to each of the following, using separate pages as necessary:

1. Please identify by name (and BBO #, address and phone number if different than above) the proposed Town Counsel and each proposed back-up counsel:

2. Please attach resumes or *curriculum vitae* for each attorney identified above.

3. Do each of the attorneys identified above meet the minimum bar admission requirements of the RFP? If other than "yes", please explain.

4. With respect to each attorney identified, please list each and every Massachusetts municipality represented by the attorney within the past ten years, the years of such representation, and the name, address and phone number of at least one contact person in each municipality with knowledge of the attorney's representation.

5. Please describe each identified attorney's experience in the areas of land use, zoning and planning.

6. Please describe how you propose to satisfy the Accessibility requirements of the RFP?

7. Please describe how you propose to satisfy the Back-up requirements of the RFP?

8. Will you meet or exceed the Billing requirements of the RFP?

SAMPLE RFP Legal Services

By my signature, I certify that the information contained in this Response to Request for Proposals are complete and accurate, to the best of my knowledge and belief.

Signed:_____ Date:_____

RESPONSE TO REQUEST FOR PROPOSALS FOR HADLEY TOWN COUNSEL

Fees and Expenses Response Sheet
(To be attached to and made a part of the overall Response to Request for Proposals)

SAMPLE RFP Legal Services

1. Please list the name and hourly rate for proposed Town Counsel and for each attorney intended or likely to serve as back-up:

2. If you propose to bill for services provided by paralegals, clerical staff, or other non-attorney personnel, please list by title and by hourly rate each position for whom you may bill:

3. Please provide a complete listing of all charges for expenses you intend to impose as incurred (i.e. any and all copy charges, telephone charges, fax charges, mileage charges and the like, but excluding any fees for stenographers, court fees, service fees and the like):

4. In what hourly increments do you intend to bill?

5. Do you bill out attorney time out of the office on a portal-to-portal basis or some other basis? Please describe.

6. Do you intend to propose an alternative fee arrangement? Yes____ No____ If "yes", please attach additional sheet(s) fully describing and explaining your proposal

SAMPLE RFP Legal Services

NOTICE

Town of Hadley

REQUEST FOR PROPOSALS

FOR

TOWN COUNSEL SERVICES
HADLEY, MA 01035

The Select Board of the Town of Hadley, Massachusetts seeks to appoint a highly qualified attorney/law firm as Town Counsel. The successful appointee should meet or exceed the qualifications stated herein and, in general, should be readily accessible to authorized public officials, exceptionally experienced in municipal law, labor, zoning and planning issues, scrupulous in adhering to required standards of professional conduct and ethics, and committed to rendering sound legal advice with suitable objectivity and professional detachment.

Deadline for proposal submittal is August 12, 2020 at 2:00 p.m. Proposals must be delivered to: Select Board, Town of Hadley, 100 Middle Street, Hadley, MA 01035.

Post:	July 7, 2020, Hadley Town Hall
Published:	July 13, 2020, Goods and Services Bulletin
Broadcast:	July 10, 2020, Hadley Media
Website:	July 10, 2020
Distributed:	July 10, 2020

SAMPLE RFP Legal Services

REQUEST FOR PROPOSALS

TOWN COUNSEL SERVICES

TOWN OF CHARLTON
37 MAIN STREET
CHARLTON, MA 01507

I. Objective

The Town of Charlton seeks to appoint a highly qualified attorney or law firm as Town Counsel effective on or about September 1, 2020. The successful appointee should meet or exceed the qualifications stated herein and, in general, should be readily accessible to authorized public officials, exceptionally experienced in municipal law, as further described below, scrupulous in adhering to required standards of professional conduct and ethics, and committed to rendering sound legal advice with suitable objectivity and professional detachment.

II. Background

The Town of Charlton is located in Worcester County, 12 miles south-west of Worcester and has a population of approximately 13,000 residents. The town is predominantly residential with some commercial and industrial areas. Commercial areas are primarily located along Route 20 and Route 169. The Town approved a budget of $31.5 million for Fiscal Year 2021.

The Town operates under a Town Meeting form of government with a five-member Board of Selectmen, Town Administrator, and Open Town Meeting. The Board of Selectmen sets policy that is implemented by the Town Administrator and others. Elected officials and boards include the Town Clerk, Town Moderator, Board of Health, Board of Assessors, Planning Board, and others. There are numerous other appointed boards, including but not limited to the Zoning Board of Appeals, Conservation Commission, and Finance Committee. The Town operates a sewer enterprise overseen by the elected Charlton Water & Sewer Commission.

Town Counsel handles all of the Town's legal services. The town retains special counsel on other legal matters as needed.

Staff members contact Town Counsel directly upon approval of the Town Administrator.

SAMPLE RFP Legal Services

III. Town Counsel Services

The Town seeks proposals from qualified legal firms to serve as Town Counsel. Qualified firms will demonstrate substantial experience and expertise in general municipal law. Particular areas of emphasis include: municipal finance; bylaws and regulations, collective bargaining, labor, employment and benefits, Open Meeting, Public Record, and Conflict of Interest laws, zoning and land use issues, real estate, Town Meeting, public procurement, Community Preservation Act, elections law and procedures, licensing, and representation of the Town in all courts.

The Town may stay with the single attorney/firm approach or may elect to have a generalist with specialists for specialized subject matter areas.

The Town expects Town Counsel attendance at the following: All sessions of Special and Annual Town Meetings (Annual Town Meeting starts on the 2nd Monday in May), the motions meeting, which generally occurs a couple of weeks before a Town Meeting and occasional but infrequent Board of Selectmen meetings. The Board meets on the second and fourth Tuesday of the month at 6:30 pm.

IV. Proposals

The Town is committed to containing legal costs and wishes to understand the basis on which the responding firms charge fees and expenses. The request for proposals can be responded to in one of two manners, or in both manners:

1. Provide a flat monthly fee for the following matters with no additional charges or fees. Any expenses that are considered above and beyond normal operating cost will be considered with the Town Administrator's approval only:

   Review of contracts and procurement issues.

   Administrative law questions, such as open meeting law, public records law, municipal finance law, administrative processes.

   Environmental advisory opinions.

   Ethics/conflict of interest advice.

   Land use advice to boards, commissions, and staff.

   Zoning issues for the Building Commissioner, Town Planner, Board of Appeals, Planning Board, and other related boards and staff.

   Town Meetings, including preparation of the warrant, home rule petitions, motions for use at Town Meeting, and attendance at Annual and Special town meetings.

SAMPLE RFP Legal Services

Attendance at occasional but infrequent Board of Selectmen meetings or meetings of other boards and committees.

Training on particular subject matter areas, such as but not limited to conflict of interest, open meeting, and public records laws at least once per calendar year and more frequently if required.

Act as a resource and provide legal advice to the Board of Selectmen and Town Administrator as needed.

2. Provide an hourly fee for all matters, including trial work and specialty counsel for issues other than those listed above.

As an alternative, provide an hourly schedule of all fees for all Town Counsel work including estimates of hours necessary to provide the above-mentioned services and any expenses that are charged above hourly fees. Please state the hourly fees and any anticipated expenses for specialty legal work outside of the mentioned services.

3. The response to the request for proposals must include the following:

   A. Names, resumes, and legal specialties, if any, of all attorneys who will be providing counsel to the Town of Charlton.
   B. A list of all Massachusetts municipalities to which the firm currently provides counsel or solicitor service.
   C. A list of all municipalities to which the firm previously provided counsel or solicitor service, but which are no longer clients of the firm.
   D. A list of significant Massachusetts municipal cases litigated by the firm and the outcome of the case.
   E. An up to date list of municipal references, with contact names and numbers that can be contacted regarding the legal services the firm provides.
   F. Any other information you believe is relevant to the Board as part of the decision making process.
   G. Place responses in a sealed envelope clearly marks "Town Counsel Response to Request for Proposals". Responses are due by 11:00 AM on Wednesday, August 19, 2020, in the Town Administrator's Office, 37 Main Street, Charlton, MA 01507.

Andrew M. Golas, Town Administrator
Town of Charlton
37 Main Street
Charlton, MA 01507
508-248-2206
andrew.golas@townofcharlton.net

SAMPLE RFP Legal Services

Please provide eight (8) hard copies of the response and all associated documentation on 8 ½ by 11 paper, along with one digital copy in Adobe pdf format at the address above.

V. Selection

In seeking Town Counsel services, the Town of Charlton is not bound by M.G.L. c.30B or by any other constraints apart from sound judgment. This process is being used to communicate the desired qualifications of Town Counsel and to solicit information in an orderly fashion for comparative purposes.

A staff working group will evaluate proposals, conduct preliminary interviews if necessary, and recommend approximately three (3) finalists for consideration by the Board of Selectmen. The finalists will interview with the Board of Selectmen during an open meeting. The Board of Selectmen will select the candidate or candidate team deemed to be in the best interests of the Town, in its sole discretion.

Consequently, the Board of Selectmen and Town of Charlton reserve the right to waive any irregularities in the RFP process and to accept or reject any or all proposals, or to cancel this procurement. The Town anticipates that the process will conclude by September 30, 2020. The appointment of Town Counsel is made by the Board of Selectmen.

Below are the projected dates for this process. The Town reserves the right to modify this schedule as it determines convenient:

July 15, 2020	Request for Proposals issued
August 19, 2020	Proposals due by 11:00AM
August 25, 2020	Board of Selectmen interviews and decision
September 1, 2020	Effective date of appointment

The dates noted above are projected dates; all dates subject to change.

SAMPLE RFP Legal Services

TOWN OF BOYLSTON
REQUEST FOR PROPOSALS
FOR TOWN COUNSEL SERVICES

I. Objective

The Board of Selectmen of the Town of Boylston, Massachusetts seeks to appoint on an at-will basis a highly qualified attorney as Town Counsel. The successful appointee should meet or exceed the qualifications stated herein and, in general, should be readily accessible to authorized public officials, exceptionally experienced in municipal law and zoning and planning issues, scrupulous in adhering to required standards of professional conduct and ethics, and committed to rendering sound legal advice with suitable objectivity and professional detachment.

II. Minimum Qualifications

A. Bar Admissions

The appointee and all those who serve as back-up to the appointee (see below) must be a member in good standing of the Massachusetts Bar and of the Federal Bar for the District of Massachusetts.

B. Experience

The appointee must represent or have represented as general town counsel (or functional equivalent) a minimum of two Massachusetts municipalities for no less than three years each, or possess equivalent experience. References for all municipalities currently represented or represented in the past ten years by the appointee must be furnished. The appointee also must have substantial experience in the area of zoning and planning.

C. Accessibility

The appointee must commit to returning all calls from authorized officials either himself/herself or through a qualified back-up within 24 hours of the call. If located beyond the Boylston dialing area, the appointee should be available by toll-free telephone line. The appointee must also commit, as a general rule, to responding to requests for written opinions within two weeks unless the circumstances of the opinion warrant a shorter or longer time frame for a response.

D. Back-up

Although it is the Board of Selectmen's intention to appoint an individual as Town Counsel, the appointee must have within his or her firm or through an established "of counsel" relationship at least one other qualified attorney available to render advice and otherwise represent the interests of the Town of Boylston when the appointee is unavailable. In this context, "qualified attorney" shall mean another lawyer who substantially meets the minimum qualifications set forth herein for the appointee.

SAMPLE RFP Legal Services

E. Billing

The appointee must commit to providing statements for services rendered on a monthly basis. Each statement, if based on an hourly rate for services, must disclose, at a minimum, the date of the service, the identity of the lawyer or staff person performing the service, the subject matter reference for the service, a description of the service performed, the time it took to perform that function, and the hourly rate for the individual performing the function. Expense items must also be itemized.

III. Fees and Expenses

The Town's budget for legal expenses for FY 2008 is $75,000.00. This budget includes fees and expenses for Town Counsel, special counsel as necessary, and labor counsel (if different). The Board of Selectmen strongly desires to stay within this budgeted amount.

Towards this end, the Board of Selectmen would be pleased to consider alternatives to the traditional hourly rate fee arrangement with counsel. As but one example, responding attorneys may propose a fixed retainer for a specified scope of services, with an hourly rate for work outside the established scope of services. Responding attorneys should feel free to be creative in this regard so long as the proposal is workable and reasonable.

Whether or not an alternative fee arrangement is proposed by the responding attorney, the attached fees and expenses response sheet must be completely filled out.

IV. Selection

In seeking Town Counsel, the Town is not bound by M.G.L. c.30B or by any other constraints apart from the sound judgment of its members. This process is being used to communicate the desired qualifications of Town Counsel and to solicit information in an orderly fashion for rough comparative purposes. Ultimately, though, the Town Administrator will select the candidate that the Town Administrator deems to be in the best interests of the Town, in the Town Administrator's sole discretion. Consequently, the Town Administrator and the Town of Boylston reserve the right to waive any irregularities in the RFP process and to accept or reject any or all proposals.

SAMPLE RFP Legal Services

V. Application

Qualified attorneys interested in responding to this RFP should fill out the attached forms completely, attach copies of all documents requested therein, and return the same in an envelope labeled "Counsel RFP" to:

Suzanne C. Olsen, Town Administrator
Boylston Board of Selectmen
221 Main Street.
Boylston, MA 01505.

All responses to this RFP must be received at the above address no later than _____.

RESPONSE TO REQUEST FOR PROPOSALS FOR BOYLSTON TOWN COUNSEL

Name:_____ BBO #_____

Firm Name:_____

Address:_____

_____

Telephone:_____

Fax No.:_____

Email:_____

Please respond to each of the following, using additional pages as necessary:

1. Please identify by name (and address and phone number if different than above) the proposed Town Counsel and each proposed back-up counsel:

2. Please attach resumes or *curriculum vitae* for each attorney identified above.

3. Do each of the attorneys identified above meet the minimum bar admission requirements of the RFP? If other than "yes", please explain.

4. With respect to each attorney identified, please list each and every Massachusetts municipality represented by the attorney within the past ten years, the years of such representation, and the name, address and phone number of at least one contact person in each municipality with knowledge of the attorney's representation.

5. Please describe each identified attorney's experience in the areas of land use, zoning and planning.

6. Please describe how you propose to satisfy the Accessibility requirements of the RFP?

SAMPLE RFP Legal Services

7. Please describe how you propose to satisfy the Back-up requirements of the RFP?

8. Will you meet or exceed the Billing requirements of the RFP?

By my signature, I certify that the information contained in this Response to Request for Proposals is complete and accurate, to the best of my knowledge and belief.

Signed:_____ Date:_____

SAMPLE - RFP Legal Services

RESPONSE TO REQUEST FOR PROPOSALS FOR WESTPORT TOWN COUNSEL
Fees and Expenses Response Sheet
(To be attached to and made a part of the overall Response to Request for Proposals)

1. Please list the name and hourly rate for proposed Town Counsel and for each attorney intended or likely to serve as back-up:

2. If you propose to bill for services provided by paralegals, clerical staff, or other non-attorney personnel, please list by title and by hourly rate each position for whom you may bill:

3. Please provide a complete listing of all charges for expenses you intend to impose as incurred (i.e. any and all copy charges, telephone charges, fax charges, mileage charges and the like, but excluding any fees for stenographers, court fees, service fees and the like):

4. In what hourly increments do you intend to bill?

5. Do you bill out attorney time out of the office on a portal-to-portal basis or some other basis? Please describe.

6. Do you intend to propose an alternative fee arrangement? Yes____ No___ If "yes", please attach additional sheet(s) fully describing and explaining your proposal.

SAMPLE RFP Legal Services

Town of Chatham

Office of the Selectmen
Town Manager
549 Main Street
Chatham, MA 02633

Jill R. Goldsmith
TOWN MANAGER
jgoldsmith@chatham-ma.gov

January 27, 2021

Tel: (508) 945-5105
Fax: (508) 945-3550
www.chatham-ma.gov

TOWN OF CHATHAM
REQUEST FOR SPECIAL COUNSEL SERVICES

The Town of Chatham is seeking the services of an independent maritime attorney with knowledge of and experience in municipal law to undertake an evaluation of the Town's Waterways Bylaws, Waterways Regulations, and Policies in consideration of State laws and make recommendations to correct any inconsistencies including drafting Bylaw amendments, new policies, and/or regulations. Any Bylaw amendments would be prepared in anticipation of the May 2019 Annual Town Meeting (warrant closing in March 2019). Patrick J. Costello is our Town Counsel.

SAMPLE RFP Legal Services

I. Selection

In seeking Special Counsel, the Board of Selectmen is not bound by M.G.L. c.30B or by any other constraints apart from the sound judgment of its members. This process is being used to communicate the desired qualifications of Special Counsel and to solicit information in an orderly fashion for rough comparative purposes. Ultimately, the Board of Selectmen will interview and select the candidate that it deems to be in the best interests of the Town, in its sole discretion. Consequently, the Board of Selectmen, Town Manager, and the Town of Chatham reserve the right to waive any irregularities in this process and to accept or reject any or all proposals.

II. Application

Please provide a proposal including a timeline for deliverables and fees for services to:

Jill Goldsmith, Chatham Town Manager
549 Main Street
Chatham, MA 02633

Please provide seven (7) copies of the proposal on 8½ x 11 paper. Electronic submissions to snealy@chatham-ma.gov will be accepted in PDF format. The Town will provide a 'received acknowledgement' via email for all emailed submissions. If such acknowledgement is not received by you on or before the submittal date, please call Shanna Nealy, Executive Secretary at 508.945.5105 for confirmation.

*All responses to this request must be received at the Office of the Town Manager/Board of Selectmen above address no later than **4:00PM on Friday, September 28, 2018.***

RESPONSE TO REQUESTS FOR CHATHAM SPECIAL COUNSEL

NAME: _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

Please respond to each of the following:

1. Please identify by name (address and phone number if different than above) the proposed Individual or team for this task, and the name of the person who will serve as the primary contact.

2. Please describe the project team's experience in the areas of maritime law, municipal law, appropriate MA General Laws, and the drafting and enforcement of municipal waterways bylaws, regulations and policies.

3. Please describe how you propose to approach the project and with accompanying timelines.

4. Please confirm you and/or your firm has not represented any client in any matter in which the interests of the client are adverse to those of the Town, or in any matter seeking action by any officer, agency, board or committee of the Town, in accordance with MGL 44A c268A s17. Please also disclose any work performed for the Town in the last 15 years

5. Provide a list of Municipalities represented over the last 10 years in relation to maritime, waterways regulation, or municipal law. (see attached sheet).

SAMPLE - RFP Legal Services

By my signature, I certify that the information contained in this Response is complete and accurate, to the best of my knowledge and belief.

Signed:_____ Date:_____

Print Name and Firm_____

Lists of Municipalities represented over the last 10 years/References:

Client Name	Contact Name and Title	Telephone Number/Email

SAMPLE RFP Legal Services

Town of Chatham
Office of the Selectmen
Town Manager
549 Main Street
Chatham, MA 02633

Jill R. Goldsmith
TOWN MANAGER
jgoldsmith@chatham-ma.gov

Tel: (508) 945-5105
Fax: (508) 945-3550
www.chatham-ma.gov

TOWN OF CHATHAM
REQUEST FOR QUALIFICATIONS
FOR TOWN COUNSEL SERVICES

SAMPLE RFP Legal Services

I. Objective

The Town of Chatham invites a legal firm or individual attorneys to submit qualifications and costs for services to provide general town counsel legal services for the Town. Per the Town's Charter, Town Counsel is appointed by the Board of Selectmen. The successful appointee must meet or exceed the qualifications stated herein, be readily accessible to authorized public officials, exceptionally experienced in all areas of municipal law. Scrupulous in adhering to required standards of professional conduct and ethics, and committed to rendering sound legal advice with suitable objectivity and professional detachment. Please visit the Town's website at www.chatham-ma.gov for information on the Town Charter and operations including its municipal airport, municipal golf course, and commercial fish pier.

II. Minimum Qualifications

A. Bar Admissions

The appointee and all those who serve as back-up to the appointee (see below) must be a member in good standing of the Massachusetts Bar and of the Federal Bar for the District of Massachusetts. Town Counsel must have Professional Liability Insurance in the amount of at least $1,000,000.

B. Experience

The appointee must represent or have represented as general town counsel a Massachusetts municipality for not less than five (5) years, or possess equivalent experience. References for all municipalities currently represented or represented in the past ten (10) years by the appointee must be furnished. The appointee also must have substantial experience in all areas of municipal law, including but not limited to land use - zoning and planning, Conflict of Interest and Open Meeting Law, public construction, public contracts, environmental law in particular to a coastal community, municipal finance, litigation and open town meeting. Particular expertise

in zoning and planning desired. At this time, Labor Counsel Services is not being sought, but appointees may note relevant experience.

C. Accessibility

The appointee must commit to returning all calls and electronic correspondence from the Town Manager or authorized Officials either himself/herself or through a qualified back up within 24 hours of the call. If located beyond the Cape Cod dialing area, the appointee should be available by toll-free telephone line upon request. The appointee must also commit, as a general rule, to responding to requests for written opinions within one week unless the circumstances of the opinion warrant a shorter or longer time frame for a response. Electronic communications such as PDF documents are preferred when appropriate.

On-site office hours are desired on a monthly basis or occasionally more frequently to attend an on-site meeting.

D. Back-up

The appointee must have, within his or her firm or through an established relationship, at least one (1) other qualified attorney available to render advice and otherwise represent the interests of the Town of Chatham when the appointee is unavailable. In this context, "qualified attorney" shall mean another lawyer who substantially meets the minimum qualifications set forth herein for the appointee.

E. Billing

The appointee must commit to providing statements for services rendered on a monthly basis. Each statement, if based on an hourly rate for services, must disclose, at a minimum, the date of the service, the identity of the lawyer or staff person performing the service, the subject matter reference for the service, a description of the service performed, the time it took to perform that function, and the hourly rate for the individual performing the function. Expense items must also be itemized.

SAMPLE - RFP Legal Services

III. Fees and Expenses

The Town's budget for legal expenses for FY 2015 is $97,500 under a retainer for Town general counsel services. This budget includes fees and expenses for Town Counsel and special and labor counsel as necessary. Other budgets may contain amounts to be expended on legal services, such as Community Preservation Program.

Towards this end, the Board of Selectmen would be pleased to consider alternatives to the traditional hourly rate fee arrangement with counsel. As but one example, responding attorneys may propose a fixed retainer for a specified scope of services, with an hourly rate for work outside the established scope of services. Responding attorneys should feel free to be creative in this regard so long as the proposal is workable and reasonable.

Whether or not an alternative fee arrangement is proposed by the responding attorney, the attached fees and expenses response sheet must be completely filled out.

IV. Selection

In seeking Town Counsel, the Board of Selectmen is not bound by M.G.L. c.30B or by any other constraints apart from the sound judgment of its members. This process is being used to communicate the desired qualifications of Town Counsel and to solicit information in an orderly fashion for rough comparative purposes. Ultimately, though, the Board of Selectmen will select the candidate that they deem to be in the best interests of the Town, in its sole discretion. Consequently, the Board of Selectmen, Town Manager, and the Town of Chatham reserve the right to waive any irregularities in the RFQ process and to accept or reject any or all proposals.

V. Application

Qualified attorneys interested in responding to this RFQ should fill out the attached forms completely, attach copies of all documents requested therein, and return the same in an envelope labeled "Town Counsel RFQ" to:

Jill R. Goldsmith, Town Manager
549 Main Street
Chatham, MA 02633

Please provide six (6) copies of the RFQ response and all associated documentation on 8½ x 11 paper. Electronic submissions to snealy@chatham-ma.gov will be accepted in PDF format. The Town will provide a 'received acknowledgement' via email for all emailed submissions. If such acknowledgement is not received by you on or before the submittal date, please call Shanna Nealy, Executive Secretary at 508.945.5105 for confirmation.

All responses to this RFQ must be received at the Office of the Town Manager/Board of Selectmen above address – or via email to snealy@chatham-ma.gov no later than 4:00PM on November 17, 2014. Thank you!

SAMPLE RFP Legal Services

RESPONSE TO REQUESTS FOR QUALIFICATIONS FOR CHATHAM TOWN COUNSEL

NAME: _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

Please respond to each of the following:

1. Please identify by name (address and phone number if different than above) the proposed Town Counsel and each proposed back-up counsel. The Board of Selectmen wants to know the specific individual attorney who will serve as Lead Counsel.

2. Please attach resumes for each attorney identified above.

3. Do each of the attorneys identified above meet the minimum bar admission requirements of the RFQ? If other than "yes", please explain.

4. With respect to each attorney identified, please list each and every Massachusetts municipality represented by the attorney within the past twenty years, the years of such representation, and the name, address and phone number of at least one contact person in each municipality with knowledge of the attorney's representation.

5. Please describe each identified attorney's experience in the areas of land use, zoning and planning.

6. Please describe how you propose to satisfy the Accessibility requirements of the RFQ.

7. Please describe how you propose to satisfy the Back-up requirements of the RFQ.

8. Will you meet or exceed the Billing requirements of the RFQ?

9. State whether you have represented a client in the preceding three (3) years who has or had a matter pending before any officer, agency board or committee of the Town.

10. Confirm that you will not, during the time of your representation of the Town, represent any client in any matter in which the interests of the client are adverse to those of the Town, or in any matter seeking action by any officer, agency, board or committee of the Town, in accordance with MGLA 44A c268A s17.

11. Provide a general description of the firm, its history, significant changes in its makeup over the last three years (3) and its range of business.

SAMPLE RFP Legal Services

12. Provide a list of Municipalities represented over the last 10 years *(see attached sheet).*

13. For the above Municipal Clients, have you or the firm:
    A. Exceeded the municipal legal budget appropriation (general fund) in the last three (3) fiscal years (FY2014, FY2013, FY2012) and if so, by what percent?

    B. If you have a retainer arrangement with the above clients, please note the retainer amount vs. total amount billed for the last three (3) fiscal years.

14. Provide details of any criminal investigation, regulatory or disciplinary proceedings or material litigation against your firm or members of your firm, which is either pending or has been completed in the preceding three (3) years.

15. Provide details as to the nature and amounts of your firm's professional insurance and of any claims asserted or made against such coverage in the preceding three (3) years.

By my signature, I certify that the information contained in this Response to Requests for Qualifications are complete and accurate, to the best of my knowledge and belief.

Signed:_____ Date:_____

Print Name and Firm_____

SAMPLE RFP Legal Services

NAME/FIRM NAME_____

Lists of Municipalities represented over the last 10 years/References:

Client Name	Contact Name and Title	Telephone Number

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RESPONSE TO REQUESTS FOR QUALIFICATIONS FOR CHATHAM TOWN COUNSEL
Fees and Expenses Response Sheet
(To be attached to and made a part of the overall Response to Requests for Qualifications)

1. Please list the name and hourly rate for proposed Town Counsel and for each attorney intended or likely to serve as back-up.

2. If you propose to bill for services provided by paralegals, clerical staff, or other non-attorney personnel, please list by title and by hourly rate each position for whom you may bill.

3. Please provide a complete listing of all charges for expenses you intend to impose as incurred (i.e. any and all copy charges, telephone charges, fax charges, mileage charges and the like, but excluding any fees for stenographers, court fees, service fees and the like)

4. In what hourly increments do you intend to bill?

5. Do you bill out attorney time out of the office on a portal-to-portal basis or some other basis? Please describe.

6. Will there be a separate charge for office hours and/or training sessions? If so, please itemize.

7. Do you intend to propose an alternative fee arrangement? Yes____ No____ If "yes", please attach additional sheet(s) fully describing and explaining your proposal.

SAMPLE RFP Legal Services

Office of the
BOARD OF SELECTMEN

TELEPHONE: (508) 841-8504
FAX: (508) 842-0587
selectmen@shrewsburyma.gov

TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5398

TOWN OF SHREWSBURY
REQUEST FOR PROPOSALS
TOWN COUNSEL SERVICES
May 2015

SAMPLE - RFP Legal Services

The Town of Shrewsbury, Massachusetts, acting through its Board of Selectmen, seeks to appoint an attorney or law firm as Town Counsel effective no later than August 1, 2015.

The Town's long serving Town Counsel of 37 years, T. Philip Leader, Esq. is retiring effective June 30, 2015.

The Town of Shrewsbury operates under the provisions of Chapter 553 of the Acts of 1953 which established the representative town meeting and Chapter 559 of the Acts of 1953 which established the selectmen-town manager form of government. Attachment E contains several web addresses where interested parties can view relevant documents concerning the Town.

Access to Town Counsel is strictly limited and all contact is made through the Office of the Board of Selectmen. Both the School Department and Board of Light Commissioners engage independent counsel to handle their affairs. The Town's Treasurer and Collector may make use of special counsel for tax taking procedures. The Board of Selectmen reserves the right to appoint other special counsels as necessary and appropriate.

The Town's legal budget is as follows:

FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget
$49,400	$58,918	$58,483	$84,000	$64,200

The Town seeks expertise in the following matters:

- General Municipal Law;
- Labor law (additional labor counsel may be appointed)
- Municipal Finance;
- Town Bylaws and Regulations;
- Open Meeting, public record, executive session, and conflicts of interest law;
- Zoning and land use issues including enforcement of the zoning by-law

- Real estate issues involving acquisitions, sales, eminent domain, easements, leases and tax takings;
- Town Meetings including drafting and the review of warrant articles and motions, advice on issues before and at Town Meeting;
- Drafting and monitoring special legislation;
- Bidding, public construction, and municipal procurement issues;
- Subdivision control law;
- Wetlands regulations;
- Public health enforcement including appearances in Housing Court
- Elections law and procedures;
- Liquor Licensing; and
- Representation of the Town in all courts, including the appellate level and administrative agencies.

The Town expects Town Counsel attendance at the following:

- All annual and special town meetings
- Board of Selectmen meetings and other meetings upon request.

Minimum Qualifications/Requirements:

1. The appointee and all those who serve as designee to the appointee (see below) must be a member in good standing of the Massachusetts Bar and of the Federal Bar for the District of Massachusetts. Town Counsel must have Professional Liability Insurance in the amount of at least $1,000,000 and will need to produce a certificate of insurance upon appointment.

2. The appointee must represent or have represented as town counsel (or functional equivalent) a minimum of three Massachusetts municipalities for no less than five years each or represented other Massachusetts municipalities in specific areas of municipal law or possess equivalent experience. References for all municipalities currently represented or represented in the past ten years must be furnished.

3. The appointee must commit to be available for frequent contact either through in person meetings, via telephone or electronic means, and be able to respond to all communications from authorized officials either himself/herself or through a qualified back up within 48 hours of the call during normal business hours. The appointee must be accessible to authorized town staff and board members. An internal controls process directs staff and board members on procedures to be followed when Town Counsel's services are needed. The appointee must also commit, as a general rule, to responding to requests for written opinions within one week unless the circumstances of the opinion warrant a shorter or longer time frame for a response. The appointee must commit to preparing a brief quarterly written summary of all open issues at no cost to the Town and to preparing a report for the Town's Annual Report.

SAMPLE RFP Legal Services

4. The appointee must have within his or her firm or through an established "of counsel" relationship at least one other qualified attorney designated as available to render advice and otherwise represent the interests of the Town of Shrewsbury when the appointee is unavailable. In this context, "qualified attorney" shall mean another lawyer who substantially meets the minimum qualifications set forth herein for the appointee or who is supervised by another attorney in the firm that meets these qualifications.

5. The appointee must commit to providing a summary of legal services rendered and invoices for services ordered, rendered and accepted on a monthly basis. Each statement, if based on an hourly rate for services, must disclose, at a minimum, the date of the service, the identity of the lawyer or staff person performing the service, the subject matter reference for the service, a description of the service performed, the time it took to perform that function, and the hourly rate for the individual performing the function. Expense items must also be itemized.

6. The Town is committed to containing legal costs and wishes to understand the basis on which the responding attorneys propose fees and expenses. The Board of Selectmen will consider alternatives to the traditional hourly rate fee arrangement with counsel and/or the current fixed fee arrangement for certain services, such as attendance at Board of Selectmen and Town Meetings. Responding attorneys are required to clearly outline the various types of financial arrangements being proposed. For example, if a fixed fee arrangement is being proposed, define exactly what is meant by this term and specify the legal services which are included in the fixed fee arrangement and those which are excluded. The hourly rate for legal services which are excluded from a fixed fee arrangement must be provided. If a minimum annual contract is proposed, define what would be included in such an arrangement. Responding attorneys should feel free to be creative in this regard so long as the proposal is understandable and reasonable.

   Whether or not an alternative fee arrangement is proposed by the responding attorney, the attached fees and expenses response sheet must be filled out completely.

SAMPLE RFP Legal Services

In seeking Town Counsel the Town of Shrewsbury is not bound by M.G.L. c.30B or by any other constraints apart from the sound judgment of its Board of Selectmen. This process is being used to communicate the desired qualifications of Town Counsel and to solicit information in an orderly fashion for rough comparative purposes.

Ultimately, the Board of Selectmen will select the candidate(s) deemed to be in the best interests of the Town, in its sole discretion. Consequently, the Board of Selectmen and Town of Shrewsbury reserve the right to waive any irregularities in the RFP process and to accept or reject any or all proposals. The appointment of Town Counsel is generally made by the Board of Selectmen for each fiscal year.

Qualified attorneys or law firms interested in responding to this RFP should fill out the attached forms completely and attach copies of all documents requested therein. Kindly return the same in a sealed envelope labeled "Town Counsel RFP" to Moira E. Miller, Chair, Board of Selectmen, 100 Maple Avenue, Shrewsbury, MA 01545 no later than 4:30 PM on Friday, June

19, 2015. Questions may be directed to Daniel J. Morgado, Town Manager at 508-841-8508 or dmorgado@shrewsburyma.gov.

Please provide six (6) hard copies of the RFP response and all associated documentation on 8 ½ by 11 paper, along with one digital copy in Adobe pdf format to the address above.

SAMPLE RFP Legal Services

ATTACHMENT A

RESPONSE TO REQUEST FOR PROPOSALS FOR TOWN OF SHREWSBURY TOWN COUNSEL

Name:

BBO#:

Name of Firm:

Street Address:

City, State, Zip:

Telephone:

Fax Number:

Email:

Website:

Please respond to each of the following, using separate pages as necessary:

1. Please identify by name (and BBO #, address and phone number if different than above) the proposed Town Counsel, and, if applicable, lead counsel as well as members of a team, and each proposed back-up counsel.

2. Please attach resumes or curriculum vitae for each attorney identified above.

3. Do each of the attorneys identified above meet the minimum bar admission requirements of the RFP? If other than "yes", please explain.

4. With respect to each attorney identified, please list each and every Massachusetts municipality represented by the attorney within the past ten years, the years of such representation, and the name, address and phone number of at least one contact person in each municipality with knowledge of the attorney's representation.

5. Please describe each identified attorney's experience in municipal law.

6. Please describe how you propose to satisfy the back-up (of counsel) requirements of the RFP.

7. If services are to be provided by a team of lawyers, describe how the team approach would work. For example, will specific attorneys be assigned to specific cases or subject

SAMPLE RFP Legal Services

matters? Will the specific attorney remain the contact person throughout the case or matter?

8. How would you conduct or oversee litigation, including administrative proceedings, in which the Town and its boards are involved in their official capacity, to the extent such legal services are not provided by the Town's insurance carriers or outside counsel?

9. Are you available to review and approve as to form all contracts to which the Town is a party?

10. Do you provide regular updates on regulations, legislation and court decisions affecting municipalities and, if so, would this be a separate expense?

11. Do you provide training in legal obligations and compliance for elected, appointed and compensated town employees on issues such as conflict of interest, ethics, open meeting law and harassment, and, if so, would this be a separate expense?

12. Please describe your suggestions for the transition from current Town Counsel.

13. Please describe any complaints with the Board of Bar Overseers or suits against each identified attorney and how the complaints or suits have been resolved.

14. Please identify any past or current clients that may give rise to a conflict of interest as a result of representing the Town of Shrewsbury.

15. For each Town you and, if applicable, members of your firm have represented, please list those cases where municipal litigation has been undertaken (do not list special ed or appellate tax board cases).

SAMPLE RFP Legal Services

ATTACHMENT B

RESPONSE TO REQUEST FOR PROPOSALS FOR TOWN OF SHREWSBURY TOWN COUNSEL - FINANCIAL INFORMATION

Fees and Expenses Response Sheet

(To be attached to and made a part of the overall Response to Request for Proposals)

1. Please list the name and hourly rate for proposed Town Counsel and for each attorney intended or likely to serve as back-up.

2. If you propose to bill for services provided by paralegals, clerical staff, or other non-attorney personnel, please list by title and by hourly rate each position for whom you may bill.

3. Please provide a complete listing of all charges for expenses you intend to impose as incurred (i.e., any and all copy charges, telephone charges, fax charges, mileage charges and the like, but excluding any fees for stenographers, court fees, service fees and the like).

4. In what hourly increments do you intend to bill?

5. Do you bill out attorney time out of the office on a portal-to-portal basis or some other basis? Please describe.

6. Please describe any proposed alternative fee arrangement.

SAMPLE RFP Legal Services

ATTACHMENT C

MUNICIPAL LAW EXPERIENCE CHECKLIST (To be completed for each team member)

Rate your experience in the following areas of municipal law using the scale below:

1. No experience
2. Limited experience
3. Moderate experience
4. Advanced experience
5. Extensive experience

- General Municipal Law _____
- Labor law (additional labor counsel may be appointed) _____
- Municipal Finance _____
- Town Bylaws and Regulations _____
- Open Meeting, public record, executive session, and conflicts of interest law _____
- Zoning and land use issues including enforcing of the zoning by-law _____
- Real estate issue involving acquisitions, sales, eminent domain, easements, leases and tax takings _____
- Town Meeting including drafting and the review of warrant articles and motions, advice on issues before and at Town Meeting _____
- Drafting and monitoring special legislation _____
- Bidding, public construction, and municipal procurement issues _____
- Subdivision control law _____
- Wetlands regulations _____
- Public health enforcement including appearances in Housing Court _____
- Elections law and procedures _____

SAMPLE RFP Legal Services

- Liquor Licensing _____
- Representation of the Town in all courts, including appellate level, and administrative agencies ____

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ATTACHMENT D

STATEMENT OF LITIGATION EXPERIENCE (To be completed for each team member)

Rate your experience practicing with the following Courts, Boards and Commissions based on the scale listed below:

1. No experience
2. Limited experience
3. Moderate experience
4. Advanced experience
5. Extensive experience

- Trials before State Courts (District, Superior, Land Courts) Trials before Federal District Courts _____
- Appeals before Massachusetts Appeals Court _____
- Appeals before Massachusetts Supreme Judicial Court _____
- Administrative Proceedings before Massachusetts Civil Service Commission _____
- Arbitration Proceedings _____
- Mediation Proceedings _____
- Administrative Proceedings before Massachusetts Appellate Tax Board _____
- Administrative Proceedings before Massachusetts Department of Environmental Protection _____
- Administrative Proceedings before Massachusetts Commission Against Discrimination _____
- Administrative Proceedings before the ABCC _____
- Administrative Proceedings before the Housing Appeals Committee _____
- Administrative Proceedings before Division of Administrative Law Appeals _____

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ATTACHMENT E

TOWN OF SHREWSBURY GENERAL BACKGROUND INFORMATION

Town Website: http://www.shrewsbury-ma.gov/

2014 Annual Report: http://www.shrewsbury-ma.gov/egov/docs/1432728506_996124.pdf

General Bylaws: http://www.shrewsbury-ma.gov/egov/docs/1417444402_533416.pdf

Zoning Bylaws: http://www.shrewsbury-ma.gov/egov/docs/1418050445_140655.pdf

Personnel Bylaws: http://www.shrewsbury-ma.gov/egov/docs/1389214005_446014.pdf

Most recent Annual Town Meeting Warrant: http://www.shrewsbury-ma.gov/egov/docs/14307581626220.pdf

SAMPLE RFP Legal Services

Southborough Semi-Annual Survey (S3)

Objective:
Survey all town residents on a semi-annual basis to collect the data necessary to become more of a “Data Driven Town”

The goal would be to heavily promote this anonymous survey to town residents during February and August of each year. The February results would give some potentially interesting data for Town meeting. The August results would provide interesting data to feed into the next year budget cycle.

Cost:
None.
Delivery: The MTC has a surveymonkey.com account that the current survey is built on.

Promotion: current ideas: 1) The town website, 2) Mysouthborough.com, and 3) signage at the transfer station.

Analysis: Residents with expertise in statistical analysis have volunteered to help analyze the results.

Background:
An increasing number of towns and cities are engaging their residents on a periodic basis to survey sentiment and opinions. Kansas City, MO is considered one of the leaders in this area. Here is their most recent report:
https://www.kcmo.gov/home/showdocument?id=5476

Starting on page 170 of that doc they include a copy of their survey “instruments”. They use one survey for Q1/Q3 and another for Q2/Q4.

The city publishes its results in a live “Resident’s Insights Dashboard”:
https://dashboards.mysidewalk.com/kansas-city-mo-citizen-survey

The current draft of the Southborough Semi-annual Survey is modeled after the professionally developed Kansas City MO survey. That survey instrument is in the public domain.

Status:
Feedback has been incorporated feedback from: Fire, Police, Rec, the Library, Town Administrator, and Youth and Family Services. DPW is currently reviewing. The Schools Committee will also be engaged. Review and feedback from the BOS would also be appreciated. Current release ETA: Finalize the survey by the last week in Feb and then heavily promote the survey for the first two weeks in March.

Southborough Semi-annual Survey (S3)

Pre-Intro

This survey of for residents of the Town of Southborough MA.

1. Are you currently a resident of the Town of Southborough, MA?

   - ◯ Yes
   - ◯ No



Southborough Semi-annual Survey (S3)

Introduction

This survey has been put together by various town departments to collect feedback from town residents and use that feedback to improve the town. Thank you for your willingness to provide honest and actionable feedback!

2. How would you rate Southborough, MA? Using a scale of 1 to 5, where 5 means "Excellent" and 1 means "Poor", please rate Southborough, MA with regard to each of the following.

	Excellent	Good	Neutral	Below Average	Poor	Don't Know
As a place to live	◯	◯	◯	◯	◯	◯
As a place to raise children	◯	◯	◯	◯	◯	◯
As a place to work	◯	◯	◯	◯	◯	◯

3. PERCEPTIONS OF THE COMMUNITY. Please rate your satisfaction with each of the following items that may influence your perception of the town of Southborough, MA

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
Overall quality of services provided by the Town	◯	◯	◯	◯	◯	◯
Overall value you receive for your Town tax dollars and fees	◯	◯	◯	◯	◯	◯
Overall image of the Town	◯	◯	◯	◯	◯	◯
Overall quality of life in the Town	◯	◯	◯	◯	◯	◯
Overall feeling of safety in the Town	◯	◯	◯	◯	◯	◯
How safe you feel in your neighborhood	◯	◯	◯	◯	◯	◯
Overall quality of education system within the Town	◯	◯	◯	◯	◯	◯
Physical appearance of your neighborhood	◯	◯	◯	◯	◯	◯

4. QUALITY OF TOWN SERVICES.
Please rate your satisfaction with the overall quality of the following major categories of services provided by the Town of Southborough, MA

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
Police Services	◯	◯	◯	◯	◯	◯
Fire and ambulance services	◯	◯	◯	◯	◯	◯
The maintenance of town streets, sidewalks, parks, and infrastructure	◯	◯	◯	◯	◯	◯
Solid waste services (e.g. residential waste/recycling transfer station)	◯	◯	◯	◯	◯	◯
Town water utilities	◯	◯	◯	◯	◯	◯
Neighborhood services (e.g. code enforcement, property preservation, animal control)	◯	◯	◯	◯	◯	◯
Town recreation programs/facilities	◯	◯	◯	◯	◯	◯
Trails and Open Spaces	◯	◯	◯	◯	◯	◯
Health Department services	◯	◯	◯	◯	◯	◯
The Library	◯	◯	◯	◯	◯	◯
Senior Center and services	◯	◯	◯	◯	◯	◯
Customer service you receive from town employees	◯	◯	◯	◯	◯	◯
Overall effectiveness of town communication with the public	◯	◯	◯	◯	◯	◯
Public transportation	◯	◯	◯	◯	◯	◯
Town Planning and Development services (e.g. issuing permits)	◯	◯	◯	◯	◯	◯

5. LEADERSHIP. Please rate your satisfaction with the following aspects of Town Leadership in Southborough, MA

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
Overall quality of leadership provided by the Town's elected officials	◯	◯	◯	◯	◯	◯
Overall effectiveness of the Town Administrator and appointed staff	◯	◯	◯	◯	◯	◯
How ethically the Town conducts business	◯	◯	◯	◯	◯	◯
How transparently the Town conducts business	◯	◯	◯	◯	◯	◯

6. If you have any other suggestions on how Southborough Town Leadership can improve please comment here:

Southborough Semi-annual Survey (S3)

Emergency Services

7. POLICE SERVICES. Please rate your satisfaction with the following services provided by the Town of Southborough, MA

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
Effectiveness of local police protection	○	○	○	○	○	○
The visibility of police in neighborhoods	○	○	○	○	○	○
The Town's overall efforts to prevent crime	○	○	○	○	○	○
Enforcement of local traffic laws	○	○	○	○	○	○
How quickly police have responded to specific emergencies	○	○	○	○	○	○
Quality of specific interactions you've had with police including clear communication and followup.	○	○	○	○	○	○

8. Which TWO of the Police services listed above do you think should receive the MOST EMPHASIS from the Town over the next TWO years?

	First Priority	Second Priority
.		

9. FIRE AND EMERGENCY MEDICAL SERVICES. Please rate your satisfaction with the following services provided by the Town of Southborough, MA

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
Overall quality of local fire protection and rescue services	○	○	○	○	○	○
Quality of local fire prevention, education, and inspection services	○	○	○	○	○	○
Quality of local ambulance services	○	○	○	○	○	○
How quickly fire and rescue personnel have responded to specific emergencies	○	○	○	○	○	○
Quality of specific interactions you've had with fire/rescue, including clear communication and followup.	○	○	○	○	○	○

10. Which TWO of the Fire and Emergency Medical services listed above do you think should receive the MOST EMPHASIS from the Town over the next TWO years?

	First Priority	Second Priority
.		

11. If you have any other suggestions on how Southborough Emergency Services can improve please comment here:



Southborough Semi-annual Survey (S3)

Behavioral Health and Social Services

12. With respect to behavioral health and social services from the Town of Southborough:

	All of the time	Most of the time	Some of the time	A small amount of time	None of the time	Don't Know/Not applicable
How often do you feel you and your family are able to access mental health services you need?	◯	◯	◯	◯	◯	◯
How often do you feel you and your family are able to access support to navigate social services (access to health care, housing support, public assistance programs)?	◯	◯	◯	◯	◯	◯
How often do you feel there are an adequate number of quality prevention programs (suicide prevention, substance abuse prevention, for example) available to you and your family in your community?	◯	◯	◯	◯	◯	◯

13. How familiar are you with the services that Southborough Youth and Family Services offers?

- ◯ Very familiar
- ◯ Somewhat familiar
- ◯ A little familiar
- ◯ Not familiar

14. How often have you utilized the services that Southborough Youth and Family Services offers?

- ◯ A lot
- ◯ Some
- ◯ A little bit
- ◯ Not at all

15. If you have used services at Southborough Youth and Family Services, how satisfied are you with the services you received?

- ◯ Very satisfied
- ◯ Satisfied
- ◯ Neutral
- ◯ Dissatisfied
- ◯ Very Dissatisfied
- ◯ Don't Know

16. In terms of behavioral health and social services, what services do you feel are missing in our community?

17. If you have any other suggestions on how Southborough Youth and Family Services can improve please comment here:



Southborough Semi-annual Survey (S3)

Public Works

18. WATER SERVICES. Please rate your satisfaction with the following services provided by the Town of Southborough, MA

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
Condition of catch basins (storm drains) in your neighborhood	◯	◯	◯	◯	◯	◯
Timeliness of water/sewer line break repairs	◯	◯	◯	◯	◯	◯
Quality of Southborough Water department customer service	◯	◯	◯	◯	◯	◯

19. STREETS, SIDEWALKS, AND INFRASTRUCTURE. Please rate your satisfaction with the following services provided by the Town of Southborough.

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
Maintenance of town streets	○	○	○	○	○	○
Maintenance of streets in YOUR neighborhood	○	○	○	○	○	○
Condition of sidewalks in the Town	○	○	○	○	○	○
Condition of sidewalks in YOUR neighborhood	○	○	○	○	○	○
Maintenance of town Parks	○	○	○	○	○	○
Quality of facilities in Town parks (such as picnic shelters and playgrounds)	○	○	○	○	○	○
Availability of and safety of walking trails and sidewalks in the Town	○	○	○	○	○	○
Maintenance of street signs and traffic signals	○	○	○	○	○	○
Snow Removal on Town streets in the last 12 months	○	○	○	○	○	○
Adequacy of town street lighting	○	○	○	○	○	○
Accessibility of streets, sidewalks, and buildings for people with disabilities	○	○	○	○	○	○
Availability and safety of bicycle routes (on-street bike lanes/wayfinding signs, sidewalks)	○	○	○	○	○	○
Transfer station - solid waste services	○	○	○	○	○	○
Transfer station - recycling services	○	○	○	○	○	○

20. Which TWO of the street, sidewalk, and infrastructure services listed above do you think should receive the MOST EMPHASIS from the Town over the next TWO years?

	First Priority	Second Priorit
.		

21. If you have any other suggestions on how Southborough Public Works can improve please comment here:

22. Please provide your suggested ranking of the following priorities (1= highest, 5=lowest)

Downtown improvements (paving, drainage, sidewalks, new water main) – includes a sidewalk on Newton Street to the medical building, sidewalks on Cordaville from Route 30 south to the Cemetery's northern entrance, and the Deerfoot and Flagg Road intersection,

St. Mark's Street and Marlboro Road intersection improvements (paving, re-location, drainage, sidewalks, park/garden area)

Sidewalk north from St. Mark's School's west campus to the railroad bridge

Marlborough Road, through the Route 85 light to Framingham Road through the Boston Road light to Central Street (sidewalks, drainage, bike lanes, traffic light improvements, Acre Bridge Road intersection improvements)

Water main replacement Newton Street

23. Please indicate how much property tax increase you would support to fund these priorities.

- ◯ None! The town should defund other areas and fund these priorities.
- ◯ A small/marginal tax increase would be ok if necessary for these priorities.
- ◯ A moderate tax increase would be ok if necessary for these priorities.
- ◯ A significant tax increase would be ok if necessary for these priorities.

24. What street do you live on?

Southborough Semi-annual Survey (S3)

The Library

25. Please rate your satisfaction with the following services provided by the Southborough Library

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
Quality of customer service from Library employees	◯	◯	◯	◯	◯	◯
Collections (books, DVDs, music, newspapers, etc.)	◯	◯	◯	◯	◯	◯
Programs (classes, storytimes, etc.)	◯	◯	◯	◯	◯	◯
Online services (website, catalog, research databases, etc.)	◯	◯	◯	◯	◯	◯
ILL (Interlibrary loan)	◯	◯	◯	◯	◯	◯
Computers and printers	◯	◯	◯	◯	◯	◯
Wifi/Internet access	◯	◯	◯	◯	◯	◯
Facilities	◯	◯	◯	◯	◯	◯
Hours of operation	◯	◯	◯	◯	◯	◯
Overall, how would you rate the library?	◯	◯	◯	◯	◯	◯

26. Which TWO of Library services listed above do you think should receive the MOST EMPHASIS from the Town over the next TWO years?

	First Priority	Second Priority
.		

27. How valuable to you would it be if the library were to start offering the following content?

	Very Valuable	Somewhat Valuable	Not Valuable	Don't Know
Electronic access to Consumer Reports	◯	◯	◯	◯

28. Are there any new online resources that you would like the Southborough Library to subscribe to? If so, please list them:

29. If you have any other suggestions on how the Southborough Library can improve please comment here:

Southborough Semi-annual Survey (S3)

Recreation Services

30. Please rate your satisfaction with the following services provided by the town of Southborough, MA

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
Quality of outdoor athletic fields and ball courts (i.e. baseball, soccer fields, tennis courts and basketball courts)	○	○	○	○	○	○
The Town's youth programs and activities	○	○	○	○	○	○
Quality of communication from Recreation	○	○	○	○	○	○
Quality of customer service from Recreation employees	○	○	○	○	○	○
Experience in registering for Recreation Department programs	○	○	○	○	○	○
Experience in reserving recreation facilities for personal or organized use	○	○	○	○	○	○
Pricing for Recreational Programs	○	○	○	○	○	○

31. Which TWO of the Recreation services listed above do you think should receive the MOST EMPHASIS from the Town over the next TWO years?

	First Priority
.	

32. If you have any other suggestions on how Southborough Recreation can improve please comment here:

Southborough Semi-annual Survey (S3)

Transportation

33. Please describe your weekday commute (if applicable)

	No Commute	Commute within Southborough or neighboring town via Car	Commute within Southborough or neighboring town via Bus	Commute to Boston via commuter rail	Commute to a town/city other than Boston via commuter rail
Pre-COVID Commute	◯	◯	◯	◯	◯
Current Commute	◯	◯	◯	◯	◯
Anticipated Post-COVID Commute	◯	◯	◯	◯	◯

34. PUBLIC TRANSPORTATION. Please rate your satisfaction with the following services.

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know/use
MBTA Commuter Rail	◯	◯	◯	◯	◯	◯
MetroWest Regional Transit Authority (MWRTA) bus and paratransit	◯	◯	◯	◯	◯	◯



Southborough Semi-annual Survey (S3)

Municipal Technology

35. Please rate your satisfaction with the following Technology services provided by the Town of Southborough

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know or Haven't used
Overall Town website	◯	◯	◯	◯	◯	◯
Specific department websites (like Rec department, Library, etc)	◯	◯	◯	◯	◯	◯
Town Board/Committee websites	◯	◯	◯	◯	◯	◯
Town Board/Committee meetings on zoom/youtube	◯	◯	◯	◯	◯	◯
Online payment of taxes/fees from town	◯	◯	◯	◯	◯	◯
Town's calendar of events	◯	◯	◯	◯	◯	◯
Town's Facebook Presence	◯	◯	◯	◯	◯	◯
Town's Twitter feed	◯	◯	◯	◯	◯	◯
Wifi connectivity in Public buildings	◯	◯	◯	◯	◯	◯
Southborough Municipal Records	◯	◯	◯	◯	◯	◯

Other (please specify)

36. Do you use any technology services not sponsored by the town but with a Southborough Focus?

- ☐ Facebook groups about Southborough (e.g. Southborough Babysitting network, etc)
- ☐ MySouthborough.com
- ☐ Freecycle
- ☐ Other (please specify)

37. What information are you seeking when you use these services?

38. Where do you go to find the best information about Southborough? Why?

39. What other technical services do you wish the town would offer?

Southborough Semi-annual Survey (S3)

Communication

40. COMMUNICATION. Please rate your satisfaction with the following services provided by the Town of Southborough, MA

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know/use
The availability of information about town programs and services	○	○	○	○	○	○
Overall usefulness of the town's website	○	○	○	○	○	○
Opportunity to engage/provide input into decisions made by the Town	○	○	○	○	○	○
Quality of town video programming on Southborough Access Media (SAM)	○	○	○	○	○	○
The Town's use of social media	○	○	○	○	○	○

41. Which TWO of the communication services listed above do you think should receive the MOST EMPHASIS from the Town over the next TWO years?

	First Priority	Second Priority
.		

42. Which are your top 2 preferred methods of receiving information from the Town?

	First Priority	Second Priority
.		

43. How have you watched Southborough Access Media (SAM) video content in the last year?

- ☐ Southborough Public Channel
- ☐ Algonquin Education Channel
- ☐ Southborough Government Channel

44. How have you watched or participated in a Town Board or Committee meeting in the last year?

- ☐ Yes, In Person
- ☐ Yes, via Zoom or Youtube
- ☐ No



Southborough Semi-annual Survey (S3)

Housing, Quality of Life, and Schools

45. How would you describe your overall state of health these days? Would you say it is...

- ◯ Excellent
- ◯ Good
- ◯ Average
- ◯ Fair
- ◯ Poor
- ◯ Don't Know

46. Thinking about your ability to meet your household's needs, would you say your financial situation is...

- ◯ Excellent
- ◯ Good
- ◯ Average
- ◯ Fair
- ◯ Poor
- ◯ Don't Know

47. Thinking about your parents when they were your age, how would you compare your standard of living to theirs? Would you say your standard of living is...

- ◯ Much better
- ◯ Somewhat better
- ◯ About the same
- ◯ Somewhat worse
- ◯ Much worse
- ◯ Don't Know

48. Please rate your satisfaction with the following items concerning housing in Southborough, MA

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
The availability of affordable housing for your family	◯	◯	◯	◯	◯	◯
The quality of housing for your family	◯	◯	◯	◯	◯	◯

49. Please answer the following questions about education in Southborough, MA

- ☐ No Children/No Children in Southborough MA
- ☐ Ages 0-5 (preschool)
- ☐ Ages 5-7 (Kindergarten-1st Grade)
- ☐ Ages 7-9 (2nd and 3rd Grade)
- ☐ Ages 9-11 (4th and 5th Grade)
- ☐ Ages 11-14 (6th, 7th, and 8th Grade)
- ☐ Ages 14-19 (9th-12th Grade)

50. What type of K-12 school(s) do your children attend?

- ☐ Public
- ☐ Charter
- ☐ Private
- ☐ Other (please specify)

51. How would you grade the quality of the school(s) your children attend?

- ◯ Excellent
- ◯ Good
- ◯ Average
- ◯ Poor
- ◯ Failing

52. What resource(s) would you have liked the town to have provided during the height of COVID?

53. How should the town "learn and improve" from COVID? What permanent changes would you recommend the Town retain even after COVID is behind us?



Southborough Semi-annual Survey (S3)

Local Businesses

54. Please tell us where you most often do each of the following

	Southborough	Neighboring Towns or Cities	Not a local business (completely online). Examples: Amazon, Netflix, etc.	N/A
Grocery Shop	◯	◯	◯	◯
Dine Out	◯	◯	◯	◯
Go to a Fitness Gym	◯	◯	◯	◯
Bank	◯	◯	◯	◯
Healthcare	◯	◯	◯	◯
Dental care	◯	◯	◯	◯
Receive Personal Services (Legal, Accounting, Dry cleaning, or other)	◯	◯	◯	◯
Entertainment	◯	◯	◯	◯
Retail Shopping	◯	◯	◯	◯

55. Which TWO business types listed above do you think the town should attract more of?

	First Priority	Second Priority
.		

Other (please specify)

Southborough Semi-annual Survey (S3)

Conclusion

56. Do you think you will be living in Southborough, MA, five years from now?

- ◯ Yes
- ◯ No

57. Do you own or rent your current residence?

- ◯ Own
- ◯ Rent

58. What type of dwelling do you live in?

- ◯ Single family house (detached from other houses)
- ◯ Duplex or townhome
- ◯ Apartment or condominium building
- ◯ Other (please specify)

59. Approximately how many years have you lived in Southborough, MA

60. What does the future look like for the number of grade school aged children in your home?

	Number of grade school aged children will increase	Number of grade school aged children will stay the same	Number of grade school aged children will decrease	We will likely move
Within the next 1-5 years	◯	◯	◯	◯
Between 5-10 years	◯	◯	◯	◯
Beyond 10 years	◯	◯	◯	◯

61. Which of the following best describes your race/ethnicity? [Check all that apply.]

- ☐ Asian/Pacific Islander
- ☐ White
- ☐ American Indian/Eskimo
- ☐ Other (please specify)
- ☐ Person of Color
- ☐ LatinX
- ☐ Choose not to identify

62. Would you say your total annual household income is...

- ◯ Under $30,000
- ◯ Between $30,000 and $59,999
- ◯ Between $60,000 and $99,999
- ◯ Between $100,000 and $149,999
- ◯ Between $150,000 and $200,000
- ◯ Over $200,000

63. What is your age?

- ◯ Under 18
- ◯ 18-24
- ◯ 25-34
- ◯ 35-44
- ◯ 45-54
- ◯ 55-64
- ◯ 65+

64. What is your gender identity?

- ◯ Male
- ◯ Female
- ◯ Other

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

ADMINISTRATION

DATE: January 25, 2021

TO: Marty Healey, Board of Selectmen Chair
Mark Purple, Town Administrator

CC: Betsy Rosenbloom, Personnel Board Chair

FROM: Steve Achilles, Fire Chief

RE: Withdrawal of Schedule E of SAP Request

In light of the feedback we have received, along with the expectation that the design, positions, and compensation within Emergency Management will require further examination, I am respectfully withdrawing the request to revise the Emergency Management Coordinator annual compensation in Schedule E from $2000.00 to $3000.00.

I would, however, appreciate the reconsideration of the Board's support and approval to revise the current provisions of Schedule D of the SAP as presented in an earlier memo.

I am prepared to discuss further at your earliest convenience.

RECEIVED
By kbattles at 11:22 am, Nov 18, 2021

Board of Selectmen
Executive Session Meeting Minutes
Tuesday, February 2, 2021
Virtual Meeting through Zoom

Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers, Town Administrator Mark Purple, Assistant Town Administrator Vanessa Hale

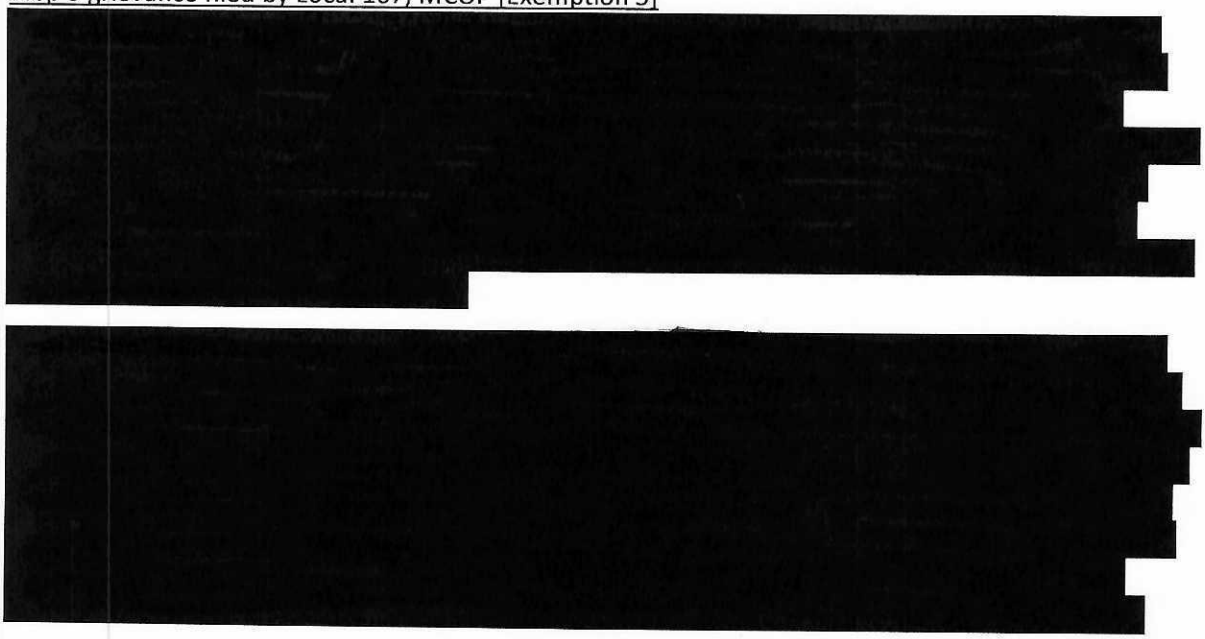
At 6:00 P.M. Chairman Healey made a motion for the Board to enter into Executive Session per M.G.L. Chapter 30A, Section 21, and returning to Open Session, for the following matters –to discuss a Step 3 grievance filed by Local 167, MCOP (Exemption 3); and to comply with, or act under the authority of, any general or special law (Exemption 7) to review and approve the Executive Session minutes of December 15, 2020, and review the April 25, 2019 and May 7, 2019 Executive Session minutes for release. Mr. Shea seconded. The motion passed by roll call all in favor (5-0-0), Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Review and approve Executive Session minutes, December 15, 2020, and release the April 25, 2019 and May 7, 2019 [Exemption 7]

Chairman Healey made a motion to approve and release Executive Session minutes, April 25, 2019 and May 7, 2019. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Mr. Stivers requested to change the line regarding liability in the middle paragraph of the December 15, 20202 Executive Session minutes to read "Ms. Braccio asked if there was liability insurance on the property"" for clarification. Chairman Healey made a motion to approve the Executive Session minutes from December 15, 2020 with the revision mentioned. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Step 3 grievance filed by Local 167, MCOP [Exemption 3]



Approved by BOS 2-16-21

[redacted]

Mr. Shea made a motion to return to open session at 6:27 P.M. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

On a motion by Chairman Healey, seconded by Mr. Stivers and voted all in favor (5-0-0) by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye, Healey, aye, Executive Session was closed at 6:30 P.M.

Approved by BOS 2-16-21

RECEIVED
By Town Clerk/rhc at 9:51 am, Mar 18, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, February 16, 2021, 6:00 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:00 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Chairman Healey acknowledged the Scouts who were observing the meeting and working towards earning their rank of Eagle Scout. He welcomed them to the meeting and asked if anyone would like to speak. There were no volunteers.

I. Public Comment
None

II. Scheduled Appointments
Brian Ballantine, Finance Director; Carla McAuliffe, Town Accountant

i. Quarterly Financial update

Mr. Ballantine gave the financial quarterly update and described revenues as $35,000 less than last year and the first excise commitment is down about 6%. He added that revenues were impacted this year but are staying stagnant. He added that the water fund had a large increase due to the rate structure being revisited. He stated that most departments are on track to stay within their budgets and the Town will be spending about 98-99% of the benefits this year. Ms. McAuliffe gave a financial overview by department which included the Town Clerk, Board of Health and the DPW. She described how each are using FEMA and the CARES ACT to cover expenses due to the pandemic. Ms. Malinowski asked if there were any expenses the Town requested payment or reimbursement through the CARES ACT or FEMA that was denied by both. Ms. McAuliffe explained how the two work and stated that she suspects audits will not be completed until 12/31/21. Ms. Braccio asked about the Board of Selectmen deferred compensation and Mr. Purple explained that the overage is once a year. Mr. Ballantine further

explained that it is calculated based on a contractual obligation of percentage of base and he does not foresee this changing over the next six months. Ms. Braccio asked about the contracted services for the DPW and if there may be a shortfall for fiscal year 2021. Mr. Ballantine stated the DPW budget will be tight this year and he suspects the last four months of the year will be even tighter. Ms. Braccio stated that she would like to ensure the DPW has the funds they need for fiscal year 2022.

Mr. Shea asked if there are any adjustments needed to be made for fiscal year 2022 based on where revenues will be at the end of the year. Mr. Ballantine explained that revenues are set during the fall and there is not enough now to justify changing them in either direction at this time. Mr. Stivers asked if the Mortgage Assistance Program will be renewed and if there were funds to offer this in 2021. Ms. Malinowski stated she will be working with Ms. McAuliffe to renew this and will be looking into the Trust which serves as the back up if the funds are denied through the CARES ACT. Mr. Stivers suggested expanding the Trust and Ms. Malinowski agreed and added she will be discussing this with Ms. McAuliffe as well.

ii. FY22 Budget update

Mr. Ballantine gave an overview of the 6% tax rate decrease which was due to dental and the schools budget. He stated that most departments have resubmitted their budgets as requested and the Personnel Board has voted and approved their budget. Mr. Ballantine stated the Capital Planning Committee is still discussing capital items and will continue to work with the Board regarding their recommendations. He added that the schools are still working on their budgets.

Ms. Malinowski asked about the internal fee reviews departments were asked to conduct. Mr. Ballantine stated he reached out to all departments and received responses from almost all of them. He stated there were no surprises and he will send the document to the Board this week for review. Mr. Stivers asked about the funding of the Historical Museum by the Historical Society. Mr. Ballentine stated that the Society had put money into their budget to assist in funding the Museum for next year but he will look into it. Mr. Stivers explained the changes to the MWRA rater rates after the fiscal year 2022 assessment.

<u>7:00PM: Verizon Pole Hearing – install stub pole and guy for P33-84, Pine Hill Road</u>

At 7:00 P.M. Chairman Healey opened the public hearing and read the public hearing notice into the record. Al Gavin from National Grid gave an overview of the project he is seeking approval for which included installing a thirty-five-foot stub support pole across from lot P33-5 with an anchor to keep the pole from leaning in the future. He stated this is a safety measure and would prevent future power outages. He added that overhead crew supervisors survey local areas and have found this to be needed to ensure proper support for this equipment and will strictly be a support pole. Mr. Shea asked if a line could be run off this pole in the future. Mr. Gavin replied that if a home were built in that area a line could be run from it or there could be a service drop. Mr. Stivers asked for clarity in regards to the location of the stub pole and Mr. Galvin explained that it is all on Town owned land. Mr. Purple stated that Ms. Galligan approves of the proposal and she has been concerned about the leaning of these poles. Mr. Litt (148 Woodland Road) requested that the Board include that the placement will not impede any future sidewalks in their approval. Mr. Gavin stated there is no sidewalk currently and no concern for a future one. Mr. Shea explained the steps that would need to be taken to include a sidewalk in this area which would include widening the road. Mr. Shea made a motion to close the public hearing at 7:10 P.M. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

There was discussion regarding including a statement regarding a future sidewalk in this area and Mr. Shea stated there is a stonewall here that should not be disturbed. Chairman Healey made a motion to approve the installation of stub pole and guy for P33-84, Pine Hill Road as requested by Mass Electric and Verizon New England. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

7:30PM: Public Forum on Downtown District bylaw

i. Sponsorship of warrant article

Ms. Braccio and Ms. Connelly of the EDC presented the document titled "EDC Downtown Initiative Proposed Zoning Changes" from the packet. John Walter (Newton Street) stated his concerns over stormwater drainage and stated that an extensive and deeper water management plan is needed. Mr. Shea stated that this could be addressed during the CSX discussion later in the evening and added that a solution to the infrastructure issues are a key component. Chairman Healey agreed and stated there should be more thought on the type of housing is provided within the community along with the focus on drainage and wastewater issues. Tom Gittins raised his hand to speak but there was no audio connection. Kevin Miller spoke as an abutter to the project and raised concerns about the district map. He questioned the inclusion of the southern and western boundaries that begin at Park Street and runs through private backyards to Latisquama Drive. He felt these should not be included in the downtown district. Ms. Braccio explained the map is the current downtown district and there were no changes proposed to it. She added this will be discussed at the Planning Board public hearing.

Dianna Bell spoke as a new resident in Town and asked if there was any consideration for the types of businesses that will be allowed in this district. Ms. Connelly replied that she has not seen zoning language that includes language that limits the number of specific businesses but it is healthy to have a diversity of businesses. She stated this will be brought up with their zoning consultant.

Ms. Malinowski read the question from Mr. Gittins in the Zoom chat regarding wastewater issues in the downtown area. Ms. Connelly explained the EDC Wastewater Feasibility Study and next steps for moving forward with this. Mr. Shea stated that solving the infrastructure issues in this area should be reviewed in conjunction with reviewing what types of businesses will locate in the downtown district. Ms. Malinowski read a question from Mr. Gittins that was submitted through the Zoom chat regarding liquor licenses for the public house/pub listed in the zoning bylaw as allowed by right. Ms. Connelly explained options.

Mr. Radler raised his hand to speak but audio was not available. Ms. Braccio stated Mr. Radler left a comment in the Zoom chat function regarding the pole hearing from earlier in the evening. Chairman Healey stated this would be addressed after this discussion.

Mari Quirk (11 East Main Street) stated her concerns about updating the downtown area before fixing the groundwater issues. She stated the downtown needs more parks, walkways, bike paths and sidewalks. Chairman Healey stated these concerns will be considered as the process moves forward. Ms. Quirk stated her concerns the type of buildings that could be created in this area could negatively impact the neighborhood. Chairman Healey explained that the allowable uses will limit the types of businesses that could negatively impact the neighborhood and more feedback through forums will help uncover potential issues. Tim Litt stated that using floor area ratio to address building size does not serve a purpose. He asked about room for parking and

open space per lot. He suggested looking at a different metric to limit the size of building on a lot. Ms. Connelly thanked him for his feedback and stated she will confer with the consultant. Ms. Braccio read a comment from Caitlin Boland submitted through the Zoom chat regarding the limited walkability and open space in the downtown. Ms. Connelly explained the work the Master Plan Committee is doing to address these issues. Ms. Braccio read a comment from Dianna Bell submitted through the Zoom chat regarding collaborating boards, committees and departments downtown to enhance the area using skills from these various groups. She used the creation of murals downtown through an art group as an example. Chairman Healey replied with an enthusiastic "yes." Ms. Braccio read a second chat comment from Ms. Bell regarding traffic impact on East Main and accounting for green space and parking in the bylaw. Ms. Braccio read the draft bylaw that describes a solution to these issues.

Ms. Malinowski asked for next steps moving forward and Ms. Braccio explained. At 8:50 P.M. Ms. Braccio suggested the Board close the public hearing. Chairman Healey thanked all those who participated.

Mr. Shea addressed Mr. Radler's question regarding the pole hearing and stated the pole will be on Town land and not on private property. Chairman Healey suggested that any further questions be directed to Mr. Purple.

III. Reports

Chairman's Report

Chairman Healey stated that for the Scouts to earn another merit badge, they must interview a member of Town government. Ms. Braccio nominated Mr. Shea to work with the Scouts. Mr. Shea agreed.

i. Update on Shared Streets & Spaces grant award

Chairman Healey stated that Mr. Purple, Ms. Galligan and he met with a representative from VHB and St. Mark's the previous week and due to the need to spend the funds by the end of May, the process has been fast-tracked. He added Ms. Galligan will be put out RFPs soon and explained the project details with the grant. Ms. Braccio asked about the playgrounds and urged the Board to ensure there is a playground in the southside of Town if any changes happen to South Union property. Ms. Braccio asked about the trees that may be removed and Chairman Healey replied that it was agreed by all representatives to preserve as many as they can. He explained the work covered by Chapter 290 and Chapter 90 funds.

ii. Town Meeting Scheduling

Chairman Healey stated that the information from Mr. Hegarty and the Attorney General's Office has already been reviewed and explained options for holding Town Meeting. He asked the Board to set a date to discuss and felt the Board has the authority to vote to have Town Meeting on a date different than March 20th. He asked that the Moderator discuss with the Board at the next meeting. Ms. Malinowski stated she did not receive the information Chairman Healey was referring to. Mr. Purple confirmed it was sent to Chairman Healey and Ms. Braccio only and forwarded the documents to the rest of the Board. Chairman Healey explained Mr. Hegarty's proposal and the Attorney General's statute that states the Board of Selectmen can select a different date during a State of Emergency not withstanding the bylaw. He asked that the Moderator attend the meeting on March 2nd to discuss.

Members' Reports

i. MMA updates

Ms. Braccio gave an update from the MMA/MSA Board meeting which included the January tax revenues for the State, the amount earmarked by the State for the Stabilization Fund, the fiscal year 2022 budget being viewed by the Governor as a recovery budget and explained the Climate Bill that the Governor vetoed will be refiled.

Ms. Braccio offered condolences to the family of Jim McCaw who was the Town Electrical Inspector for thirty-four years and was a Korean War veteran of the United states and went on to work as the director of buildings and grounds for the Fay School in Southborough. She thanked him for his service to Town and Country.

ii. Master Plan Committee update

Mr. Stivers stated that the Master Plan Committee is making strong progress toward updating the 2008 Plan. He stated that all plan components have been reviewed, drafts have been made by various members and he hopes initial drafts will be done in the coming months. Mr. Stivers added that he hopes to have the Master Plan Committee on an agenda next month for a specific update.

iii. BOS office hours update

Ms. Malinowski stated that Ms. Braccio and she hosted Office Hours this week and it was asked if the audit management report could be published to the website. Mr. Stivers suggested past audit reports be published as well. Chairman Healey stated he will be at the next Office Hours held on February 23rd at 7:30 P.M. with Mr. Shea.

Town Administrator Report

i. COVID-19 vaccination updates

Mr. Purple commended Ms. Le Francois and her staff at the Senior Center for their efforts reaching out and making calls to their lists of seniors to inform them about vaccination options. He explained the collaborative vaccination clinic the Town participated in with Hopkinton and stated several hundred doses were given to Southborough seniors. He thanked Ms. Amico for helping facilitate that partnership.

Mr. Purple stated the Veteran's Agent informed him that the Bedford Medical Center is offering vaccines to Veterans registered with VA Health Care. He urged those who qualified to call the Center and register for a vaccine.

He stated Charles River Medical Association in Hudson has 200 Moderna vaccinations for seniors 75 years and older. He asked those who want to call or register on their website as vaccinations will be held tomorrow from 1:00 – 5:00 P.M. and February 20th from 9:00 A.M. – 3:00 P.M. He thanked Ms. Chamberlain for her assistance in facilitating this.

IV. Consent Agenda

a. Mr. Stivers asked to hold consent agenda "a." Mr. Stivers asked that in line 65-67 the company name "GHB" be revised to "VHB." Ms. Malinowski requested changes on row 84 and 225 as sent in her email. Chairman Healey made a motion to approve Open Session Minutes: February 2, 2021 with the revisions described. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

b. Chairman Healey made a motion to accept the total of $850.00 in donations for the Fire Dept. Ambulance Fund. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.
c. Chairman Healey made a motion to accept the $150.00 donation for Southborough Youth and Family Services donation account. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.
d. Mr. Shea asked to hold agenda item "d," to Award the bid for Wastewater Study under EEA Grant. He informed the Board he will be recusing himself from this matter and asked that the record reflect this. Ms. Braccio stated that the EDC managed the wastewater study and they did not vote to award this bid at their January 15th meeting. She added that she is not comfortable moving forward until the EDC has signed off and agreed to award the contract. Claire Reynolds of the EDC explained that the EDC had not thought they needed a vote and she reached out to DPW Superintendent Galligan for her opinion and did not receive a response. Ms. Reynolds informed the Board that this item could be held until next meeting. Chairman Healey stated Mr. Purple will ask Ms. Galligan for her opinion and he asked the EDC to vote on the matter and report back to the Board for next meeting.
e. Chairman Healey made a motion to approve the request to extend term of Capital Planning - School Research Subcommittee to June 30, 2021. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.
f. Mr. Stivers asked to hold agenda item "f." Mr. Stivers asked that the word "liability" be added to Ms. Braccio's statement in paragraph two. Chairman Healey made a motion to approve Executive Session Minutes: February 2, 2021 with the described edit. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Chairman Healey acknowledge Gloria Radler who was a participant with their hand raised. Audio was unable to be connected. Chairman Healey informed Ms. Radler that the Board will be moving on.

V. Other Matters Properly Before the Board

South Union School – Next steps

Mr. Malinowski, Chair of the Capital Planning Committee, asked the Board if they would like to move forward with this as a Board sponsored article or if they are interested in pursuing a disposal of this property. He further asked if the Board was interested in looking for a proposal to offer at Town Meeting or waiting to entertain offers until Town Meeting authorizes going out to bid for the property. He stated if the Town could generate a one-time revenue from this property, it could offset some cost of capital items on the tax base. Mr. Stivers stated that he is in support of bringing a specific offer to Town Meeting. He voiced his concern about the timing of doing so and ability to include this in the Town Meeting Warrant. Ms. Malinowski agreed with Mr. Stivers. Mr. Shea stated he agreed and asked about timeframes for complying with procurement laws. He added that language would need to be included in the offer that it was applicable for a period of time after Town Meeting. Mr. Purple explained the procurement timeframes. Chairman Healey asked for a larger discussion on March 2nd and asked Mr. Purple to look into the timeframes and legislation newly passed about requirements for zoning near Mass Transit stations. He added this property is close to the train station and it may behoove the Town to begin working towards these guidelines. Mr. Stivers agreed and suggested Town Counsel or other legal experts look into this new legislation and bring suggestions to the Board. Chairman Healey spoke to the future cost incurred by the Town to continue to operate in the

building and moving the Town offices located there. Ms. Malinowski stated that the South Union Playground is the only playground on the south side and the only fenced in playground in Southborough. She stated she would not want to take that asset away without a replacement. Mr. Malinowski outlined the discussions the Capital Planning Committee has had regarding the options for the South Union School and asked for an opinion from the Board. Chairman Healey asked Mr. Malinowski to have his Board take a position on either including the entire parcel in a bid to a developer or whether to limit the bid to include only the school with the maintaining of the façade. Mr. Malinowski stated he will take this back to the Committee and Ms. Braccio will update the Board with their position.

Review draft of RFP for Legal Services

Chairman Healey stated there will be additional drafting done for the March 2nd meeting. He asked any Board member to send feedback on the drafts to Mr. Purple.

Discussion of CSX easement and Downtown portion of Main Street reconstruction project

Chairman Healey stated he met with CSX and gave an update on the four properties impacted by CSX exercising their property rights. He stated that the Knights of Columbus have agreed to a lease agreement that both sides are satisfied with. He stated that CSX has declared that Mr. Bemis's property which is in land court would need to address any plans in the future that may encroach CSX property but as of now they do not see this property as an issue. Chairman Healey stated that Mr. Lamy has decided that his property on the southeast corner does not need access to CSX owned land and they will not be seeking an easement. Chairman Healey summarized the current status of easement negotiations between CSX and Mauro's Café on the southwest side of the tracks. He stated that the Town cannot fix the infrastructure problems in this area without an easement from CSX and the owner of Mauro's Café has denied the lease agreement offer with CSX at this point. He stated that CSX has agreed to give the Town an easement as part of the work done on Main Street as long as curbing is put in that protects their property. This would adversely affect the CSX property used by the Café. He added that property will be blocked off by CSX regardless if any easement agreements are made or not. He stated the Board could enter into an easement agreement and have access to fix infrastructure issues on Main Street or decide not to enter the dispute and lose the opportunity for an easement and thus lose the ability to fix the infrastructure issues. He added either way, the Café will not have access to the CSX owned land when CSX exercises their property rights. Mr. Shea stated that there are more owners adversely impacted by not addressing the infrastructure needs than this one landowner and the Board must think of the greater good. Ms. Braccio agreed and urged for another attempt to facilitate a discussion between CSX and the landowner. Ms. Malinowski stated that the Board should take the majority of property owners into account and a decision cannot be made in favor of one. Mr. Shea clarified where the parking would be adversely impacted. Chairman Healey stated Ms. Galligan would like to put out an RFP for the infrastructure work by the end of March and he will be adding this topic on the March 2nd agenda. He stated he will attempt to have a conversation with the land owner and an update to the Board by then.

VI. Public Comment

Tim Litt (148 Woodland Road) stated that he walks in Town and many sidewalks have telephone poles in the middle which makes it hard to navigate. He stated it should be a matter of policy to avoid poles being placed in the middle of sidewalks and it should be addressed before approving installations.

VII. On a motion made by Mr. Stivers, seconded by Ms. Braccio and voted all in favor (5-0-0) by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 9:38 P.M.

Upcoming Meetings *March 2, 2021* *March 16, 2021*

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the February 16, 2021 BOS Meeting:

- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator
- FY22 Budget Update and Quarterly Financial Update
- Legal Notice of Public Hearing 2.2.21
- Petition for Join Pole Relocations 1.8.21
- EDC Downtown Initiative Proposed Zoning Changes
- Shared Spaces Park and History Walk Presentation
- Draft Regular Session Minutes 2.2.21
- Donations to the Fire Department dated 2.1.21, 2.4.21 and 2.9.21
- Donation to Youth and Family Services 2.8.21
- EDC Wastewater Feasibility Study
- Term Extension Request - Capital Planning School Research Subcommittee
- Draft RFP for Town Counsel Services
- Letter from Claire Reynolds to Lori Esposito re: Request to Award Downtown Wastewater Feasibility Study to Weston and Sampson
- Donation to Youth and Family Services dated 2.8.21

Downtown District

Proposed Zoning Changes

16 February 2021 * Public Forum



Downtown District: Then & Now

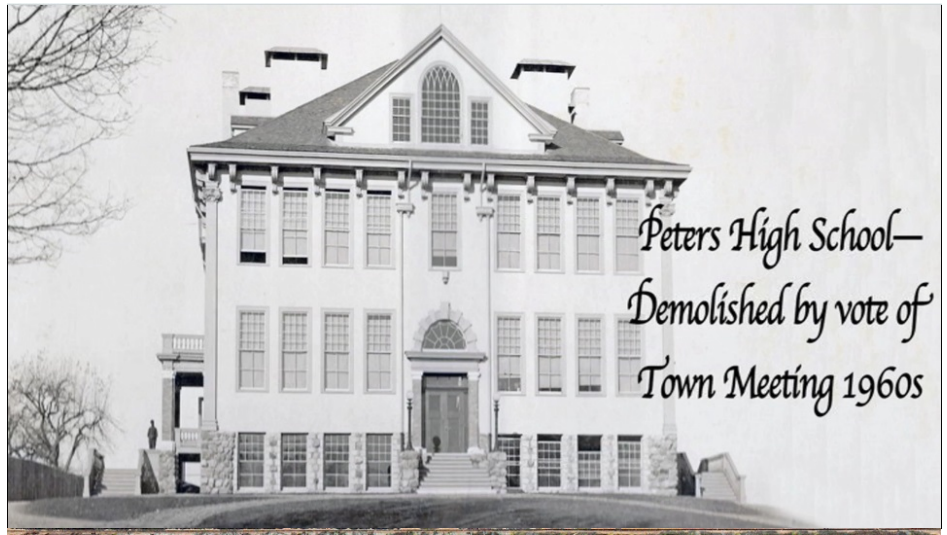


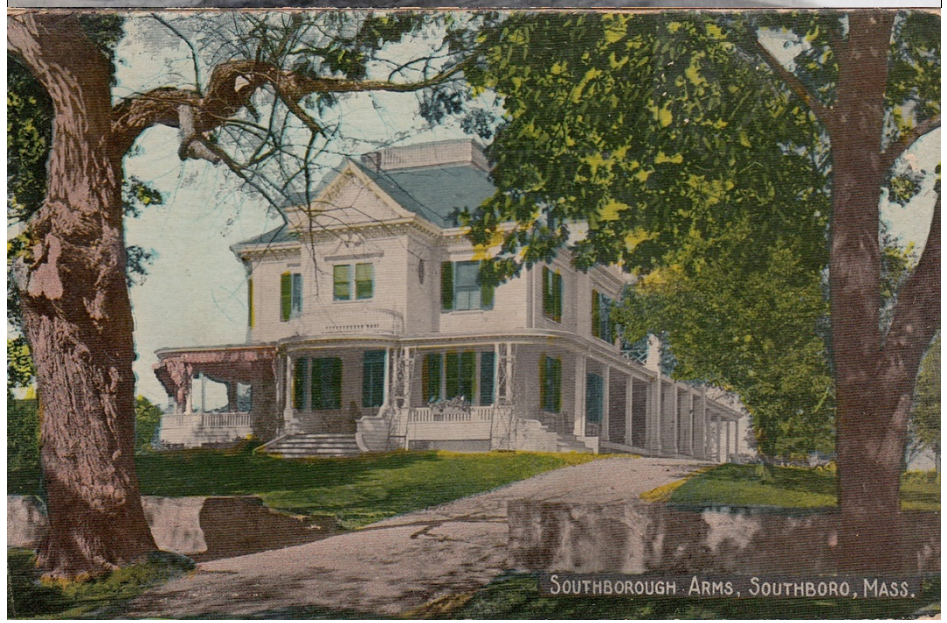






Downtown District: Then & Now









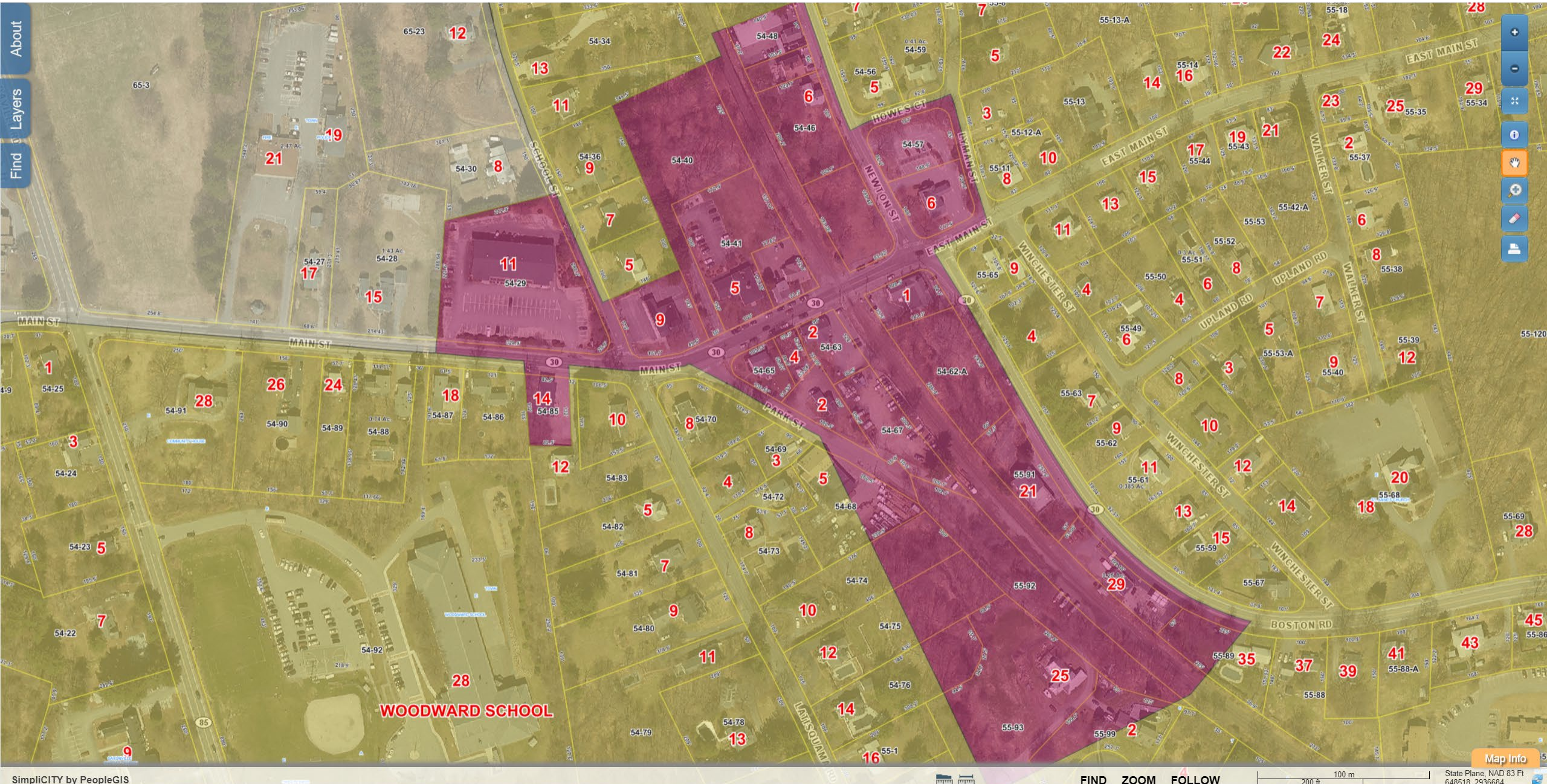
Downtown District: Project Location

Southborough's *Downtown Business Village District* (DBVD) is located centrally in the town and is serviced by Routes 30, 85 and local roads.

It is a typical rural town center with businesses and residences lining the road. The particular area of study with this project is the area defined as the DBVD (*see map A*).

The Downtown is comprised of a mix of commercial, community and municipal buildings as well as single-family homes, many of which are considered to be historically significant.

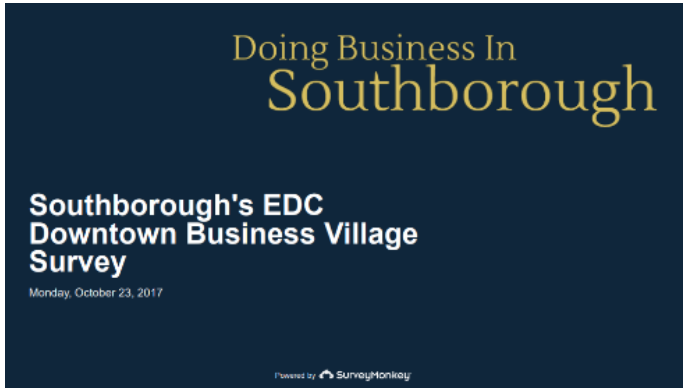
MAP A: Downtown Business Village District (DBVD)



Downtown Initiative Survey

2017 – EDC Downtown Initiative Survey

- **Outreach** August/September 2017
- **427 Total Responses** (including review/input from Boards & Committees)
  - Only *31% were satisfied* with business climate in Downtown
  - *86% were dissatisfied* with shopping and dining opportunities
  - 55% felt that the area doesn't have a 'downtown' feel
- **Summary**
  - Residents and businesses care deeply about Downtown and want improvements.
  - There is a strong sense of community.
  - More amenities are wanted:
    - 90% want more restaurants. Publik house/pub mentioned repeatedly:
    - 67% want more retail shops:
    - Most are open to small-scale mixed use (Only 15% opposed);
    - Historic buildings, signage, "public spaces" and connectivity are highly valued.
- **Public Forums**
  - October 2017
  - November 2017 (Summarized discussions)
  - February 2019
  - October 2019





Why The Proposed Zoning Change?



Source: Housing Production Plan 2015

Past recommendations for Downtown include:

2008 Master Plan	**Goal #1: Promote growth and development within the Downtown to encourage a mixed use environment.**
2012 MAPC Report	Southborough Zoning Bylaw Review and Build-out Analysis for Town Center Parcels
2015 Housing Production Plan	Encourage mixed use development and make infrastructure improvements to promote housing/economic development.
2020 Housing Production Plan	Revise Business Village zoning regulations to provide for mixed use buildings including residential.
ULI Report	"…there appears to be a willingness on the part of the town government and its residents to consider **the reinvigoration of the downtown as an investment that is beneficial to the entirety of Southborough**"

Downtown District: Project Timeline

2021

- ***19 January:*** *Board of Selectmen approved Draft Downtown District Zoning bylaw*
- ***11 February:*** *Planning Board meeting to review draft Warrant Article for the proposed Downtown District and the associated draft Design Guidelines*
- ***16 February:*** *Board of Selectmen Public Forum on proposed zoning changes for Downtown*
- ***22 February:*** *Planning Board Public Hearing - ATM Warrant Article – Create Section 174-8.4.1 Downtown District*

Downtown District: Purpose

It is the purpose of the Downtown District to make mixed-use development options more readily available in the downtown area, and to encourage thoughtful and distinctive development or redevelopment opportunities that prioritize a diversity of uses, use and design compatibility, accessibility, innovative parking solutions and overall compliance with the performance and design standards to follow.

More specific objectives of the Downtown District include to:

1) Promote revitalization of Southborough's downtown area by encouraging and facilitating a mixed-use environment.

2) Foster a diverse mix of retail, office, residential, and recreational uses for residents, businesses, students, and visitors.

3) Update the range of non-residential uses allowed, thereby promoting the creation of local jobs.

4) Provide more diverse local housing opportunities (within mixed-use development).

5) Encourage village-style streetscapes and uses, in part through modification of existing dimensional requirements.

6) Increase the town's tax base by creating a thriving small business environment, helping existing businesses and attracting new enterprises.

7) Permit uses that promote conversion of existing buildings in a manner that maintains the visual character and architectural scale of existing development within the VMUD.

8) Foster a vibrant environment to live, work, and play, encouraging connectivity, pedestrian and bicycle-friendly options, and community gathering space.

Source: Village Mixed Use District Draft V.3

Downtown District: By-Right Uses

- Encourages desirable uses
- Streamlines permitting process for desirable uses
- Preserves the Town's priorities for vision of Downtown
- Helps attract investment by providing certainty

By-right uses are allowed, without the need for a special permit or major site plan review, so long as they meet the district standards and requirements specified in the zoning ordinance.

The advantage of by-right development is predictability: development can proceed "in accordance with pre-set regulation rather than with case-by-case exercise of discretion by officials."

DOWNTOWN DISTRICT BY RIGHT USES:

A. Permitted uses are as follows:
(1) All uses permitted in the residential districts (RA and RB)
(2) Mixed-use development, provided that each use in the development is a permitted use under this Section 174-8.12(A) or Section 174-8.12(B)
(3) Professional or business office, or bank, but not including a medical or dental office
(4) Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsperson, or bakery
(5) Bed and breakfast
(6) Art gallery
(7) Child care center
(8) Co-work center

B. Permitted uses, up to a maximum of 3,000 square feet per establishment:
(1) Retail sales
(2) Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited)
(3) Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive-through service is prohibited)
(4) Personal services such as barber shop, beauty salon, tailor, or shoe repair

Downtown District: Design Guidelines

The adoption of Design Guidelines gives potential investors and developers a clear direction on the visual character and architectural scale of building designs that is *desired* by the Town in the Downtown District.

Design guidelines:

1) Provide structure and standards for those looking to do development work in the Downtown District, providing predictability for the developer and consistency and vision for the Town;
2) Separate from the performance standards included in the bylaw such as height limits, parking requirements, set-backs etc.;
3) Will be promulgated and enforced by the Planning Board;
4) May be changed by the Planning Board without Town Meeting approval, making it a document more easily changeable than the Bylaw as needed in accordance with changes in style, innovation of new materials, etc.
5) Planning Board could include in the Design Guidelines a public hearing process to allow for public comment and input prior to implementing changes.

Downtown District: Floor Area Ratio

174-8.12 Downtown District F (6): ***Max. Floor Area Ratio: 0.35 as of right, or a maximum of 0.5 by special permit from the Planning Board.***

Floor Area Ratio:

1) This ratio is constant for a zone.
2) A floor area ratio of 1.0 means that floor area may equal lot area.
3) A FAR of 2.0 means that the floor area may be up to two times as large as the lot area.
4) A FAR of 0.5 means that the floor area may be no more than half the lot area.

Source: American Planning Association



Downtown District: Mixed Use

Mixed use development combines different uses within the same building.

Mixed-use projects may include any combination of housing, office, retail, medical, recreational or commercial components.

Provides for more public uses on the ground floor, facing the street such as retail, restaurants, commercial uses and more private uses on the upper floor(s) such as residential units, or office space.



SOUTHBOROUGH YOUTH AND FAMILY SERVICES

STRENGTHENING OUR COMMUNITY BY SUPPORTING ITS FAMILIES

February 8, 2021

Town of Southborough
Board of Selectmen
17 Common Street
Southborough, MA. 01772

Dear Board of Selectmen:

We request that you accept the attached donations into our donation account. These will be used to pay for items not covered by our Town budget.

Thank you.

Sincerely,

Sarah Cassell
Director
Southborough Youth and Family Services

Mail: 17 Common Street, Southborough, MA 01772
Office: Fayville Hall, 42 Central Street, Southborough
Phone: (508) 481-5676 Fax: (508) 229-4469

TOWN OF SOUTHBOROUGH

SCHEDULE OF DEPARTMENTAL PAYMENTS TO TREASURER

DATE: 2/8/2021

DEPT. **Youth/Family**

TREASURER:

DESCRIPTION	AMOUNT
Youth and Family Donations 2673-6-542-570-57820	
Donation- check 3244	$150.00
TOTAL	**150.00**

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

Monday, February 01, 2021

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Town of Southborough Board of Selectmen,

Enclosed, please find the following donation made to the Town of Southborough in memory of Ronald Edgren for your acceptance.

RECEIVED FROM:	AMOUNT:	ACCOUNT SPECIFIED:
Jean M DeCastro	$100	Ambulance Fund (2659-4-220-483-48310)
Sharon A Sinerate	$25	Ambulance Fund (2659-4-220-483-48310)
Ralph or Mildred Ellis	$100	Ambulance Fund (2659-4-220-483-48310)
Daniel & Pamela McIntrye	$100	Ambulance Fund (2659-4-220-483-48310)
Harold & Linda Benway	$100	Ambulance Fund (2659-4-220-483-48310)
Southprough Development Associates Realty Trust	$100	Ambulance Fund (2659-4-220-483-48310)
Eleanor Robinson	$50	Ambulance Fund (2659-4-220-483-48310)
Margaret Hasbrouck & Jill Gibbons	$100	Ambulance Fund (2659-4-220-483-48310)
Alice Smith	$50	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration in this request.

Sincerely,

Steven E. Achilles
Southborough Fire Chief

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

Thursday, February 04, 2021

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Town of Southborough Board of Selectmen,

Enclosed, please find the following donation made to the Town of Southborough in memory of Ronald Edgren for your acceptance.

RECEIVED FROM:	AMOUNT:	ACCOUNT SPECIFIED:
Sandra Callinan & Catherine James	$50	Ambulance Fund (2659-4-220-483-48310)
John & Kimberly Gurski	$25	Ambulance Fund (2659-4-220-483-48310) (2659-4-220-483-48310)

Thank you for your consideration in this request.

Sincerely,

Steven E. Achilles
Southborough Fire Chief

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

Tuesday, February 09, 2021

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Town of Southborough Board of Selectmen,

Enclosed, please find the following donation made to the Town of Southborough in memory of Ronald Edgren for your acceptance.

RECEIVED FROM:	AMOUNT:	ACCOUNT SPECIFIED:
James & Ellie Langway	$50	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration in this request.

Sincerely,

Steven E. Achilles
Southborough Fire Chief

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, February 2, 2021, 6:00 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. At 6:00 P.M. the Board entered into Executive Session per M.G.L. Chapter 30A, Section 21, and returning to Open Session, for the following matters –to discuss a Step 3 grievance filed by Local 167, MCOP (Exemption 3); and to comply with, or act under the authority of, any general or special law (Exemption 7) to review and approve the Executive Session minutes of December 15, 2020, and review the April 25, 2019 and May 7, 2019 Executive Session minutes for release. Chairman Healey read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Public Comment

None

III. Scheduled Appointments

Volunteer Interviews:

i. Steven M. Hinterneder, P.E. – Capital Planning Committee, term 6/30/21

Mr. Hinterneder gave an overview of his background within his occupation and membership on the Board of Trustees for SOLF, the Breakneck Hill Cow Farm and ZOO New England. He stated his construction specialty could serve well for facilities and grounds, renovations and new projects. He described where he felt he could contribute to the Committee. Ms. Braccio thanked him for stepping forward and asked if there were any topics he felt interested him that were before the Committee. He replied the process the Town takes with the budget and spending. Ms. Malinowski asked where he could add the most value. Mr. Hinterneder replied that his specialty is underground construction and utility work which could help in new construction projects and the ability to look at a proposal from a different angle. Chairman Healey explained the origins of the Capital Planning Committee. Mr. Hinterneder thanked the Board and stated his is interested in contributing to the Town.

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ii. John Reed – Capital Planning Committee, term 6/30/21

Mr. Reed gave a background of his professional career and Town volunteerism experience which included owning his own consulting company within the construction and engineering sector and serving one term on the Public Safety Building Committee. Ms. Malinowski asked if he has been following the work of the Committee and he stated that he has been keeping a pulse on some of the initiatives and he is interested in looking at the public schools and addressing them from a capital planning perspective. Mr. Shea asked if he had watched any of the Committee meetings and Mr. Reed stated he had not. Mr. Shea asked if he would be open to volunteer on other committees and Mr. Reed stated his passion is construction and engineering and he would prefer to serve on a committee related to that. Mr. Stivers asked if he would be generally available for the meetings and Mr. Reed explained that he could. Ms. Braccio asked how his expertise contributed to the success of the Public Safety Building Committee. Mr. Reed said described his ability for consensus and team building and reviewing all aspects of a project as assets he brought to the process.

iii. Alan Belniak – Capital Planning Committee; term 6/30/21; Economic Development Committee, term 6/30/23; Metropolitan Area Planning Council, term 6/30/22

Mr. Belniak gave a background of his professional career, specifically at GHB, his volunteerism in Southborough and explained his interest in the Committee. Mr. Shea asked if there would be a conflict with some capital items from the DPW who partnered with GHB. Mr. Belniak stated that he would be sure to follow the proper procedure if there were and that he has been trained to do so. Mr. Stivers asked about his knowledge of the Town budget. Mr. Belniak explained and gave examples of how to prioritize needs and services. Ms. Braccio asked how his expertise could be beneficial to the Committee and he replied his ability to review and analyze big scale projects. Ms. Malinowski asked about his interest and abilities for the EDC. Mr. Belniak described his interest and how he could add value.

Mr. Malinowski, speaking on behalf of the Capital Planning Committee, stated that he had the ability to speak to two of the three candidates and that there will be more than one opening in the near term. He added that the recruitment process for this opening was very successful and suggested the same path be taken for all openings.

The Board discussed the candidates and the options for each in relation to interest, experience and openings. Chairman Healey made a motion to appoint Mr. Hinterneder to the Capital Planning Committee; term 6/30/21. Ms. Braccio seconded. The motion passed (4-0-1) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey, aye; Shea, abstained. Chairman Healey made a motion to appoint Mr. Reed to the Capital Planning Committee term 6/30/21 when the future opening is available. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye. Chairman Healey made a motion to appoint Mr. Belniak to the Economic Development Committee, term 6/30/21. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

<u>Town FY20 Audit – Bill Fraher</u>

Mr. Fraher stated that the audit went well and there were no surprises. He walked the Board through the PowerPoint presentation included in the packet. Mr. Fraher lost connection and left the meeting. Mr. Stivers asked Mr. Ballantine if he agreed with the suggestions identified in the

audit. Mr. Ballantine explained that most of them are routine and the urgent ones in previous audits had been addressed. At 7:56 P.M. he Board agreed to have Mr. Ballantine present his budgetary update as they wait for Mr. Fraher to return.

Mr. Fraher returned to the meeting at 8:00 P.M. and cited connection issues as the reason for his departure. He continued presenting his slides. Ms. Braccio asked for his suggestions the Town should focus on over the next two years based on the trends he is seeing. Mr. Fraher stated that the Town is doing well with prioritizing but should invest more money in OPEB and the stabilization fund is low compared to what he has seen in other towns. Ms. Malinowski asked if there were any areas of an audit that the Town should be focusing on that has not been included in his analysis. Mr. Fraher stated that Southborough has done consistently well in their audit and gave credit to a strong financial management staff. Ms. Malinowski asked him to explain how he assesses if anything needs to be updated in regards to payroll and vacation and sick time. Mr. Fraher explained that the more centralized the management of these items are, the less problems will occur. Mr. Stivers asked Mr. Fraher if any items he identified were to of concern. Mr. Fraher stated no and explained his list. Mr. Purple praised the Capital Planning Committee and Mr. Ballantine in regards to integrating the stabilization fund with the capital plan.

FY2022 Budget update – Brian Ballantine, Finance Director

Mr. Ballantine explained the significant items that have been updated since the last update which included four new students for Assabet Valley Regional Technical High School and local aid is increasing approximately $150,000. He explained that the water fund will add additional $40,000 to the budget as an enterprise fund and added that they are waiting for the numbers from health insurance and the schools. He said as of now, the estimated tax rate increase is at 8.13%. He stated the budget exercises will be completed by departments and he will send out a budget recap by the end of the week.

Proposed Schedule D changes from Chief Achilles

Chairman Healey clarified that Chief Achilles had narrowed his proposal to include call firefighters only. Chief Achilles confirmed that was correct. Chairman Healey asked for any questions from the Board and there were none. Mr. Stivers made a motion to approve the proposed Schedule D changes from Chief Achilles. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Review of MTC survey document

Mr. Probst of the MTC explained the survey was created by leveraging what other cities and towns have created. He described the bi-annual structure and how to better market the surveys to gain a larger number of responses. Ms. Malinowski stated she felt the survey was too long and asked if they were open to feedback regarding length and frequency. She asked if they have reached out to the Advisory Committee and the Capital Planning Committee for their input. Mr. Probst responded that they are open to feedback and had not yet reached out to other boards and committees but will do so. He added that this survey will be conducted to cover all town services to avoid departments doing their own individually. Mr. Shea stated he is also concerned with the potential for survey fatigue and applauded the MTC for modeling the survey after other towns. Mr. Stivers stated he was in favor of keeping the survey and frequency broad and streamline based on its success. Ms. Braccio stated that she echoes the concerns regarding frequency and length and urged them to avoid sending the second survey out in August due to

the number of residents on vacation. Chairman Healey asked for a report after the survey results are collated.

IV. Reports

Chairman's Report

i. MWRTA meeting update

Chairman Healey updated the Board on resources geared towards larger communities and commented that Southborough has only one route with a stop downtown that does not target senior housing. He added that MWRTA does not have a focus in Town for seniors and disabled residents and the Board should address this.

ii. OML policies

Chairman Healey asked if there were any comments on the document. Ms. Malinowski asked about removing the language regarding holding an emergency meeting within 48 hours. Chairman Healey explained why he included it in the document and Mr. Shea agreed it should be removed. He added he has only experienced one emergency meeting in his tenure which was in regards to the beginning of the pandemic. Chairman Healey made a motion to approve the OML policies with the removal of the emergency meeting sentence and communicate the document to boards and committees with this recommended approach. Ms. Braccio asked if the Board is able to vote on an item under the "update" agenda category. Chairman Healey withdrew his motion.

iv. 2021 Economic Development Legislation

Mr. Purple stated that Representative Dykema included $250,000 in funds for waste water treatment in Southborough in a capital bond bill which has been approved. He added the Governor will need to release this with funding and only about 30% of those projects are released. Chairman Healey added that the Town of Hudson has been provided $75,000 for a pilot commuter shuttle service which Southborough does not have and stated it was worth exploring.

Members' Reports

i. Office hours update

Mr. Shea stated there were two attendees over the hour and described their discussions which included Park Central, a recycle-only permit for the Transfer Station and strategies for promoting the upcoming Downtown Initiative ahead of Town Meeting. Chairman Healey stated Office Hours will be held next week from 7:30 – 8:30 P.M. with Ms. Braccio and Ms. Malinowski.

ii. MMA Annual Meeting workshops

Ms. Braccio gave a summary of a workshop regarding economic development and the opportunities for downtown. She also summarized the WEMO seminar and the One Stop Grant Program. Ms. Hale described the program and how it will be beneficial for the Town. Ms. Malinowski stated that she would like to work with Ms. McAuliffe and Mr. Purple to utilize someone to look at the Public Safety Building Meeting Room and Town House for hosting Zoom meetings for public participation which could be covered by the CARES Act.

iii. Update on Interface for YFS

Ms. Malinowski stated she had an opportunity to meeting with Youth and Family Services and attend the interface kick-off meeting. She explained the new interface that residents can call

Monday – Friday 9:00 A.M. – 5:00 P.M. to be matched up with counselling services. She added this is available on the Youth and Family Services and Town websites.

iv. Complete Streets MassDOT Submission Update

Mr. Stivers stated that the Public Works Planning Board has been working with Ms. Galligan to create a project plan for Complete Streets funding. He added that the DPW is working with VHB using the 2015 Sidewalk Committee report to prioritize the fifty-nine projects listed there. He stated Ms. Galligan will be sending the list to the Board for review and approval.

Ms. Braccio stated she was on the Frank and Mary Show on SAM and they spoke about Town Meeting, the warrant articles, Office Hours and vaccination clinics. She said it was a wonderful experience and she hopes to go back to speak about the budget.

Town Administrator Report

i. I-90 bridge meeting

Mr. Purple stated that work to replace the bridges on the Turnpike east and westbound will begin in June or August and there will be public virtual meetings that will be marketed through Twitter, the Blog and website when more information is available.

ii. Closeout of Advisory review of leave accruals

Mr. Purple stated that the Advisory Committee looked at accruals and payouts that accrued last fiscal year during the pandemic. He stated they specifically reviewed who had been paid out for any accrued time and four departments heads including he and the Police Chief took advantage of a one-week payout. He explained the Fire Chief had not and he had suspended the ability for his staff to take time during the beginning of the pandemic. Mr. Purple explained the agreement the Chief had made with the Union to pay out certain vacation time and that the Chief was clear that in doing so he did not set precedent. He stated that he collaborated with Mr. Malinowski and Mr. Ballantine to fix the issues and the Fire Department leave accruals will be managed by the Finance Team through Harpers. Ms. Braccio shared her concern that payouts were done outside of the contract approved by the Board and they were not made aware. She asked Mr. Purple to inform the Board of any business conducted outside of a contract, especially those that are financial in nature. Mr. Purple agreed and explained that this occurred between March and June during the beginning of the pandemic when moving all operations to remote. He added nothing was done maliciously. Ms. Malinowski shared her concern that the issue was identified by Advisory and that the Board was not aware of the issue. She added that she expects to know when items occur outside of regular operations and that she hopes the Personnel Board takes this as cautionary tale.

iii. Update on availability of COVID-19 vaccine

Mr. Purple stated the Board of Health is trying to find opportunities to have seniors 75 years and older vaccinated and they are looking at hosting a Town vaccination clinic when it is open to the public. Chairman Healey expressed his concern for marketing this to seniors online. Mr. Purple stated Ms. LaFrancois has been conducting personal outreach to her contacts and it was highlighted on the Frank and Mary Show on SAM. He added there is a large number of volunteers assisting the Senior Center staff with outreach.

iv. Update on Town of Southborough v. Cram, et al.

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Mr. Purple explained the tax title case and the letter issued on January 26th to Land Court to withdraw the complaint as agreed to by the Board after receiving the necessary funds. He stated this case is successfully closed. Chairman Healey praised the work of Attorney Cipriano and Mr. Ballantine.

V. Consent Agenda

Chairman Healey made a motion to approve the Open Session Minutes: January 19, 2021. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

VI. Other Matters Properly Before the Board

Recommendation for shared Administrative position between Selectmen & Treasurer offices

Chairman Healey asked Mr. Purple if the Board needed to approve this change and he stated that they did not but he would like the Board's approval as it is within the Selectmen's Office and could help in receiving support budgetarily. He explained the updates to the job descriptions and the Board agreed to review and discuss these at a later meeting. Ms. Braccio asked about the increase of hours from ten to seventeen for the shared position in the Finance Department. Mr. Purple explained the administrative needs for Conservation, IT and the EDC. Mr. Ballantine stated that he originally under-asked for the ten hours in light of the state of the budget. Ms. Malinowski commended Mr. Purple and Mr. Ballantine for combining the position and urged them to use the hours allocated flexibly and to utilize this person heavier on treasury side to improve their operations and systems. Mr. Purple explained the next steps for approval for the position which included the Personnel Board. Mr. Shea stated he supports the increased hours to seventeen for the Finance Department and urged proper flexibility reflective of busy seasons for each department. Mr. Stivers stated this was a good concept and suggested other departments that could have the capacity to assist with these administrative needs. He urged the Board to ensure Conservation has the administrative support they need. Ms. Danza stated that through collaboration between Mr. Purple, Mr. Ballantine and her they could find the best way to utilize this position.

Review of RFP documents for Legal Services

Chairman Healey asked Mr. Purple to present a proposed RFP from the samples in the packet at a future meeting. Mr. Purple agreed. Mr. Stivers stated he has a list of items he felt important to include and agreed to send them to Mr. Purple. Ms. Braccio stated she agreed with the process and was partial to the example from Chatham. Mr. Purple said that some documents give an explanation as to why the Town is going out to bid for these services and felt that if this were to be included, it should come from the Board.

Timetable for Town Administrator review

Chairman Healey suggested the documents be sent to the Board to review and return the documents with feedback within two weeks. The Board agreed. Chairman Healey asked the Board to return their documents by February 19th and he will collect and collate them.

Scheduling of Forum for Downtown District Zoning article and related Main Street issues

Chairman Healey stated the Planning Board public hearings for this will begin on February 22nd and he asked the Board when they felt their forum should be held. Ms. Braccio stated the Board needs to consider that they do not typically present zoning articles and they will be presenting to the Planning Board. She added that they should consider asking Ms. Barrett to attend the initial

Planning Board hearing to answer zoning questions. Ms. Hale stated that may be outside of what she was hired to do for the Town but it could fall within the parameters of the grant. Julie Connelly of the EDC stated that they would have to pay her more as she was engaged for two rounds of revisions to the zoning language which has been completed. Ms. Braccio stated she will reach out to Ms. Barrett. There was discussion regarding the presentation and Ms. Connelly suggested they use the EDC template they hope to send out to abutters. Mr. Shea added that he spoke with Ms. Reynolds during Office Hours regarding the importance of educating the public prior to Town Meeting in order for the article to pass. Ms. Malinowski stated she met with SHOPC who had concerns about the lack of ability to include affordable housing and to anticipate this being brought up at the forum and hearings. Mr. Stivers stated the same concerns were had by Mr. Stein of the Planning Board. Ms. Connelly asked if the EDC was authorized to send out the residential packets to abutters and those who attend the forum. Ms. Braccio stated that they were. The Board agreed to hold the forum at 7:30 P.M. during their February 16th meeting.

VII. Public Comment

None

VIII. On a motion made by Mr. Shea, seconded by Mr. Stivers and voted all in favor (5-0-0) by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 10:36 P.M.

IX.

Upcoming Meetings
February 16, 2021
March 2, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the February 2, 2021 BOS Meeting:

- Withdrawal of Schedule E of SAP Request 1_25_21
- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator
- Citizen Activity Form, John Reed 1.7.21
- Citizen Activity Form, Steven Hinterneder P.E. 1.7.21
- Citizen Activity Form, Alan Belniak 1.18.21
- FY 20 Audit Presentation - Bill Fraher
- Letter from Town Administrator and BOS to Boards and Committees re: Meeting Agendas
- Draft Selectmen's Minutes, January 19, 2021
- Letter from Chief Achilles to BOS and Mark Purple dated January 13, 2021
- Letter from Mark Purple to BOS dated January 27, 2021
- Job Description, Administrative Assisant
- Job Description, Executive Assistant-Deputy Procurement Officer
- Job Description, Assistant Town Administrator
- Position Descriptions, Admin Assistant, Assistant TA, Executive Assistant

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- Sample RFPs For Town Counsel Services
- Southborough Semi-Annual Survey (S3)

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OFFICE OF THE BOARD OF SELECTMEN
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectmenoffice@southboroughma.com

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TOWN OF SOUTHBOROUGH
REQUEST FOR PROPOSALS
FOR TOWN COUNSEL SERVICES
February 2021

I. Objective

The Town of Southborough, Massachusetts, acting through its Board of Selectmen, seeks to appoint an attorney or law firm as Town Counsel effective July 1, 2021, and invites a legal firm or individual attorneys to submit a proposal and costs for services to provide general town counsel legal services for the Town. The successful appointee must meet or exceed the qualifications stated herein, be readily accessible to authorized public officials, exceptionally experienced in all areas of municipal law. Scrupulous in adhering to required standards of professional conduct and ethics, and committed to rendering sound legal advice with suitable objectivity and professional detachment.

II. Background - INSERT

III. Minimum Qualifications

A. Bar Admissions

The appointee and all those who serve as back-up to the appointee (see below) must be a member in good standing of the Massachusetts Bar and of the Federal Bar for the District of Massachusetts. Town Counsel must have Professional Liability Insurance in the amount of at least $1,000,000 and must produce a certificate of insurance upon appointment.

B. Experience

The appointee must represent or have represented as general town counsel a Massachusetts municipality for not less than five (5) years, or possess equivalent experience. References for all municipalities currently represented or represented in the past ten (10) years by the appointee must be furnished. The appointee also must have substantial experience in all areas of municipal law, including but not limited to labor, land use - zoning and planning, Conflict of

Interest and Open Meeting Law, public construction, public contracts, environmental law, municipal finance, litigation and open town meeting. Particular expertise in zoning and planning desired.

C. Accessibility

The appointee must commit to returning all calls and electronic correspondence from the Town Administrator or authorized town officials either himself/herself or through a qualified back up within 24 hours of the call. The appointee must also commit, as a general rule, to responding to requests for written opinions within one week unless the circumstances of the opinion warrant a shorter or longer time frame for a response. Electronic communications such as PDF documents are preferred when appropriate. The appointee must commit to preparing a brief quarterly written summary of all open issues at no cost to the Town and to preparing a report for the Town's Annual Report.

The Town expects Town Counsel attendance at the following:

- All sessions of Annual Town Meeting (on Saturday in late March) and Special Town Meetings (scheduled as necessary).
- Board of Selectmen meetings for quarterly update, and other meetings on request (infrequent).

D. Back-up

The appointee must have, within his or her firm or through an established relationship, at least one (1) other qualified attorney available to render advice and otherwise represent the interests of the Town of Southborough when the appointee is unavailable. In this context, "qualified attorney" shall mean another lawyer who substantially meets the minimum qualifications set forth herein for the appointee.

E. Billing

The appointee must commit to providing invoices for services rendered on a monthly basis. Each invoice, if based on an hourly rate for services, must disclose, at a minimum, the date of the service, the identity of the lawyer or staff person performing the service, the subject matter reference for the service, a description of the service performed, the time it took to perform that function, and the hourly rate for the individual performing the function. Expense items must also be itemized.

IV. Fees and Expenses

The Town's budget for legal expenses for FY 2022 is anticipated to be $150,000. This budget includes fees and expenses for Town Counsel and special and labor counsel as necessary; the Board of Selectmen strongly desires to stay within this budgeted amount. Other budgets may contain amounts to be expended on legal services.

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Towards this end, the Board of Selectmen would be pleased to consider alternatives to the traditional hourly rate fee arrangement with counsel. As but one example, responding attorneys may propose a fixed retainer for a specified scope of services, with an hourly rate for work outside the established scope of services. Responding attorneys should feel free to be creative in this regard so long as the proposal is workable and reasonable.

Whether or not an alternative fee arrangement is proposed by the responding attorney, the attached fees and expenses response sheet must be completely filled out.

V. Selection

In seeking Town Counsel, the Board of Selectmen is not bound by M.G.L. c.30B or by any other constraints apart from the sound judgment of its members. This process is being used to communicate the desired qualifications of Town Counsel and to solicit information in an orderly fashion for rough comparative purposes. Ultimately, though, the Board of Selectmen will select the candidate that they deem to be in the best interests of the Town, in its sole discretion. Consequently, the Board of Selectmen, Town Administrator, and the Town of Southborough reserve the right to waive any irregularities in the RFP process and to accept or reject any or all proposals.

Below are the projected dates for this process. The Town reserves the right to modify this schedule as it determines convenient:

_____, 2021	RFP issued
_____, 2021	Proposals due by 12:00 PM
_____, 2021	Search Committee screening*
_____, 2021	Board of Selectmen's decision
July 1, 2021	Effective date of appointment

*Date of Public interview to be determined.

VI. Application

Qualified attorneys/firms interested in responding to this RFP should fill out the attached forms completely, attach copies of all documents requested therein, and return the same in an envelope, clearly **labeled "Town Counsel RFP"** to:

Town of Southborough
Board of Selectmen Office
17 Common Street
Southborough, MA 01772

Please provide six (6) copies of the RFP response and all associated documentation on 8½ x 11 paper.

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All responses to this RFP must be received at the Office of the Board of Selectmen at the above address no later than ____PM on _____, 2021.

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RESPONSE TO REQUESTS FOR PROPOSALS FOR SOUTHBOROUGH TOWN COUNSEL

NAME: _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

Please respond to each of the following:

1. Please identify by name (address and phone number if different than above) the proposed Town Counsel and each proposed back-up counsel. The Board of Selectmen wants to know the specific individual attorney who will serve as Lead Counsel.

2. Please attach resume or *curriculum vitae* for each attorney identified above.

3. Do each of the attorneys identified above meet the minimum bar admission requirements of the RFP? If other than "yes", please explain.

4. With respect to each attorney identified, please list each and every Massachusetts municipality represented by the attorney within the past twenty years, the years of such representation, and the name, address and phone number of at least one contact person in each municipality with knowledge of the attorney's representation.

5. Please describe each identified attorney's experience in the areas of land use, zoning and planning.

6. Has any of the above identified attorneys had a complaint filed with the Board of Bar Overseers in the past five (5) years? If yes, provide applicable details.

7. Please describe how you propose to satisfy the Accessibility requirements of the RFP.

8. Please describe how you propose to satisfy the back-up requirements of the RFP.

9. Will you meet or exceed the billing requirements of the RFP?

10. State whether you have represented a client in the preceding three (3) years who has or had a matter pending before any officer, agency board or committee of the Town.

11. Please identify any past or current clients that may give rise to conflict of interest as a result of representing the Town of Southborough.

12. Confirm that you will not, during the time of your representation of the Town, represent any client in any matter in which the interests of the client are adverse to those of the Town, or in any matter

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seeking action by any officer, agency, board or committee of the Town, in accordance with MGLA 44A c268A s17.

13. Provide a general description of the firm, its history, significant changes in its makeup over the last three years (3) and its range of business.

14. Provide a list of municipalities represented over the last 10 years *(see attached sheet).*

15. For the above Municipal Clients, have you or the firm:
    A. Exceeded the municipal legal budget appropriation (general fund) in the last three (3) fiscal years (FY2018, FY2019, FY2020) and if so, by what percent?

    B. If you have a retainer arrangement with the above clients, please note the retainer amount vs. total amount billed for the last three (3) fiscal years.

16. Provide details of any criminal investigation, regulatory or disciplinary proceedings or material litigation against your firm or members of your firm, which is either pending or has been completed in the preceding three (3) years.

17. Provide details as to the nature and amounts of your firm's professional insurance and of any claims asserted or made against such coverage in the preceding three (3) years.

By my signature, I certify that the information contained in this Response to Requests for Proposals are complete and accurate, to the best of my knowledge and belief.

Signed:_____ Date:_____

Print Name and Firm_____

DRAFT

NAME/FIRM NAME_____
Lists of Municipalities represented over the last 10 years/References:

Client Name	Contact Name and Title	Telephone Number

DRAFT

RESPONSE TO REQUESTS FOR PROPOSALS FOR SOUTHBOROUGH TOWN COUNSEL
Fees and Expenses Response Sheet
(To be attached to and made a part of the overall Response to Requests for Proposals)

1. Please list the name and hourly rate for proposed Town Counsel and for each attorney intended or likely to serve as back-up.

2. If you propose to bill for services provided by paralegals, clerical staff, or other non-attorney personnel, please list by title and by hourly rate each position for whom you may bill.

3. Please provide a complete listing of all charges for expenses you intend to impose as incurred (i.e. any and all copy charges, telephone charges, fax charges, mileage charges and the like, but excluding any fees for stenographers, court fees, service fees and the like).

4. In what hourly increments do you intend to bill?

5. Do you bill out attorney time out of the office on a portal-to-portal basis or some other basis? Please describe.

6. Will there be a separate charge for office hours and/or training sessions? If so, please itemize.

7. Do you intend to propose an alternative fee arrangement? Yes____ No____ If "yes", please attach additional sheet(s) fully describing and explaining your proposal.

DRAFT

EDC Downtown Initiative

Downtown District
Proposed Zoning Changes

Information update for residents and businesses ● January 2021



SOUTHBOROUGH EDC
Economic Development Committee

CONTENTS

3 Introduction

5 Why Are We Doing This?

6 Work to Date

7 Downtown Then & Now

8 Vision for Downtown

9 Purpose of Proposed Zoning Article

10 Technical Zoning Options

11 **Appendix:**

A. *Map of the Downtown District*
B. *Downtown: THEN & NOW*
C. *Project Timeline 2017 Onwards*
D. *DRAFT Downtown District Zoning Bylaw*

INTRODUCTION

The Board of Selectmen is grateful for the collaborative effort between the Economic Development Committee (EDC), Planning Board, SHOPC and other boards and committees, to update the zoning code for downtown Southborough. The proposed zoning change is part of the larger *Downtown Initiative* which aims to revitalize Downtown and bring back the vibrant heart of Southborough.

This is a ***Community Development*** effort that will bring more local options and opportunities to Southborough residents and – simultaneously – help existing businesses currently operating in Downtown.

The 2017 Survey put out by the EDC, confirmed overwhelming support from residents for improvements to Downtown, particularly restaurants, small scale stores, mixed-use development and beautification and connectivity.

Southborough's Downtown Business Village District (DBVD) is located centrally in the town and is serviced by Routes 30, 85 and local roads.

It is a typical rural town center with businesses and residences lining the road. The particular area of study with this project is the area defined as the Downtown Business Village District or DBVD (see *APPENDIX A*).

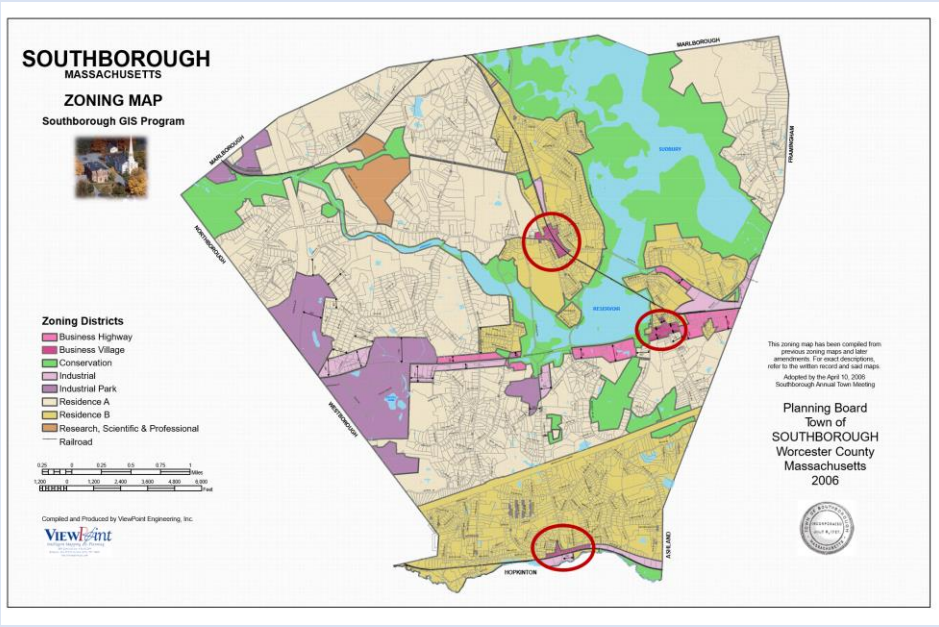
We hope you find this information packet helpful. Please reach out with comments and/or questions. We welcome your feedback and participation in this process.

You can contact the EDC Coordinator Marijke Munsiff at 508 485-0710 ext.3011 or email at mmunsiff@southboroughma.com. Updated versions of the draft zoning bylaw and other information, will be posted on the town website.

We welcome you to attend our **Public Forum** on **Tuesday February 16 at 7:30pm** where the proposed zoning changes for the Downtown District will be discussed. All members of the public are welcome to attend via Zoom. A link to the forum will be posted on the Town website.

Southborough has three zoned business villages as shown on the zoning map (*see map A*).

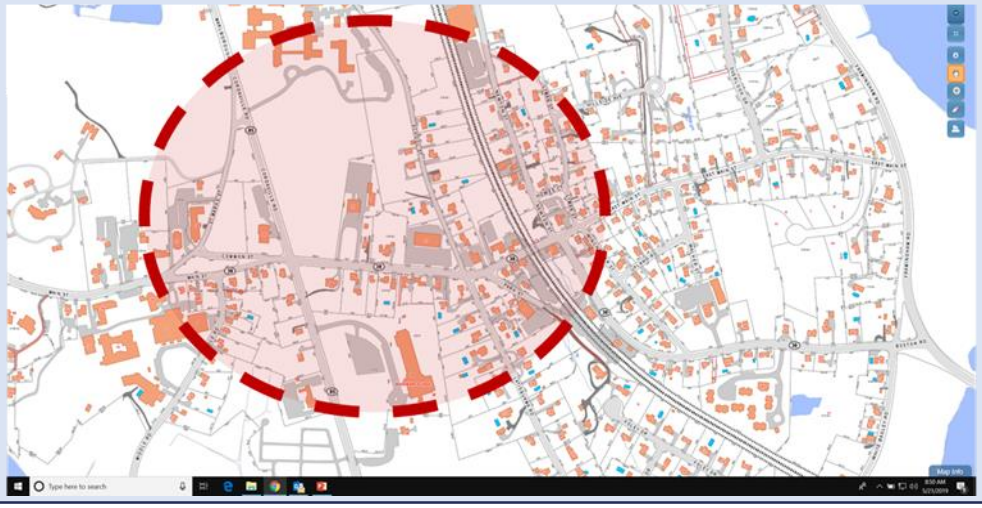
Map A: Southborough's Business Village Districts



The *Downtown* Business Village District is part of the bigger *Downtown* area which extends from the Town Hall at 17 Common Street, to Main Street/Route 30 to just past Newton Street to the Main Street bank (*see map B*).

The Downtown is comprised of a mix of commercial, community and municipal buildings as well as single-family homes, many of which are considered to be historically significant. The larger downtown area is of vital economic importance to the DBVD and therefore all research for this project involves the larger downtown geographical area.

Map B: Greater Downtown Area



WHY ARE WE DOING THIS?

Past recommendations for Downtown include:

2008 Master Plan

Goal #1: Promote growth and development within the Downtown to encourage a mixed use environment.

2012 MAPC Report

Southborough Zoning Bylaw Review and Build-out Analysis for Town Center Parcels

2015 Housing Production Plan

Encourage mixed use development and make infrastructure improvements to promote housing/economic development.

2020 Housing Production Plan

Revise Business Village zoning regulations to provide for Mixed-Use buildings including residential uses.

ULI Report

"…there appears to be a willingness on the part of the town government and its residents to consider **the reinvigoration of the downtown as an investment that is beneficial to the entirety of Southborough**"



Source: Housing Production Plan 2015

WORK TO DATE

EDC Zoning Work to Date:

- Identified "What we want in Downtown" through surveys and past studies and plans
- Identified downtown parcels for possible (re)development
- Created a Vision for Downtown
- Researched zoning bylaws of comparable communities with desirable downtowns (*Westborough, Grafton, Groton, Hamilton, Longmeadow, Barnstable, Stockbridge, Dorset VT and Washington CT*)
- Used Grafton's overlay district, among others, as a guide to start writing a Southborough mixed-use zoning document
- Considered different zoning options for downtown Southborough
- Created draft design guidelines to ensure desirable development
- EEA Grant allowed the EDC to hire zoning/planning consultants:
  - A. Costa for legal zoning assistance (to ensure the overlay works with the underlying zoning)
  - J. Barrett for professional planning assistance to write the Southborough specific performance standards
- Joint meetings with stakeholders organized by the BOS where consensus was reached on most performance standards in the draft zoning document. Present at the meeting were multiple boards and committees including Planning Board, EDC, SHOPC.

For a detailed project timeline starting in 2017, see APPENDIX B

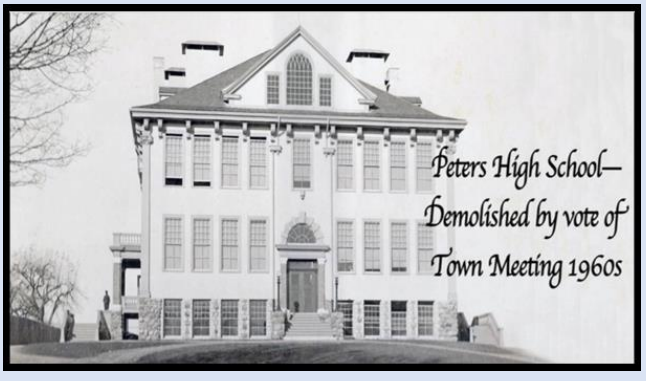
DOWNTOWN THEN & NOW

The lack of strategic and urban planning has resulted in an erosion of economic and community activity in our Downtown.

What makes downtown Southborough unique, is its historic character of which much has been lost in the last 50 years. The lost Downtown buildings and with it, it's commercial activity, include:

1966 Southborough Arms (now 11 Main Street commercial building)
1962 Peters High School (now the former Fire station)
1950s Train Station
1999 Post Office
Other Commercial activity such as: café, drugstore, blacksmith, grocery store and cobbler shop.

By not taking any action, we are *not* preserving the downtown and we are *not* helping the few small businesses that are still there. We have to act now with adopting clear and updated zoning laws and design guidelines to attract commercial investments that are desirable for Southborough and make business sense to potential investors.





VISION FOR DOWNTOWN

A walkable and well-connected small town “Main Street” with locally owned restaurant and pub, lunch café, ice cream shop, boutique style stores and/or other small businesses as well as residential properties.

The mixed-use properties provide more affordable housing options, increased residential density and a larger economic base for the Downtown Business Village District.

With more attractive public space and a larger number of community events, the downtown area truly feels like the heart of Southborough.

Renderings of what could be possible in the downtown area can be found on the EDC pages of the Town website.

PURPOSE FOR PROPOSED ZONING ARTICLE

It is the purpose of the Downtown District to make mixed-use development options more readily available in the downtown area. In addition, to encourage thoughtful and distinctive development or re-development opportunities that prioritize a diversity of uses, use and design compatibility, accessibility, innovative parking solutions and overall compliance with the performance and design standards to follow.

More specific objectives of the Downtown District include to:

1) Promote revitalization of Southborough's downtown area by encouraging and facilitating a mixed-use environment.

2) Foster a diverse mix of retail, office, residential, and recreational uses for residents, businesses, students, and visitors.

3) Update the range of non-residential uses allowed, thereby promoting the creation of local jobs.

4) Provide more diverse local housing opportunities (within mixed-use development),

5) Encourage village-style streetscapes and uses, in part through modification of existing dimensional requirements.

6) Increase the town's tax base by creating a thriving small business environment, helping existing businesses and attracting new enterprises,

7) Permit uses that promote conversion of existing buildings in a manner that maintains the visual character and architectural scale of existing development within the Downtown District.

8) Encourage a vibrant environment to live, work and play, and create pedestrian and bicycle-friendly spaces where the community can gather.

Source: Village Mixed Use District (VMUD) Draft V.3

TECHNICAL ZONING OPTIONS

The EDC considered three technical zoning options and weighed the pros and cons of each option. The Board of Selectmen, after considering the recommendations from zoning consultant J. Barrett and discussions with other boards and committees during their joint meeting (11/06/2020) decided to create a new zoning district for the Downtown Business Village.

Edit Business Village District Zoning Bylaw

- Easiest to present/understand at Town Meeting
- Associated review process & design standards specific to the BV districts have already been adopted
- Updates can be accommodated w/in warrant article
- Changes will apply to all 3 Business Village Districts
- Does not address streamlining permitting process

Create a New Overlay District

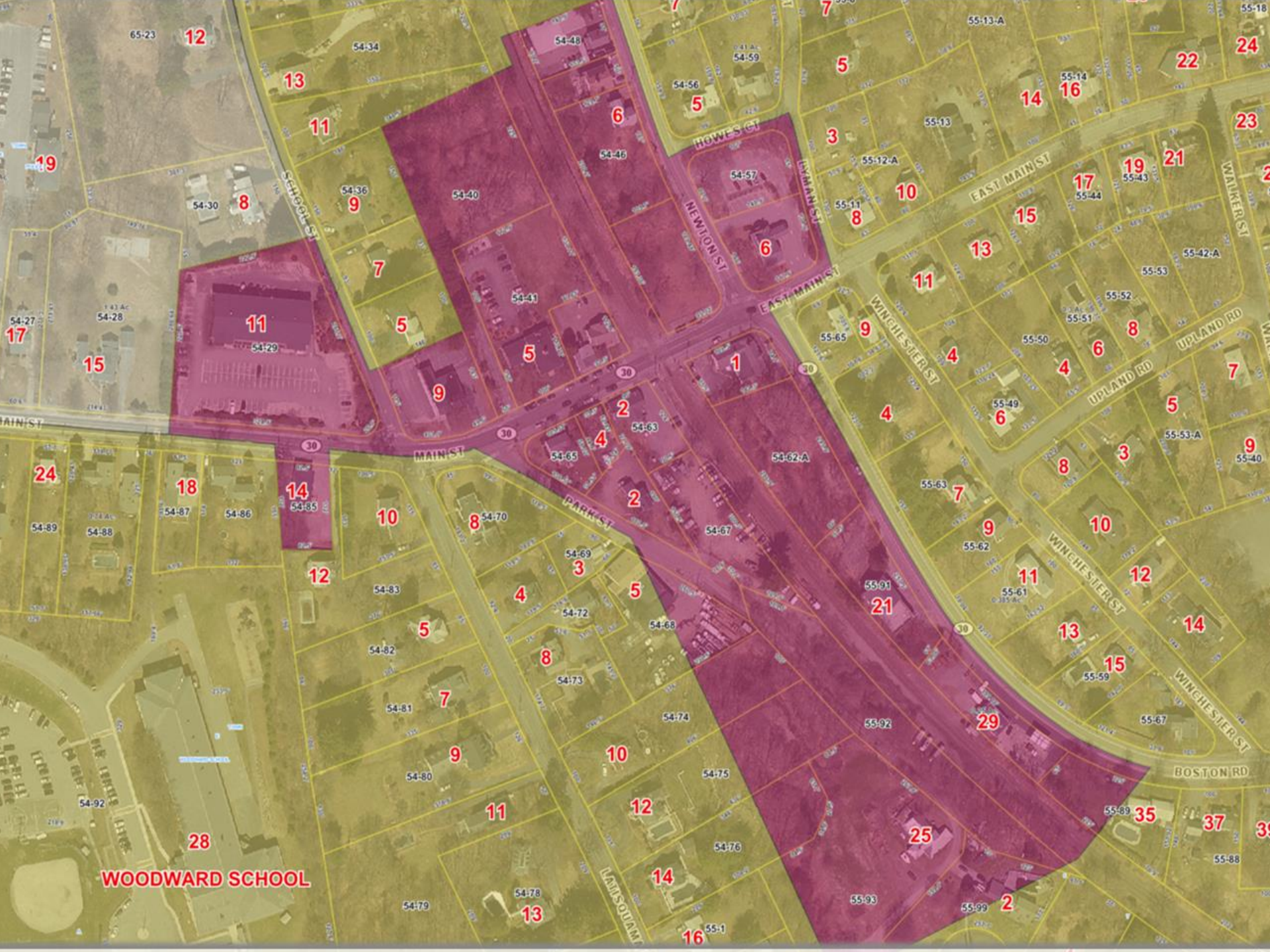
- Ability to package all of the new overlay district requirements and definitions in one bylaw
- Could override issues with Section 174-8 (c-2 & c-5)
- Expansion possibility to include additional parcels
- Underlying zoning stays the same
- No changes for other Business Village Districts
- May need additional warrant article ie map change

Create a New Zoning District

- New zoning district would eliminate BVD zoning for the downtown area
- May be perceived as too big of a change for current residents in the BVD in Downtown
- Will require legal counsel direction

APPENDIX A

Downtown District Map

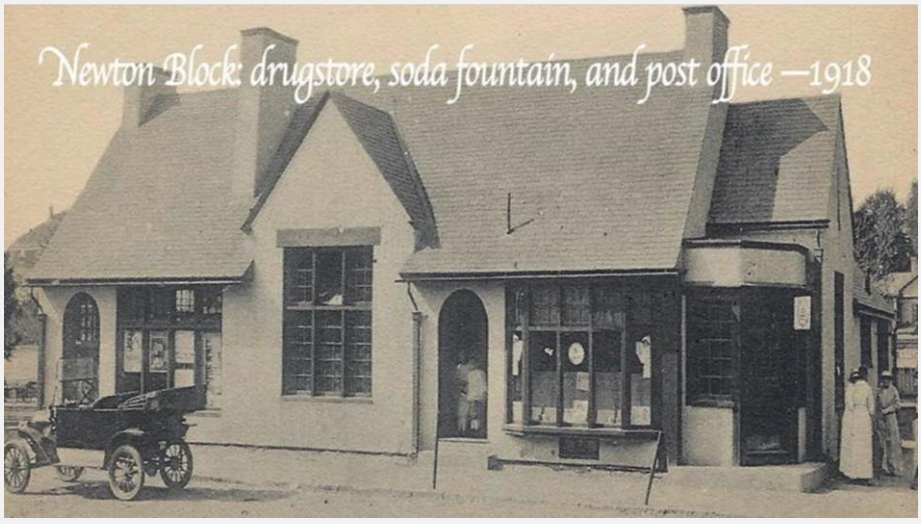

MAIN ST
EAST MAIN ST
NEWTON ST
LYMAN ST
HOWES CT
SCHOOL ST
PARK ST
WINCHESTER ST
UPLAND RD
WALKER ST
BOSTON RD
LAMISQUAM
WOODWARD SCHOOL

APPENDIX B

Downtown: Then & Now

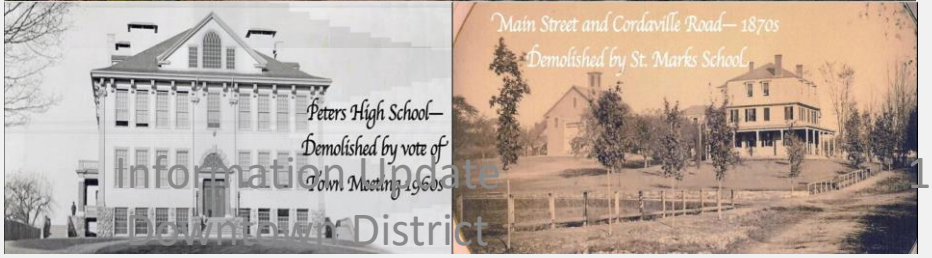
THEN

How it looked









How it looked THEN







NOW

Downtown Business Village District

NOW

Downtown Business Village District

APPENDIX C

Project Timeline 2017 - 2020

JULY-DECEMBER 2017

- "What are you doing about Downtown"?
- EDC Identified Downtown revitalization as a top priority
- EDC Downtown Survey (Sept-Oct)
- Survey results presented (Oct)
- Downtown forum (Nov)

2018

- Outreach with downtown businesses & residents – providing updates on construction, hosting planning sessions, collecting feedback
- Contracted to ULI TAP (May 9th)
- Researched land availability/acquisition
- Zoning review meetings (ZBA & Planning Board) – Drafted zoning amendment, reviewed with ZBA& Planning Board

2019

- Downtown 'working' plan driven by data and resident's feedback (Master Plan 2008, 2015 SHOPC Housing Production Plan, ULI Report, 2017 EDC Survey)
- Researched zoning bylaws - comparable communities
- Met with Grafton Town Planner
- Wrote draft zoning amendment using Grafton's overlay district as a guide for Southborough
- Identified land opportunities
- Sept - Presented to BOS: Mixed use overlay, available land, investment opportunities, vision statement & historic pictures
- EEA Planning Assistance Grant - awarded 9/25
- Dec 17 - EDC presented to BOS
- EDC flyer created (THEN & NOW)

2020

- ***Zoning article rescheduled - Fall STM***
- *6 January*: Planning Board presentation
- *9 January*: Advisory Board discussion
- *Jan/Feb/March*: Downtown Initiative "Roadshow" (Library, Town House & Senior Center)
- Hired Adam Costa (zoning attorney) who drafted an overlay zoning article to be completed by a Planning Consultant
- *8 May*: Notified all Bd/Comm Stakeholders, requesting input for a draft Village Mixed Use Overlay District (VMUD)
- *15 June*: Distributed VMUD (version 2) distributed to all Bd/Comm Stakeholders
- *29 June:* OSPC reviewed VMUD (V2) w/Project Manager

- ***Planned zoning article rescheduled - ATM***
- *10 July*: VMUD (V3) distributed w/request to review to all boards/committees
- *28 July*: Initial call with professional planning consultant J. Barrett (calls 8/14, 8/25)
- *8 September*: Received Town Center Standards V1 draft from J Barrett. BOS meeting.
- *6 October*: Stakeholders meeting (BOS, EDC, PB & SHOPC) with planning consultant Judi Barrett. Decision to draft a new zoning district.
- *20 October*: received DRAFT Downtown Business Village District V2 - (Amend § 174-3 Districts enumerated by adding a new district)
- *10 November*: Stakeholders meeting (BOS, EDC, PB & SHOPC) - initial review of new district zoning & comments received.
- *18 November*: Deadline for receipt of draft V2 comments from Boards and Committees
- *24 November: Joint meeting with stakeholders (BOS, EDC, PB & SHOPC and others) where consensus was reached on many aspects of the new Downtown District draft zoning article.*

APPENDIX D

DRAFT
Downtown District Zoning Bylaw

DOWNTOWN DISTRICT (DD)

January 19, 2021

Part 1. Amend **§ 174-2** Definitions by adding the following new term and definition in appropriate alphabetical order.

BED AND BREAKFAST

Bed and breakfast is an establishment on owner-occupied property offering transient lodging accommodations to the general public, with not more than four guests rooms and food service limited to breakfast for guests.

CO-WORK CENTER

A building or portion thereof used for flexible work spaces offering short-term, monthly, or longer lease periods for self-employed people or people working for different employers, and typically providing shared furnishings, equipment, and business support services.

FAÇADE

The exterior side of a building.

MICROBREWERY

A microbrewery is a licensed establishment that produces and distributes beer, ale, or other malt beverages, and which may include accessory uses such as tours of the microbrewery, retail sales, and a taproom for on-site consumption. In addition to selling beer at retail on the premises, a microbrewery may act as wholesaler for beer of its own production for off-site consumption if it has a valid pub brewery license from the Commonwealth of Massachusetts.

MIXED-USE DEVELOPMENT

A development that includes both residential uses and nonresidential uses within a single structure. The ground floor facing the street shall be used only for permitted nonresidential uses, and the total gross floor area occupied by nonresidential uses shall be at least 10 percent of the gross floor area of the structure.

Part 2. Amend **§ 174-3 Districts enumerated** by adding the following new district:

K. Downtown District, referred to as DD

Part 3. Amend **§ 174-8(C)(2)** as follows (amendment shown in italics)

Not more than one principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a business district or Industrial Park District, *or a mixed-use development in the Downtown District*, shall be deemed to be in a single principal permitted use. . . .

Part 4. Amend **Article III, Use Regulations**, by adding the following new section:

§ 174-8.12 Downtown District

A. Permitted uses are as follows:

(1) All uses permitted in the residential districts (RA and RB)

(2) Mixed-use development, provided that each use in the development is a permitted use under this Section 174-8.12(A) or Section 174-8.12(B)

(3) Professional or business office, or bank, but not including a medical or dental office

(4) Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsperson, or bakery

(5) Bed and breakfast

(6) Art gallery

(7) Child care center

(8) Co-work center

B. Permitted uses, up to a maximum of 3,000 square feet per establishment:

(1) Retail sales

(2) Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited)

(3) Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive-through service is prohibited)

(4) Personal services such as barber shop, beauty salon, tailor, or shoe repair

C. Permitted uses by special permit from the Planning Board are as follows:

(1) Any use listed in Subsection B exceeding 3,000 sq. ft. per establishment

(2) Mixed-use development that includes a use requiring a special permit

(3) Microbrewery

(4) Veterinarian, animal hospital

(5) Medical or dental office

(6) Multifamily housing, up to twelve units.

(7) Private garage or parking for more than three cars or more than one truck or other commercial vehicle.

(8) Indoor recreation, athletic or exercise facility.

D. Uses by special permit from the Zoning Board of Appeals are as follows:

(1) Accessory apartment.

(2) Conversion of a one-family house in existence for two years or longer to a two-family dwelling, on a lot with a minimum of 15,000 square feet.

(3) A mobile home or travel trailer used as a dwelling or business quarters for more than 30 days in a year.

E. Prohibited uses. All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations are prohibited.

F. Development standards are as follows:

(1) Minimum lot area: 5,000 square feet.

(2) Minimum frontage: 60 feet.

(3) Minimum setbacks:

1) Front: 10 feet.

2) Rear: 35 feet.

3) Side: 10 feet; 25 feet if adjacent to a residential district.

4) Other street: 10 feet

(4) Maximum front setback: 20 feet unless waived by the Planning Board.

(5) Minimum landscaped open space: 20 percent. At least 50 percent of the landscaped open space shall be contiguous and located between the front building line and front lot line unless the Planning Board approves a different placement of the open space as part of Site Plan Review.

(6) Maximum floor area ratio: 0.35 as of right, or a maximum of 0.50 by special permit from the Planning Board.

(7) Minimum Façade Buildout (% Lot Width) unless waived by the Planning Board.

1) With less than 50 feet of frontage: N/A

2) 50-80 feet of frontage: 60%

3) Over 81-100 feet of frontage: 70%

4) 100 feet or more of frontage: 75%

(8) Height regulations:

1) Maximum building height: 40 feet and three stories, except by special permit from the Planning Board under Section H below

2) Minimum ground floor height: 12 feet

3) Maximum ground floor height: 18 feet

(9) Residential dwellings. Single-family or two-family dwellings in the Downtown District shall comply with RB District standards.

G. Special Permit for Height Increase. The Planning Board may grant a special permit to increase the maximum building height to 48 feet and four stories, provided that the minimum rear setback shall be increased at a 1-to-1 ratio, e.g., an additional one foot of setback for every one additional foot in building height.

H. Additional Standards for Development in the Downtown District.

Building Regulations

1) The principal entrance(s) to the building shall be on the front façade, which shall face the street.

2) The maximum distance between street-level entrances shall be 35 feet unless waived by the Planning Board.

3) The maximum depth of street-level commercial spaces shall be the lesser of 30 feet or 60 percent of the depth of the building unless waived by the Planning Board.

4) The maximum front setback in Section G(4) may be increased for purposes of amenities such as landscaping, a plaza, square, courtyard, recessed entrance, sidewalk, multi-use path, raised terrace, façade offsets, or outdoor dining, but not for automobile use.

5) Affordable housing. In any multifamily or mixed-use building with eight or more units, at least 12.5 percent of the units shall be affordable housing that is eligible for the Chapter 40B Subsidized Housing Inventory (SHI) in accordance with the Chapter 40B regulations and Guidelines of the Massachusetts Department of Housing and Community Development (DHCD). In consultation with the Southborough Housing Opportunity Partnership Committee (SHOPC), the Planning Board may adopt a guidance document interpreting the Chapter 40B Guidelines as they apply to development under this section.

I. The operation of any marijuana establishment as defined in MGL c. 94C, § 1, including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough.

Part V. § 174-10.2 **Downtown District plan approval.**

In the Downtown District, major site plan approval shall be by special permit from the Planning Board for any use requiring a special permit. In such cases, the procedural requirements and decision criteria of § 174-9, § 174-10, and 174-10.1(A) through (C) shall apply. The Planning Board may adopt design guidelines and apply them to major site plan approval applications regardless of whether a special permit is required.

Part VI. § 174-12 **Parking and loading regulations**. Amend the parking and loading regulations, as follows. Note that existing Section F should be renumbered to Section G.

F. Exceptions in the Downtown District. Off-street parking requirements for development in the Downtown District shall comply with Section E above except for the following uses:

(1) Dwellings: two spaces for each dwelling unit, plus one space for each 80 square feet of floor area devoted to a customary home occupation or a professional use.

(2) Bed and breakfast: one space for each guest room plus two spaces for the owners and operators of the premises.

(3) Restaurants and other places serving food or beverages: one space for each four seats.

(4) Mixed-use development: one space per dwelling unit and one space per 300 square feet of nonresidential floor area.

(5) Professional or business office: one space per 300 square feet for ground floor offices and one space per 350 square feet for offices above the first floor.

TOWN OF SOUTHBOROUGH

Economic Development Committee

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-0710 x3011

WASTEWATER FEASIBILITY STUDY

In 2017, Southborough's Economic Development Committee prioritized (re)development of the Business Village District (BVD) - downtown area. After several studies and surveys, the 'Downtown Initiative' program identified the need for a wastewater system solution as key to moving forward. It is to that end that the Town is seeking a feasibility study of the area in order to produce a recommendation(s) for a "complete wastewater solution".

The solution needs to provide for the collection, treatment and disposal of wastewater resulting from future renovation, building and growth. In addition, the recommendation must be financially and operationally feasible, 'permit-able' and constructible (within the available land area).

Business Village District Synopsis -The particular area of study is located in the center of Southborough. Small businesses (café, market/liquor store, pizza shop, barbershop, etc.) are situated on small individual lots. The BVD also includes a residential properties located on Main Street, E. Main Street, Newton Street and School Street. There are vacant parcels which are a collection of dirt lots, parking lots and old buildings. The total land area is approximately 15 acres. The downtown area is shown on the Town zoning map (Figure 1): https://www.southboroughtown.com/sites/g/files/vyhlif1231/f/uploads/zoning_map_11_x_17.pdf

Figure 1 - Southborough zoning map

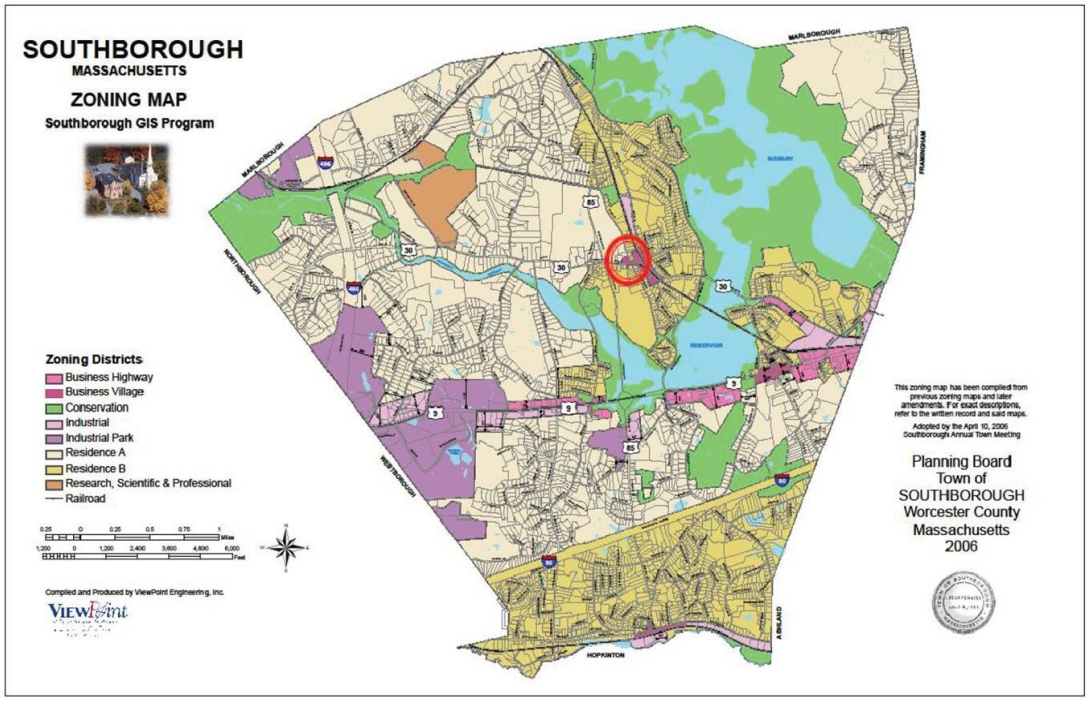


Figure 2 - Business Village District (Downtown area)



Challenges for the Downtown Area - A summary/analysis of several past studies concluded that in order to encourage revitalization and development in the area, 2 issues must be addressed and resolved: zoning and wastewater infrastructure.

Southborough **does not** have a municipal wastewater sewer collection/treatment system which presents a significant obstacle to revitalization especially with a focus on the need for restaurants. Developers typically do not want the added expense of designing and permitting their own wastewater solution. Additional challenges for developing a wastewater solution include:

- Existing potential land parcels (for system location) are small, irregular shaped parcels
- Soil is of poor quality – approximately 30% outwash soil and 70% glacial till (see **Downtown Initiative – Wastewater pre-feasibility study research**, Sept 2019, Page2)
- CSX railroad tracks cut through the center of the downtown area
- Area is located in the Sudbury Watershed – the Sudbury Reservoir is classified as a surface water supply (314 CMR 4.04)

Scope of Work - The Consultant shall produce a complete recommendation customized for the BVD.

***Review* - Downtown Initiative Wastewater pre-feasibility study research**, Sept 2019 (updated August 2020)

Study maps – All relevant maps and construction designs for future roadwork, will be provided.

Understand – An in-depth understanding of the Business Village District is necessary in order to recommend and design the appropriate solution. This will be accomplished by walking the area, meeting with the Board of Health Director, DPW Director and Conservation personnel (and any applicable businesses and residents).

Work with appropriate Town personnel (in person, by phone and/or virtual meeting technology).

Provide required reporting information
The Consultant will be paid from funds awarded in a grant from the Executive Office of Energy and Environmental Affairs – Planning Assistance Grant.

End Product – The result of the study would provide a complete recommendation for an implementable wastewater solution. The solution must be consistent with the improved land use practices from the Executive Office of Energy and Environmental Affairs – Planning Assistance Grant and the mandates of the Baker/Polito administration. (A copy of the grant requirements can be provided.)

November 16, 2020

100 International Drive, Suite 152
Portsmouth, NH 03801

Town of Southborough
Economic Development Committee
c/o Claire Reynolds
Town House
17 Common Street
Southborough, MA 01772

RE: Business Village District Wastewater Feasibility Study – Initial Phase
Agreement for Engineering Services

VIA EMAIL ONLY

Dear Ms. Reynolds:

Following our recent discussions, Weston & Sampson has developed this agreement to evaluate wastewater alternatives for the above area within the Town of Southborough (the Town). This is understood to be an initial set of tasks to ascertain next steps in determining whether centralized wastewater infrastructure is appropriate for the Business Village District (BVD). In order to assess the needs and potential alternatives, as well as associated costs and benefits of such a system, we propose to perform the following scope of work.

Scope of Work

Task 1 — Review Available Information

Weston & Sampson will collect and review available information including:

- Downtown Initiative report dated September 2019, updated August 2020
- Wastewater Feasibility Study scope document
- FY20 Planning Assistance Grant ENV20 DCS 11 Commbuys Bid #BD-19-1042-ENV-ENV01-38404
- Existing private and public infrastructure within the BVD
- Local and state regulatory framework
- Other prior sewer studies and reports
- Available mapping and infrastructure data

Task 2 – Kickoff Meeting, Site Visit & Data Collection

Conduct one site visit with members of the community, Board of Health, Department of Public Works, and others as appropriate. Weston & Sampson will discuss with stakeholders the characteristics of the area, feasibility study goals & objectives; available potentially usable infrastructure and community assets, such as private wastewater facilities; anecdotal data; and other insights that may inform the initial phase of a wastewater feasibility study. It is understood that such discussions will take place in accordance with COVID protocols mandated by the Commonwealth of Massachusetts, the Town, and Weston & Sampson.

Task 3 – Concept Development

Using data collected above and working with the Town's designated representative, Weston & Sampson will perform a high-level initial screening of potential BVD locations for discharge of treated effluent utilizing 'green field', depending on the results of Tasks 1 and 2, above.

A matrix of characteristics for each location will be developed to score and rank shortlisted parcels. Ownership or acquisition considerations are not included in this initial analysis. This shortlist of parcels would be the basis of further investigation in subsequent phases of the study.

Task 4 – Alternatives Analysis
Weston & Sampson will also perform initial assessment of centralized wastewater treatment for the BVD, building upon existing reports and studies.

The following specific alternatives will be compiled from prior efforts or prepared anew:

- A connection to existing available private wastewater treatment and discharge infrastructure, based on conventional sewer conveyance systems.
- A conventional sewer conveyance system and new wastewater treatment and discharge facility using the initial field screening results. Specific assumptions include a package-type treatment system meeting typical BOD, TSS, and Total Nitrogen effluent limits of 30, 30, and 10 mg/l, respectively.

Additional investigation into a recommended alternative would certainly be necessary at the conclusion of this initial step.

Task 5 – Cost Estimate
For the alternatives above, generate planning level estimate of construction costs. Prior cost estimates will be utilized and updated as appropriate, indexed to March 2023 using ENR projections.

Task 6 – Letter Report & Presentation
The results of the above tasks and appropriate next steps will be summarized in a technical memorandum and submitted to the Town. Given the limited funding available initially, a teleconference may be conducted with the Town to discuss the findings.

Compensation

For services performed under this letter proposal, the town agrees to pay Weston & Sampson the lump sum fee of $9,980, payable monthly as accrued based upon the services performed as a percentage of the total lump sum fee. Fees shall be payable within thirty (30) days of the invoice date.

Project Schedule

The following schedule is proposed:

Task	Estimated Completion Date
Tasks 1 through 6	April 1, 2021

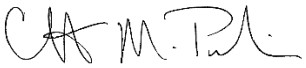
Terms & Conditions

Services performed pursuant to this agreement will be governed by the Weston & Sampson General Terms and Conditions dated May 26, 2020, which have been attached to this agreement. If you agree with this proposal and wish to retain us to provide the proposed services, please sign and return one copy of this proposal to us as authorization to proceed with performance of the services, and please initial and date the enclosed Terms and Conditions.

We are pleased to have the opportunity to present this agreement to the Town and are eager to work with you on this important project.

Very truly yours,

WESTON & SAMPSON ENGINEERS, INC.



Christopher M. Perkins, PE
Vice President

ACCEPTED FOR:
TOWN OF SOUTHBOROUGH

By Its: _____

Name: _____

Date: _____

Enclosures – Standard Terms and Conditions

\\wse03.local\WSInc\Marketing_MarketingResources\Proposals\2020\MA\Southboro - WW Feasibility Study\Southboro MA WW Study Proposal 2020-11-05.docx

S2238-0-P005
October 29, 2020

Claire Reynolds
Town of Southborough
Economic Development Committee
Town House
17 Common Street
Southborough, MA 01772

Re: **Wastewater Feasibility Study**
Downtown Southborough, MA

Dear Ms. Reynolds:

Tighe & Bond appreciates the opportunity to work with you and the Town of Southborough to assess wastewater treatment and disposal options for the downtown area of town. We understand that Southborough has identified constraints to attracting development in the downtown area, which generally follows Route 30/Main Street between Route 85 to the west and Lyman Street/Boston Road to the east. Two critical areas to development/ redevelopment identified were the lack of sewer system and zoning constraints. Southborough is concurrently assessing both issues through a review and update of zoning and assessment of options to provide a wastewater collection, treatment and disposal system. This next planning step is critical to identify a path for the Town to proceed with implementing solutions.

In order to assist Southborough with identifying options for addressing wastewater needs in the downtown area, Tighe & Bond proposes the following scope of services.

Scope of Services

As part of this study, Tighe & Bond will review existing information provided by the Town, including the "Wastewater Pre-Feasibility Study Research" dated September 2019, updated August 2020; zoning recommendations; roadway design plans; and Board of Health records.

Tighe & Bond will attend a site meeting to walk the area and will meet (virtually or in-person) with the Board of Health Director, DPW Director, Conservation personnel, and key stakeholders identified by the Town to gain a better understanding of existing conditions and proposed buildout. Tighe & Bond will take the proposed buildout information from the concurrent planning process and perform basic calculations to determine an approximate size needed for wastewater treatment and disposal for the anticipated buildout flow.

Tighe & Bond will use MassGIS data and available Board of Health data to identify physical constraints for siting a wastewater treatment and disposal system including soils, groundwater, topography, and size. Parcels that pass this initial screening will be screened, scored and ranked using land use and environmental constraints to identify a potential site(s) for siting wastewater treatment and/or disposal.

The results of our evaluation will be summarized in a technical memorandum describing the alternatives including an opinion of probable construction costs (OPCC). The OPPC will be developed based on the conceptual improvements and will include engineering, construction,

and project contingencies. At this early stage of planning we will include a 40% project contingency.

Assumptions and Exclusions

Due to the conceptual level of this effort, we developed our scope with the following assumptions:

- Existing soil data is adequate to assess conceptual disposal options

In an effort to provide you with a reasonable budget for the desired services, we have prepared a detailed scope of services based on our understanding of your needs. In this same regard, the following section describes those services not included in the development of our budgetary estimate. If these services are required, we will modify our proposal accordingly to meet your needs.

- Development of design documents
- Project permitting
- Field testing services associated with soil evaluation, test pits, or borings
- Field Survey
- Cost estimates for land acquisitions

Project Schedule

We anticipate a total of 12 weeks will be required to complete the Sewer System Alternatives Analysis from the date of authorization.

Fee

Tighe & Bond will perform these services for a lump sum fee of $10,000, invoiced monthly based on percentage complete. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment. Our attached Terms and Conditions is part of this letter agreement. The included schedule and fees are based on the above scope of work and assumptions. The schedule includes reasonable allowances for review and approval times by applicable parties. This schedule may need to be adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by you, or for delays or other causes beyond our reasonable control, including delays due to Force Majeure, including those delays that may incur due to the COVID-19 pandemic.

If this proposal is acceptable, please sign and return one copy to Tighe & Bond as your authorization to proceed. Should you have any questions, please contact me at tjadamski@tighebond.com or 413-572-3256. We look forward to the opportunity to work with you on this important project for downtown Southborough.

Very truly yours,

TIGHE & BOND, INC.

Tracy J. Adamski, AICP

Vice President

ACCEPTANCE:

On behalf of **Town of Southborough** the scope, fee, and the attached terms and conditions are hereby accepted.

Authorized Representative	Date

Enclosure: Terms and Conditions – REV 04/2020

J:\S\S2238 Southborough Solar PV\PROP\WW Study.docx

FY 2021 Goals - Boards and Committees.	In Progress	Recent Steps	Completed
OML training and support/training for running Open Meetings.	XX	XX	
Promote and enforce Town Email Use Policy.	XX		
Update, consolidate and promote compliance with general policies.	XX	XX	
Encourage and provide support for televising meetings.	XX		
Encourage and provide support for composite agendas and packets.	XX	XX	
Enhance informational outreach and recruiting for volunteers (forum).	XX		
Conduct public comment at beginning & end of meetings			XX
Review and update descriptions and charges.	XX	XX	
FY 2021 Goals - Community Initiatives			
Coordinate and oversee Downtown Initiative.	XX	XX	
Coordiate communication/roundtables with local businesses.	XX	XX	
Pursue PILOT initiatives, including community center and projects.	XX	XX	
Pursue "bike friendly" policies and explore Biking Committee.	XX	XX	
300th Anniversary planning, including Committee creation.	XX		
FY 2021 Goals - Employees			
Create Employee Handbook.			
Update job descriptions for BoS staff.	XX	XX	
BoS review of annual staff performance reviews.	XX		
Review staffing and BoS office organization.	XX	XX	
Analyze Personnel Board/Town Administrator authority.			XX
FY 2021 Goals - Infrastructure			
Explore municipal electric plant.			
Natl Grid parcel 54-40	XX		
Assimilate Pine Hill Rd into Town Water re: Fire (via MWRA)	XX		
FY 2021 Goals - Long Range/Strategic Planning			
Explore establishing grant writing position(s).	XX	XX	
BoS training, reporting and hiring initiatives re: diversity and inclusion.	XX		
FY 2021 Goals - Municipal Finance			
Additional approval/oversight on appropriation line items.	XX		
Schedule quarterly budget updates (Finance Director).			XX
Establish budget narratives, including long-term impacts.			
Establish BoS budget liaisons.			XX
Communicate BoS position to departments re: new FTEs.			XX
Establish long-term capital plans (with Capital Committee).	XX		XX
Explore generating additional commercial tax revenue.	XX	XX	
Identify and establish a roster of Town service contracts.	XX		XX
Review contracted services and explore re-bidding.	XX	XX	
Maximize potential Covid-19 reimbursements and grants.	XX	XX	
Coordinated budget discussions with Advisory, Capital and Schools.	XX	XX	
FY 2021 Goals - Organizational			
Quarterly newsletter.	XX		
Explore public safety regional dispatch.	XX		
Evaluate organizational processes: postage; mailings; data exchanges.	XX		
Budget software implementation.			XX
Pursue policies and projects for 40B threshold.	XX	XX	
Customer service survey re: Town departments.	XX	XX	

Town of Southborough

FINANCE DIVISION: TREASURER AND COLLECTOR
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 x3010 · FAX (508) 480-0161 · bballantine@southboroughma.com

DATE: February 11, 2021

TO: Honorable Board of Selectmen

FROM: Brian Ballantine, Finance Director
Carla McAuliffe, Town Accountant

RE: FY22 budget Update

Please see attached for the reporting of quarter 2 revenues and expenses for FY2021. Please note we would like to use this format going forward, which includes a summary of various items to highlight. We will of course have all detail information to accompany this. In the interest of time and process I would recommend detailed inquiries be sent to us as follow up and we can then answer any miscellaneous questions.

As a reminder Selectperson Malinowski is the "liaison" to prescreen the quarterly report with the Finance Director and Town Accountant for areas of concern or to clarify any obvious questions. We feel this has worked very well to date.

Should you have any questions, please do not hesitate to ask.

Quarter Report BOS

Revenues and Expenses

Quarter 2 FY2021 ending 12-31-2020

Revenues:

- General fund revenues $35,199 less through 12-31 year over year.
- Areas of positive material revenue growth – tax lien interest, building permits, BOH permits, other miscellaneous revenue.
- Areas that have materially declined – interest earnings, RMV fines, BOS license fees (note: Other Excise timing difference).
- First billing for motor vehicle excise released and it is approximately $125,000 lower than 2020, or just over 6%. Commitment 2 will be issued late March – early April – this will then represent approximately 87% of the annual billed amount and should be a more reliable indicator on revenue estimates.
- Water fund through 12-31 is approximately $558,000 year over year increase. The strong revenue growth is a result of the new rate structure and the dry season that has now passed.

Expenses:

- An email has been sent to our contracted service vendors requesting them to invoice the town on a monthly basis in an effort to keep expense ledgers current through the fiscal year.
- Town Clerk- To date in FY 21 $8,647 of election expenses related to COVID have been moved out of the general fund and into the CARES special revenue fund.
- Board of Health- To date in FY 21 $24,131 of supplies and salary related to COVID have been moved out of the general fund and into the CARES and FEMA special revenue funds. An additional $6,565 in salaries was moved out of the department and into the department of public health grant fund.
- Benefits- On track to be within budget however residual funds likely to be minimal – on pace to expend approximately 98-99% of budget.
- Postage - We did receive CARES funds from the State in the amount of $1,800.00 to offset increased postage in January. A reallocation entry is not reflected in the current report but will be in the next quarterly report.
- DPW- Due to the increase in trash volume and the fact we are being charged for recycling this fiscal year, the refuse disposal line is forecasted to be over by $62,143. The department will strive to cover the overage within their budget and request a reserve fund transfer if necessary.
- The next CARES application which covers the period 9/30/2020 – 12/31/2020 is due to the State on 2/26/2021. Since the change in federal administration there are further revisions to the cost share between FEMA and CARES. We are waiting on further guidance to clarify the best way to maximize reimbursement between the 2 sources of funding.

- Reserve fund has several potential transfers being tracked. These include antennae repair, DPW overages, and potential Board of Health expenses. Additional information on this will be available in the Q3 report.

Filter by: Segment 1: 0100
Segment 2: 5
Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 114 - MODERATOR							
Salaries								
0100-5-114-000-51110	SALARIES PART-TIME	0.00	50.00	50.00	0.00	0.00	50.00	0.00
Total Group 3: Salaries		**0.00**	**50.00**	**50.00**	**0.00**	**0.00**	**50.00**	**0.00**
Expenses								
0100-5-114-000-57300	DUES	0.00	25.00	25.00	0.00	0.00	25.00	0.00
Total Group 3: Expenses		**0.00**	**25.00**	**25.00**	**0.00**	**0.00**	**25.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 114 -	**0.00**	**75.00**	**75.00**	**0.00**	**0.00**	**75.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 121 - ELECTED BOARD OF SELECTMEN							
Salaries								
0100-5-121-000-51110	SALARIES PART-TIME	-1,600.00	4,000.00	4,000.00	-1,600.00	0.00	2,400.00	40.00
Total Group 3: Salaries		**-1,600.00**	**4,000.00**	**4,000.00**	**-1,600.00**	**0.00**	**2,400.00**	**40.00**
		-1,600.00			**-1,600.00**			
Total Group 1: Segment 3: Department	Code: 121 - ELECTED	**-1,600.00**	**4,000.00**	**4,000.00**	**-1,600.00**	**0.00**	**2,400.00**	**40.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 122 - BOARD OF SELECTMEN							
Salaries								
0100-5-122-000-51100	SALARIES FULL-TIME	-173,827.10	376,942.00	376,942.00	-173,827.10	0.00	203,114.90	46.12
0100-5-122-000-51110	SALARIES PART-TIME	-374.60	0.00	0.00	-374.60	0.00	-374.60	0.00
0100-5-122-000-51450	LONGEVITY	-1,950.00	2,350.00	2,350.00	-1,950.00	0.00	400.00	82.98
0100-5-122-000-51460	DEFERRED COMPENSATION	-11,091.90	10,510.00	10,510.00	-11,091.90	0.00	-581.90	105.54
0100-5-122-000-51940	MILEAGE STIPEND	-2,000.00	4,000.00	4,000.00	-2,000.00	0.00	2,000.00	50.00
Total Group 3: Salaries		**-189,243.60**	**393,802.00**	**393,802.00**	**-189,243.60**	**0.00**	**204,558.40**	**48.06**
Expenses								
0100-5-122-000-52300	WATER	-184.60	500.00	500.00	-184.60	0.00	315.40	36.92
0100-5-122-000-52460	OFFICE EQUIPMENT REPAIR MAINTENA	-731.30	1,500.00	1,500.00	-731.30	0.00	768.70	48.75
0100-5-122-000-53000	MEDICAL DENTAL PROF. TECH.	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-122-000-53070	EMPLOYEE TRAINING PROF. TECH.	-95.00	4,635.00	4,635.00	-95.00	0.00	4,540.00	2.05
0100-5-122-000-53100	ADVERTISING PROF. TECH.	-216.56	700.00	700.00	-216.56	0.00	483.44	30.94
0100-5-122-000-53420	POSTAGE COMMUNICATION	-11,871.86	22,000.00	22,000.00	-11,871.86	0.00	10,128.14	53.96
0100-5-122-000-53440	PRINT MAIL COMMUNICATIONS	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
0100-5-122-000-53880	MISC. CONTRACTED SERVICES	0.00	6,850.00	6,850.00	0.00	0.00	6,850.00	0.00
0100-5-122-000-54210	PHOTOCOPY SUPPLIES	-1,633.50	4,000.00	4,000.00	-1,633.50	0.00	2,366.50	40.84
0100-5-122-000-54220	OTHER OFFICE SUPPLIES	-391.31	1,000.00	1,000.00	-391.31	0.00	608.69	39.13
0100-5-122-000-54900	FOOD AND FOOD SERVICE SUPPLIES	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-122-000-55470	MISCELLANEOUS-OTHER CHARGES EX	-4.32	0.00	0.00	-4.32	0.00	-4.32	0.00
0100-5-122-000-57100	IN-STATE TRAVEL	0.00	6,340.00	6,340.00	0.00	0.00	6,340.00	0.00
0100-5-122-000-57200	OUT-OF-STATE TRAVEL	0.00	1,550.00	1,550.00	0.00	0.00	1,550.00	0.00
0100-5-122-000-57300	DUES	-3,835.10	4,813.00	4,813.00	-3,835.10	0.00	977.90	79.68
Total Group 3: Expenses		**-18,963.55**	**58,488.00**	**58,488.00**	**-18,963.55**	**0.00**	**39,524.45**	**32.42**
		-208,207.15			**-208,207.15**			
Total Group 1: Segment 3: Department	Code: 122 - BOARD OF	**-208,207.15**	**452,290.00**	**452,290.00**	**-208,207.15**	**0.00**	**244,082.85**	**46.03**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 131 - ADVISORY							
Expenses								
0100-5-131-000-53880	MISC. CONTRACTED SERVICES	0.00	1,450.00	1,450.00	0.00	0.00	1,450.00	0.00
0100-5-131-000-54210	PHOTOCOPYING OFFICE SUPPLIES	0.00	50.00	50.00	0.00	0.00	50.00	0.00
0100-5-131-000-57300	DUES	-180.00	1,000.00	1,000.00	-180.00	0.00	820.00	18.00
Total Group 3: Expenses		**-180.00**	**2,500.00**	**2,500.00**	**-180.00**	**0.00**	**2,320.00**	**7.20**
		-180.00			**-180.00**			
Total Group 1: Segment 3: Department	Code: 131 - ADVISORY	**-180.00**	**2,500.00**	**2,500.00**	**-180.00**	**0.00**	**2,320.00**	**7.20**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 132 - RESERVE FUND							
Expenses								
0100-5-132-000-57840	RESERVE FUND APPROP.	0.00	180,000.00	180,000.00	0.00	0.00	180,000.00	0.00
Total Group 3: Expenses		**0.00**	**180,000.00**	**180,000.00**	**0.00**	**0.00**	**180,000.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 132 - RESERVE	**0.00**	**180,000.00**	**180,000.00**	**0.00**	**0.00**	**180,000.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 135 - TOWN ACCOUNTANT							
Salaries								
0100-5-135-000-51100	SALARIES FULL-TIME	-79,755.16	168,055.00	168,055.00	-79,755.16	0.00	88,299.84	47.46
0100-5-135-000-51450	LONGEVITY	-700.00	700.00	700.00	-700.00	0.00	0.00	100.00
Total Group 3: Salaries		**-80,455.16**	**168,755.00**	**168,755.00**	**-80,455.16**	**0.00**	**88,299.84**	**47.68**
Expenses								
0100-5-135-000-53070	EMPLOYEE TRAINING PROF. TECH.	-800.00	780.00	780.00	-800.00	0.00	-20.00	102.56
0100-5-135-000-53880	CONTRACTED SERVICE OTHER SERV.	-66.25	0.00	0.00	-66.25	0.00	-66.25	0.00
0100-5-135-000-54220	OTHER OFFICE SUPPLIES	-131.05	450.00	450.00	-131.05	0.00	318.95	29.12
0100-5-135-000-57100	IN-STATE TRAVEL	0.00	540.00	540.00	0.00	0.00	540.00	0.00
0100-5-135-000-57300	DUES	-140.00	110.00	110.00	-140.00	0.00	-30.00	127.27
Total Group 3: Expenses		**-1,137.30**	**1,880.00**	**1,880.00**	**-1,137.30**	**0.00**	**742.70**	**60.49**
		-81,592.46			**-81,592.46**			
Total Group 1: Segment 3: Department	Code: 135 - TOWN	**-81,592.46**	**170,635.00**	**170,635.00**	**-81,592.46**	**0.00**	**89,042.54**	**47.82**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 136 - AUDIT							
Expenses								
0100-5-136-000-53080	AUDITING PROF. TECH.	-28,010.00	28,010.00	28,010.00	-28,010.00	0.00	0.00	100.00
Total Group 3: Expenses		**-28,010.00**	**28,010.00**	**28,010.00**	**-28,010.00**	**0.00**	**0.00**	**100.00**
		-28,010.00			**-28,010.00**			
Total Group 1: Segment 3: Department	Code: 136 - AUDIT	**-28,010.00**	**28,010.00**	**28,010.00**	**-28,010.00**	**0.00**	**0.00**	**100.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 140 - ELECTED BOARD OF ASSESSORS							
Salaries								
0100-5-140-000-51110	SALARIES PART-TIME	-1,125.00	2,250.00	2,250.00	-1,125.00	0.00	1,125.00	50.00
Total Group 3: Salaries		**-1,125.00**	**2,250.00**	**2,250.00**	**-1,125.00**	**0.00**	**1,125.00**	**50.00**
		-1,125.00			**-1,125.00**			
Total Group 1: Segment 3: Department	Code: 140 - ELECTED	**-1,125.00**	**2,250.00**	**2,250.00**	**-1,125.00**	**0.00**	**1,125.00**	**50.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 141 - ASSESSORS							
Salaries								
0100-5-141-000-51100	SALARIES FULL-TIME	-83,294.71	179,754.00	179,754.00	-83,294.71	0.00	96,459.29	46.34
0100-5-141-000-51450	LONGEVITY	-240.00	1,010.00	1,010.00	-240.00	0.00	770.00	23.76
Total Group 3: Salaries		**-83,534.71**	**180,764.00**	**180,764.00**	**-83,534.71**	**0.00**	**97,229.29**	**46.21**
Expenses								
0100-5-141-000-52540	COMPUTER SOFTWARE SERVICE AND S	-5,400.00	7,125.00	7,125.00	-5,400.00	0.00	1,725.00	75.79
0100-5-141-000-53020	MANAGEMENT CONSULT. PROF. TECH.	-24,700.00	37,000.00	37,000.00	-24,700.00	0.00	12,300.00	66.76
0100-5-141-000-53070	EMPLOYEE TRAINING PROF. TECH.	-1,065.00	2,100.00	2,100.00	-1,065.00	0.00	1,035.00	50.71
0100-5-141-000-53860	DEEDS OTHER SERVICES	-18.00	150.00	150.00	-18.00	0.00	132.00	12.00
0100-5-141-000-54220	OTHER OFFICE SUPPLIES	-183.73	1,000.00	1,000.00	-183.73	0.00	816.27	18.37
0100-5-141-000-55930	OTHER SUPPLIES-ASSESSORS	-908.20	3,630.00	3,630.00	-908.20	0.00	2,721.80	25.02
0100-5-141-000-57100	IN-STATE TRAVEL	-269.01	3,300.00	3,300.00	-269.01	0.00	3,030.99	8.15
0100-5-141-000-57300	DUES	-250.00	740.00	740.00	-250.00	0.00	490.00	33.78
Total Group 3: Expenses		**-32,793.94**	**55,045.00**	**55,045.00**	**-32,793.94**	**0.00**	**22,251.06**	**59.58**
		-116,328.65			**-116,328.65**			
Total Group 1: Segment 3: Department	Code: 141 -	**-116,328.65**	**235,809.00**	**235,809.00**	**-116,328.65**	**0.00**	**119,480.35**	**49.33**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 145 - TREASURERCOLLECTOR							
Salaries								
0100-5-145-000-51100	SALARIES FULL-TIME	-100,346.53	216,494.00	216,494.00	-100,346.53	0.00	116,147.47	46.35
0100-5-145-000-51450	LONGEVITY	-400.00	1,100.00	1,100.00	-400.00	0.00	700.00	36.36
0100-5-145-000-51460	DEFERRED COMPENSATION	-3,094.50	3,108.00	3,108.00	-3,094.50	0.00	13.50	99.57
Total Group 3: Salaries		**-103,841.03**	**220,702.00**	**220,702.00**	**-103,841.03**	**0.00**	**116,860.97**	**47.05**
Expenses								
0100-5-145-000-53070	EMPLOYEE TRAINING PROF. TECH.	-40.00	550.00	550.00	-40.00	0.00	510.00	7.27
0100-5-145-000-53880	CONTRACTED SERV. OTHER SERVICES	-1,472.39	5,169.00	5,169.00	-1,472.39	0.00	3,696.61	28.49
0100-5-145-000-54220	OTHER OFFICE SUPPLIES	-115.70	525.00	525.00	-115.70	0.00	409.30	22.04
0100-5-145-000-57100	IN-STATE TRAVEL	0.00	350.00	350.00	0.00	0.00	350.00	0.00
0100-5-145-000-57300	DUES	-140.00	350.00	350.00	-140.00	0.00	210.00	40.00
0100-5-145-000-57800	BONDS	-1,110.00	1,950.00	1,950.00	-1,110.00	0.00	840.00	56.92
Total Group 3: Expenses		**-2,878.09**	**8,894.00**	**8,894.00**	**-2,878.09**	**0.00**	**6,015.91**	**32.36**
		-106,719.12			**-106,719.12**			
Total Group 1: Segment 3: Department	Code: 145 -	**-106,719.12**	**229,596.00**	**229,596.00**	**-106,719.12**	**0.00**	**122,876.88**	**46.48**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 151 - LEGAL SERVICES							
Expenses								
0100-5-151-000-53090	LEGAL SERVICES PROF TECH.	-34,329.33	95,000.00	95,000.00	-34,329.33	-57,375.00	3,295.67	96.53
Total Group 3: Expenses		**-34,329.33**	**95,000.00**	**95,000.00**	**-34,329.33**	**-57,375.00**	**3,295.67**	**96.53**
		-34,329.33			**-34,329.33**			
Total Group 1: Segment 3: Department	Code: 151 - LEGAL	**-34,329.33**	**95,000.00**	**95,000.00**	**-34,329.33**	**-57,375.00**	**3,295.67**	**96.53**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 152 - PERSONNEL BOARD							
Salaries								
0100-5-152-000-51900	TUITION REIMBURSEMENT	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Group 3: Salaries		**0.00**	**5,000.00**	**5,000.00**	**0.00**	**0.00**	**5,000.00**	**0.00**
Expenses								
0100-5-152-000-53020	MANAGEMENT CONSULT. PROF.TECH.	-3,499.00	13,000.00	13,000.00	-3,499.00	0.00	9,501.00	26.92
0100-5-152-000-53070	EMPLOYEE DEVELOPMENT	0.00	3,200.00	3,200.00	0.00	0.00	3,200.00	0.00
0100-5-152-000-54220	OTHER OFFICE SUPPLIES	0.00	500.00	500.00	0.00	0.00	500.00	0.00
Total Group 3: Expenses		**-3,499.00**	**16,700.00**	**16,700.00**	**-3,499.00**	**0.00**	**13,201.00**	**20.95**
		-3,499.00			**-3,499.00**			
Total Group 1: Segment 3: Department	Code: 152 -	**-3,499.00**	**21,700.00**	**21,700.00**	**-3,499.00**	**0.00**	**18,201.00**	**16.12**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 153 - SPECIAL LEGAL COUNSEL							
Expenses								
0100-5-153-000-53090	LEGAL PROF. TECH.	-10,330.82	50,000.00	50,000.00	-10,330.82	0.00	39,669.18	20.66
Total Group 3: Expenses		**-10,330.82**	**50,000.00**	**50,000.00**	**-10,330.82**	**0.00**	**39,669.18**	**20.66**
		-10,330.82			**-10,330.82**			
Total Group 1: Segment 3: Department	Code: 153 - SPECIAL	**-10,330.82**	**50,000.00**	**50,000.00**	**-10,330.82**	**0.00**	**39,669.18**	**20.66**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 154 - MUNICIPAL TECHNOLOGY COMMITTEE							
Expenses								
0100-5-154-000-53880	CONTRACTED SERVICES	-384.00	1,000.00	1,000.00	-384.00	0.00	616.00	38.40
Total Group 3: Expenses		**-384.00**	**1,000.00**	**1,000.00**	**-384.00**	**0.00**	**616.00**	**38.40**
		-384.00			**-384.00**			
Total Group 1: Segment 3: Department	Code: 154 - MUNICIPAL	**-384.00**	**1,000.00**	**1,000.00**	**-384.00**	**0.00**	**616.00**	**38.40**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 155 - MANAGEMENT INFORMATION SYSTEMS							
Salaries								
0100-5-155-021-51100	SALARIES FULL-TIME	-49,489.39	102,462.00	102,462.00	-49,489.39	0.00	52,972.61	48.30
0100-5-155-021-51110	SALARIES PART-TIME	-2,963.60	26,283.00	26,283.00	-2,963.60	0.00	23,319.40	11.28
Total Group 3: Salaries		**-52,452.99**	**128,745.00**	**128,745.00**	**-52,452.99**	**0.00**	**76,292.01**	**40.74**
Expenses								
0100-5-155-020-52540	COMPUTER EQUIP. REPAIR MAINT.	-7,500.00	7,900.00	7,900.00	-7,500.00	0.00	400.00	94.94
0100-5-155-020-53070	EMPLOYEE TRAINING PROF. TECH.	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-155-020-53880	CONTRACTED SERV. OTHER SERVICES	-1,600.00	5,000.00	5,000.00	-1,600.00	0.00	3,400.00	32.00
0100-5-155-021-52540	COMPUTER EQUIP. REPAIR MAINT.	-101,821.67	124,708.00	124,708.00	-101,821.67	0.00	22,886.33	81.65
0100-5-155-021-53070	EMPLOYEE TRAINING PROF. TECH	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-155-021-53430	DATA COMMUNICATIONS	-1,512.18	3,420.00	3,420.00	-1,512.18	0.00	1,907.82	44.22
0100-5-155-021-53880	CONTRACTED SERVICES OTHER SERVI	-26,070.98	27,846.00	27,846.00	-26,070.98	0.00	1,775.02	93.63
0100-5-155-021-55840	COMPUTER SUPPLIES	-6,818.94	9,000.00	9,000.00	-6,818.94	0.00	2,181.06	75.77
0100-5-155-021-57100	IN-STATE TRAVEL	-61.35	600.00	600.00	-61.35	0.00	538.65	10.23
0100-5-155-021-58700	REPLACEMENT EQUIPMENT	-34,867.44	40,000.00	40,000.00	-34,867.44	-285.30	4,847.26	87.88
Total Group 3: Expenses		**-180,252.56**	**220,474.00**	**220,474.00**	**-180,252.56**	**-285.30**	**39,936.14**	**81.89**
		-232,705.55			**-232,705.55**			
Total Group 1: Segment 3: Department	Code: 155 -	**-232,705.55**	**349,219.00**	**349,219.00**	**-232,705.55**	**-285.30**	**116,228.15**	**66.72**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 159 - OTHER OPERATION SUPPORT							
Expenses								
0100-5-159-000-52100	ELECTRICITY	0.00	294,001.00	294,001.00	0.00	0.00	294,001.00	0.00
0100-5-159-000-52110	HEAT	0.00	57,225.00	57,225.00	0.00	0.00	57,225.00	0.00
0100-5-159-000-53410	TELEPHONE COMMUNICATIONS	-8,414.16	27,800.00	27,800.00	-8,414.16	0.00	19,385.84	30.27
0100-5-159-000-53430	WIRELESS PHONE COMMUNICATIONS	-11,157.88	20,974.00	20,974.00	-11,157.88	0.00	9,816.12	53.20
0100-5-159-001-52100	TOWN HOUSE-ELECTRICITY	-6,507.73	0.00	0.00	-6,507.73	0.00	-6,507.73	0.00
0100-5-159-001-52110	TOWN HOUSE-HEAT	-608.42	0.00	0.00	-608.42	0.00	-608.42	0.00
0100-5-159-002-52100	HISTORICAL BLDG-ELECTRICITY	-487.78	0.00	0.00	-487.78	0.00	-487.78	0.00
0100-5-159-002-52110	HISTORICAL BLDG-HEAT	-201.26	0.00	0.00	-201.26	0.00	-201.26	0.00
0100-5-159-003-52100	LIBRARY-ELECTRICITY	-9,760.70	0.00	0.00	-9,760.70	0.00	-9,760.70	0.00
0100-5-159-003-52110	LIBRARY-HEAT	-980.30	0.00	0.00	-980.30	0.00	-980.30	0.00
0100-5-159-004-52100	FIRE-ELECTRICITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-159-004-52110	FIRE-HEAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-159-006-52100	DPW-ELECTRICITY	-90,746.19	0.00	0.00	-90,746.19	0.00	-90,746.19	0.00
0100-5-159-006-52110	DPW-HEAT	-1,464.32	0.00	0.00	-1,464.32	0.00	-1,464.32	0.00
0100-5-159-011-52100	CORDAVILLE-ELECTRICITY	-3,125.87	0.00	0.00	-3,125.87	0.00	-3,125.87	0.00
0100-5-159-011-52110	CORDAVILLE-HEAT	-1,314.29	0.00	0.00	-1,314.29	0.00	-1,314.29	0.00
0100-5-159-012-52100	CULTURAL ARTS-ELECTRICITY	-2,597.31	0.00	0.00	-2,597.31	0.00	-2,597.31	0.00
0100-5-159-012-52110	CULTURAL ARTS-HEAT	-1,473.22	0.00	0.00	-1,473.22	0.00	-1,473.22	0.00
0100-5-159-015-52100	PUBLIC SAFETY BLDG- ELECTRIC	-48,394.60	0.00	0.00	-48,394.60	0.00	-48,394.60	0.00
0100-5-159-015-52110	PUBLIC SAFETY BLDG- HEAT	-3,497.50	0.00	0.00	-3,497.50	0.00	-3,497.50	0.00
Total Group 3: Expenses		**-190,731.53**	**400,000.00**	**400,000.00**	**-190,731.53**	**0.00**	**209,268.47**	**47.68**
		-190,731.53			**-190,731.53**			
Total Group 1: Segment 3: Department	Code: 159 - OTHER	**-190,731.53**	**400,000.00**	**400,000.00**	**-190,731.53**	**0.00**	**209,268.47**	**47.68**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 160 - ELECTED TOWN CLERK							
Salaries								
0100-5-160-000-51110	SALARIES PART-TIME	-43,847.52	87,695.00	87,695.00	-43,847.52	0.00	43,847.48	50.00
Total Group 3: Salaries		**-43,847.52**	**87,695.00**	**87,695.00**	**-43,847.52**	**0.00**	**43,847.48**	**50.00**
		-43,847.52			**-43,847.52**			
Total Group 1: Segment 3: Department	Code: 160 - ELECTED	**-43,847.52**	**87,695.00**	**87,695.00**	**-43,847.52**	**0.00**	**43,847.48**	**50.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 161 - TOWN CLERK							
Salaries								
0100-5-161-000-51100	SALARIES FULL-TIME	-44,929.87	88,984.00	88,984.00	-44,929.87	0.00	44,054.13	50.49
0100-5-161-000-51200	TEMPORARY POSITIONS	-26,505.81	37,599.00	37,599.00	-26,505.81	0.00	11,093.19	70.50
0100-5-161-000-51300	SALARIES OVERTIME	-10,560.04	4,663.00	4,663.00	-10,560.04	0.00	-5,897.04	226.46
Total Group 3: Salaries		**-81,995.72**	**131,246.00**	**131,246.00**	**-81,995.72**	**0.00**	**49,250.28**	**62.47**
Expenses								
0100-5-161-000-52460	OFFICE EQUIPMENT REPAIR MAINT.	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-161-000-53070	EMPLOYEE TRAINING PROF. TECH.	-1,135.00	3,225.00	3,225.00	-1,135.00	0.00	2,090.00	35.19
0100-5-161-000-53440	PRINT MAIL COMMUNICATIONS	-1,444.00	6,500.00	6,500.00	-1,444.00	0.00	5,056.00	22.22
0100-5-161-000-53880	CONTRACTED SERV. OTHER SERVICES	-8,467.63	14,225.00	14,225.00	-8,467.63	0.00	5,757.37	59.53
0100-5-161-000-54220	OTHER OFFICE SUPPLIES	-12,277.49	18,150.00	18,150.00	-12,277.49	0.00	5,872.51	67.64
0100-5-161-000-54900	FOOD FOOD SERVICE SUPPLIES	-2,496.09	1,841.00	1,841.00	-2,496.09	0.00	-655.09	135.58
0100-5-161-000-55880	OTHER SUPPLIES-DOG TAGS	-400.41	200.00	200.00	-400.41	0.00	-200.41	200.21
0100-5-161-000-57100	IN-STATE TRAVEL	-38.53	2,761.00	2,761.00	-38.53	0.00	2,722.47	1.40
0100-5-161-000-57300	DUES	-150.00	165.00	165.00	-150.00	0.00	15.00	90.91
0100-5-161-000-57400	INSURANCE PREMIUMS	0.00	600.00	600.00	0.00	0.00	600.00	0.00
Total Group 3: Expenses		**-26,409.15**	**48,267.00**	**48,267.00**	**-26,409.15**	**0.00**	**21,857.85**	**54.71**
		-108,404.87			**-108,404.87**			
Total Group 1: Segment 3: Department	Code: 161 - TOWN	**-108,404.87**	**179,513.00**	**179,513.00**	**-108,404.87**	**0.00**	**71,108.13**	**60.39**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 171 - CONSERVATION COMMISSION							
Salaries								
0100-5-171-000-51100	SALARIES FULL-TIME	-32,609.42	70,252.00	70,252.00	-32,609.42	0.00	37,642.58	46.42
Total Group 3: Salaries		**-32,609.42**	**70,252.00**	**70,252.00**	**-32,609.42**	**0.00**	**37,642.58**	**46.42**
Expenses								
0100-5-171-000-53070	EMPLOYEE TRAINING PROF. TECH.	0.00	800.00	800.00	0.00	0.00	800.00	0.00
0100-5-171-000-53100	ADVERTISING PROF. TECH.	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-171-000-53840	CONSERV. PROPERTIES ACCESS. MAIN	-5,352.45	25,000.00	25,000.00	-5,352.45	-846.31	18,801.24	24.80
0100-5-171-000-53880	CONTRACTED SERVICES	-300.00	3,110.00	3,110.00	-300.00	0.00	2,810.00	9.65
0100-5-171-000-54220	OTHER OFFICE SUPPLIES	-154.29	700.00	700.00	-154.29	0.00	545.71	22.04
0100-5-171-000-57100	IN-STATE TRAVEL	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-171-000-57300	DUES	-777.00	900.00	900.00	-777.00	0.00	123.00	86.33
0100-5-171-000-57850	RECORDING INSTRUMENTS	0.00	75.00	75.00	0.00	0.00	75.00	0.00
Total Group 3: Expenses		**-6,583.74**	**31,235.00**	**31,235.00**	**-6,583.74**	**-846.31**	**23,804.95**	**23.79**
		-39,193.16			**-39,193.16**			
Total Group 1: Segment 3: Department	Code: 171 -	**-39,193.16**	**101,487.00**	**101,487.00**	**-39,193.16**	**-846.31**	**61,447.53**	**39.45**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 175 - PLANNING BOARD							
Salaries								
0100-5-175-000-51100	SALARIES FULL-TIME	-66,468.19	143,668.00	143,668.00	-66,468.19	0.00	77,199.81	46.27
Total Group 3: Salaries		**-66,468.19**	**143,668.00**	**143,668.00**	**-66,468.19**	**0.00**	**77,199.81**	**46.27**
Expenses								
0100-5-175-000-53070	EMPLOYEE TRAINING PROF. TECH.	-458.00	3,200.00	3,200.00	-458.00	0.00	2,742.00	14.31
0100-5-175-000-53100	ADVERTISING PROF. TECH.	-138.24	1,000.00	1,000.00	-138.24	0.00	861.76	13.82
0100-5-175-000-53880	MISC. CONTRACTED SERVICES	-2,100.00	17,400.00	17,400.00	-2,100.00	0.00	15,300.00	12.07
0100-5-175-000-54200	STATIONERY OFFICE SUPPLIES	0.00	200.00	200.00	0.00	0.00	200.00	0.00
0100-5-175-000-54220	OTHER OFFICE SUPPLIES	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-175-000-57100	IN-STATE TRAVEL	-16.10	700.00	700.00	-16.10	0.00	683.90	2.30
0100-5-175-000-57200	OUT-OF-STATE TRAVEL	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-175-000-57300	DUES	-242.00	4,070.00	4,070.00	-242.00	0.00	3,828.00	5.95
Total Group 3: Expenses		**-2,954.34**	**27,720.00**	**27,720.00**	**-2,954.34**	**0.00**	**24,765.66**	**10.66**
		-69,422.53			**-69,422.53**			
Total Group 1: Segment 3: Department	Code: 175 - PLANNING	**-69,422.53**	**171,388.00**	**171,388.00**	**-69,422.53**	**0.00**	**101,965.47**	**40.51**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 176 - ZONING BOARD OF APPEALS							
Salaries								
0100-5-176-000-51100	SALARIES FULL-TIME	-10,410.21	22,854.00	22,854.00	-10,410.21	0.00	12,443.79	45.55
Total Group 3: Salaries		**-10,410.21**	**22,854.00**	**22,854.00**	**-10,410.21**	**0.00**	**12,443.79**	**45.55**
Expenses								
0100-5-176-000-53070	EMPL. TRAINING PROF TECH	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-176-000-53100	ADVERTISING PROF. TECH.	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-176-000-53880	CONTRACTED SERV. OTHER SERVICES	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
0100-5-176-000-54220	OTHER OFFICE SUPPLIES	-63.63	300.00	300.00	-63.63	0.00	236.37	21.21
Total Group 3: Expenses		**-63.63**	**3,200.00**	**3,200.00**	**-63.63**	**0.00**	**3,136.37**	**1.99**
		-10,473.84			**-10,473.84**			
Total Group 1: Segment 3: Department	Code: 176 - ZONING	**-10,473.84**	**26,054.00**	**26,054.00**	**-10,473.84**	**0.00**	**15,580.16**	**40.20**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 177 - OPEN SPACE							
Expenses								
0100-5-177-000-53070	EMPLOYEE TRAINING PROF. TECH.	-334.00	750.00	750.00	-334.00	0.00	416.00	44.53
0100-5-177-000-54220	OTHER OFFICE SUPPLIES	-20.00	500.00	500.00	-20.00	0.00	480.00	4.00
0100-5-177-000-55100	EDUCATION SUPPLIES	-30.00	750.00	750.00	-30.00	0.00	720.00	4.00
Total Group 3: Expenses		**-384.00**	**2,000.00**	**2,000.00**	**-384.00**	**0.00**	**1,616.00**	**19.20**
		-384.00			**-384.00**			
Total Group 1: Segment 3: Department	Code: 177 - OPEN	**-384.00**	**2,000.00**	**2,000.00**	**-384.00**	**0.00**	**1,616.00**	**19.20**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 182 - ECONOMIC DEVELOPMENT							
Salaries								
0100-5-182-000-51110	SALARIES PART-TIME	-12,471.20	26,563.00	26,563.00	-12,471.20	0.00	14,091.80	46.95
Total Group 3: Salaries		**-12,471.20**	**26,563.00**	**26,563.00**	**-12,471.20**	**0.00**	**14,091.80**	**46.95**
Expenses								
0100-5-182-000-53440	PRINTING SERVICES	0.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
0100-5-182-000-53800	OTHER CONTRACTED SERVICES	-1,294.37	10,000.00	10,000.00	-1,294.37	0.00	8,705.63	12.94
0100-5-182-000-54210	OTHER OFFICE SUPPLIES	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-182-000-57100	IN-STATE TRAVEL	0.00	100.00	100.00	0.00	0.00	100.00	0.00
0100-5-182-000-57300	DUES AND MEMBERSHIPS	0.00	800.00	800.00	0.00	0.00	800.00	0.00
Total Group 3: Expenses		**-1,294.37**	**14,900.00**	**14,900.00**	**-1,294.37**	**0.00**	**13,605.63**	**8.69**
		-13,765.57			**-13,765.57**			
Total Group 1: Segment 3: Department	Code: 182 - ECONOMIC	**-13,765.57**	**41,463.00**	**41,463.00**	**-13,765.57**	**0.00**	**27,697.43**	**33.20**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 192 - PUBLIC BUILDINGS PROPERTIES MAINTENANCE							
Salaries								
0100-5-192-000-51100	SALARIES FULL-TIME	-146,910.38	319,073.00	319,073.00	-146,910.38	0.00	172,162.62	46.04
0100-5-192-000-51110	SALARIES PART-TIME	-7,062.11	33,587.00	33,587.00	-7,062.11	0.00	26,524.89	21.03
0100-5-192-000-51300	SALARIES OVERTIME	-1,347.28	0.00	0.00	-1,347.28	0.00	-1,347.28	0.00
0100-5-192-000-51450	LONGEVITY	-600.00	1,200.00	1,200.00	-600.00	0.00	600.00	50.00
0100-5-192-000-51950	STIPEND	-6,417.25	13,808.00	13,808.00	-6,417.25	0.00	7,390.75	46.47
Total Group 3: Salaries		**-162,337.02**	**367,668.00**	**367,668.00**	**-162,337.02**	**0.00**	**205,330.98**	**44.15**
Expenses								
0100-5-192-000-52420	VEHICLE REPAIR MAINTENANCE	-383.72	500.00	500.00	-383.72	0.00	116.28	76.74
0100-5-192-000-52540	COMPUTER EQUIP REPAIR MAINTENAN	-2,675.00	2,600.00	2,600.00	-2,675.00	0.00	-75.00	102.88
0100-5-192-000-52840	EQUIPMENT RENTALS	-1,106.00	3,000.00	3,000.00	-1,106.00	0.00	1,894.00	36.87
0100-5-192-000-52930	REFUSE DISPOSAL	-5,186.00	8,430.00	8,430.00	-5,186.00	0.00	3,244.00	61.52
0100-5-192-000-52940	SEPTIC PUMPING OTHER PROPERTY	-4,735.00	6,390.00	6,390.00	-4,735.00	0.00	1,655.00	74.10
0100-5-192-000-53070	EMPLOYEE TRAINING PROF. TECH.	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-192-000-53100	ADVERTISING PROF. TECH.	-46.08	175.00	175.00	-46.08	0.00	128.92	26.33
0100-5-192-000-53880	CONTRACTED SVCS-CLEANING	-30,446.70	78,295.00	78,295.00	-30,446.70	0.00	47,848.30	38.89
0100-5-192-000-54220	OTHER OFFICE SUPPLIES	-491.78	750.00	750.00	-491.78	0.00	258.22	65.57
0100-5-192-000-54500	CUSTODIAL SUPPLIES	-4,469.40	6,825.00	6,825.00	-4,469.40	0.00	2,355.60	65.49
0100-5-192-000-55410	SMALL TOOLS	-1,864.99	2,275.00	2,275.00	-1,864.99	0.00	410.01	81.98
0100-5-192-000-55420	SERVICE SUPPLIES	-3,337.41	5,723.00	5,723.00	-3,337.41	0.00	2,385.59	58.32
0100-5-192-000-55850	UNIFORMS	-1,461.81	1,500.00	1,500.00	-1,461.81	0.00	38.19	97.45
0100-5-192-000-57100	IN-STATE TRAVEL	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-192-000-57300	DUES	-325.00	400.00	400.00	-325.00	0.00	75.00	81.25
0100-5-192-000-58500	ADDITIONAL EQUIPMENT	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
0100-5-192-001-52400	TOWN HOUSE BUILDING MAINT.	-2,286.63	13,522.00	13,522.00	-2,286.63	0.00	11,235.37	16.91
0100-5-192-001-53880	TOWN HOUSE CONTRACTED SERVICES	-5,457.16	6,447.00	6,447.00	-5,457.16	0.00	989.84	84.65
0100-5-192-002-53880	HISTORICAL BLDG-CONTRACTED SVCS	-19.26	0.00	0.00	-19.26	0.00	-19.26	0.00
0100-5-192-003-52400	LIBRARY BUILDING MAINT.	-255.28	1,779.00	1,779.00	-255.28	0.00	1,523.72	14.35
0100-5-192-003-53880	LIBRARY CONTRACTED SERVICES	-2,265.59	2,442.00	2,442.00	-2,265.59	0.00	176.41	92.78
0100-5-192-004-52400	FIRE HEADQUARTERS-BUILDING MAINT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-192-004-53880	FIRE DEPT CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-192-005-53880	POLICE CONTRACTED SERVICES	0.00	21,123.00	0.00	0.00	0.00	0.00	0.00

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-192-006-52400	DPW BUILDING MAINT.	-1,439.16	257.00	257.00	-1,439.16	0.00	-1,182.16	559.98
0100-5-192-006-53880	DPW CONTRACTED SERVICES	-5,437.20	1,680.00	1,680.00	-5,437.20	0.00	-3,757.20	323.64
0100-5-192-007-53880	TRANSFER STATION CONTRACTED SER	-490.00	840.00	840.00	-490.00	0.00	350.00	58.33
0100-5-192-008-53880	FIRE STATION II CONTRACTED SERVICE	-412.84	686.00	686.00	-412.84	0.00	273.16	60.18
0100-5-192-011-52300	WATER-DOMESTIC CORDAVILLE HALL	-79.62	350.00	350.00	-79.62	0.00	270.38	22.75
0100-5-192-011-52400	9 CORDAVILLE RD. MAINT.	-1,210.57	1,418.00	1,418.00	-1,210.57	0.00	207.43	85.37
0100-5-192-011-53880	9 CORDAVILLE CONTRACTED SERVICES	-4,797.51	8,417.00	8,417.00	-4,797.51	0.00	3,619.49	57.00
0100-5-192-012-52300	CULTURAL ARTS - WATER	-68.72	200.00	200.00	-68.72	0.00	131.28	34.36
0100-5-192-012-52400	CULTURAL ARTS -GENERAL EXPENSES	-1,031.70	0.00	0.00	-1,031.70	0.00	-1,031.70	0.00
0100-5-192-012-53880	CULTURAL ARTS-CONTRACTED SERVIC	-1,998.73	1,122.00	1,122.00	-1,998.73	0.00	-876.73	178.14
0100-5-192-014-52400	GOLF COURSE MAINT	-540.18	0.00	0.00	-540.18	0.00	-540.18	0.00
0100-5-192-015-52400	PUBLIC SAFETY BLDG - BUILDING MAINT	-1,920.63	0.00	0.00	-1,920.63	0.00	-1,920.63	0.00
0100-5-192-015-53880	PUBLIC SAFETY BLDG- CONTRACT SER	-7,499.93	0.00	21,123.00	-7,499.93	0.00	13,623.07	35.51
Total Group 3: Expenses		**-93,739.60**	**180,246.00**	**180,246.00**	**-93,739.60**	**0.00**	**86,506.40**	**52.01**
		-256,076.62			**-256,076.62**			
Total Group 1: Segment 3: Department	Code: 192 - PUBLIC	**-256,076.62**	**547,914.00**	**547,914.00**	**-256,076.62**	**0.00**	**291,837.38**	**46.74**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 193 - ADA COMMITTEE							
Expenses								
0100-5-193-000-53880	CONTRACTED SERVICES	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
Total Group 3: Expenses		**0.00**	**2,500.00**	**2,500.00**	**0.00**	**0.00**	**2,500.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 193 - ADA	**0.00**	**2,500.00**	**2,500.00**	**0.00**	**0.00**	**2,500.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 210 - POLICE DEPARTMENT							
Salaries								
0100-5-210-000-51100	SALARIES FULL-TIME	-773,239.62	1,721,275.00	1,721,275.00	-773,239.62	0.00	948,035.38	44.92
0100-5-210-000-51110	SALARIES PART-TIME	-11,816.50	17,307.00	17,307.00	-11,816.50	0.00	5,490.50	68.28
0100-5-210-000-51300	SALARIES OVERTIME	-72,538.17	155,884.00	155,884.00	-72,538.17	0.00	83,345.83	46.53
0100-5-210-000-51410	HOLIDAY	-6,511.72	70,551.00	70,551.00	-6,511.72	0.00	64,039.28	9.23
0100-5-210-000-51430	SHIFT DIFFERENTIAL	-14,599.08	34,376.00	34,376.00	-14,599.08	0.00	19,776.92	42.47
0100-5-210-000-51440	EDUCATION INCENTIVE	-26,865.20	49,297.00	49,297.00	-26,865.20	0.00	22,431.80	54.50
0100-5-210-000-51450	LONGEVITY	-8,600.00	9,600.00	9,600.00	-8,600.00	0.00	1,000.00	89.58
0100-5-210-000-51540	COURT LEAVE FRINGE BENEFITS	-1,054.92	8,610.00	8,610.00	-1,054.92	0.00	7,555.08	12.25
0100-5-210-000-51900	TUITION REIMBURSEMENT	-6,102.10	10,000.00	10,000.00	-6,102.10	0.00	3,897.90	61.02
0100-5-210-000-51910	CAREER INCENTIVE QUINN BILL	-37,880.48	81,914.00	81,914.00	-37,880.48	0.00	44,033.52	46.24
0100-5-210-000-51950	STIPENDS	-14,212.29	23,000.00	23,000.00	-14,212.29	0.00	8,787.71	61.79
0100-5-210-000-51951	OFFICER-IN-CHARGE	-1,210.50	1,896.00	1,896.00	-1,210.50	0.00	685.50	63.84
Total Group 3: Salaries		**-974,630.58**	**2,183,710.00**	**2,183,710.00**	**-974,630.58**	**0.00**	**1,209,079.42**	**44.63**
Expenses								
0100-5-210-000-52540	COMPUTER EQUIP. REPAIR MAINT.	-21,560.76	18,805.00	18,805.00	-21,560.76	0.00	-2,755.76	114.65
0100-5-210-000-52560	RADIO REPAIR REPAIR MAINT.	-775.00	1,100.00	1,100.00	-775.00	0.00	325.00	70.45
0100-5-210-000-53000	MEDICAL DENTAL PROF. TECH.	-1,905.00	1,992.00	1,992.00	-1,905.00	0.00	87.00	95.63
0100-5-210-000-53070	EMPLOYEE TRAINING PROF. TECH.	-4,485.00	11,000.00	11,000.00	-4,485.00	0.00	6,515.00	40.77
0100-5-210-000-53410	DATA PROCESS LINES COMMUNICATIO	-1,400.27	3,480.00	3,480.00	-1,400.27	0.00	2,079.73	40.24
0100-5-210-000-53420	POSTAGE COMMUNICATIONS	-100.24	610.00	610.00	-100.24	0.00	509.76	16.43
0100-5-210-000-53880	MISC. CONTRACTED SERVICES	-13,285.19	16,500.00	21,250.00	-13,285.19	0.00	7,964.81	62.52
0100-5-210-000-54200	STATIONERY OFFICE SUPPLIES	-472.86	4,000.00	4,000.00	-472.86	0.00	3,527.14	11.82
0100-5-210-000-54220	OTHER OFFICE SUPPLIES	-384.88	2,000.00	2,000.00	-384.88	0.00	1,615.12	19.24
0100-5-210-000-54820	BATTERIES VEHICLE SUPPLIES	-4,987.20	5,540.00	5,540.00	-4,987.20	0.00	552.80	90.02
0100-5-210-000-54850	PARTS ACCESS. VEHICLE SUPPLIES	-861.05	13,750.00	9,000.00	-861.05	-264.90	7,874.05	12.51
0100-5-210-000-54900	FOOD FOOD SERVICE SUPPLIES	-244.46	1,000.00	1,000.00	-244.46	0.00	755.54	24.45
0100-5-210-000-55000	MEDICAL SURGICAL SUPPLIES	-809.23	1,600.00	1,600.00	-809.23	0.00	790.77	50.58
0100-5-210-000-55820	AMMUNITION CRIME PREVENTION SUPP	-1,205.00	10,000.00	10,000.00	-1,205.00	0.00	8,795.00	12.05
0100-5-210-000-55830	SUBSCRIPTIONS	-450.00	920.00	920.00	-450.00	0.00	470.00	48.91
0100-5-210-000-55850	UNIFORMS	-11,693.46	26,650.00	26,650.00	-11,693.46	0.00	14,956.54	43.88
0100-5-210-000-57100	IN-STATE TRAVEL	-35.55	200.00	200.00	-35.55	0.00	164.45	17.78

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-210-000-57200	OUT-OF-STATE TRAVEL	0.00	543.00	543.00	0.00	0.00	543.00	0.00
0100-5-210-000-57300	DUES	-1,231.00	2,610.00	2,610.00	-1,231.00	0.00	1,379.00	47.16
0100-5-210-000-58500	NEW EQUIPMENT	-401.97	4,000.00	4,000.00	-401.97	0.00	3,598.03	10.05
0100-5-210-000-58700	REPLACEMENT EQUIPMENT	-681.00	4,100.00	4,100.00	-681.00	0.00	3,419.00	16.61
Total Group 3: Expenses		**-66,969.12**	**130,400.00**	**130,400.00**	**-66,969.12**	**-264.90**	**63,165.98**	**51.56**
		-1,041,599.70			**-1,041,599.70**			
Total Group 1: Segment 3: Department	Code: 210 - POLICE	**-1,041,599.70**	**2,314,110.00**	**2,314,110.00**	**-1,041,599.70**	**-264.90**	**1,272,245.40**	**45.02**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 220 - FIRE DEPARTMENT							
Salaries								
0100-5-220-000-51100	SALARIES FULL-TIME	-749,828.31	1,630,233.00	1,630,233.00	-749,828.31	0.00	880,404.69	46.00
0100-5-220-000-51110	SALARIES PART-TIME	-6,784.00	10,000.00	10,000.00	-6,784.00	0.00	3,216.00	67.84
0100-5-220-000-51300	SALARIES OVERTIME	-129,846.50	273,500.00	273,500.00	-129,846.50	0.00	143,653.50	47.48
0100-5-220-000-51410	HOLIDAY	-12,705.32	22,000.00	22,000.00	-12,705.32	0.00	9,294.68	57.75
0100-5-220-000-51440	EDUCATION INCENTIVE	-2,700.00	2,700.00	2,700.00	-2,700.00	0.00	0.00	100.00
0100-5-220-000-51450	LONGEVITY	-6,800.00	11,100.00	11,100.00	-6,800.00	0.00	4,300.00	61.26
0100-5-220-000-51900	TUITION REIMBURSEMENT	-877.34	9,850.00	9,850.00	-877.34	0.00	8,972.66	8.91
0100-5-220-000-51950	STIPENDS	-113,671.96	130,376.00	130,376.00	-113,671.96	0.00	16,704.04	87.19
0100-5-220-000-51960	FIRE OTHER - EMT	-100.00	2,000.00	2,000.00	-100.00	0.00	1,900.00	5.00
Total Group 3: Salaries		**-1,023,313.43**	**2,091,759.00**	**2,091,759.00**	**-1,023,313.43**	**0.00**	**1,068,445.57**	**48.92**
Expenses								
0100-5-220-000-52300	WATER-DOMESTIC	-937.86	2,000.00	2,000.00	-937.86	0.00	1,062.14	46.89
0100-5-220-000-52420	VEHICLE MAINT. REPAIR	-23,110.89	50,000.00	50,000.00	-23,110.89	0.00	26,889.11	46.22
0100-5-220-000-52470	MEDICAL EQUIP. REPAIR MAINT.	-5,101.36	4,000.00	4,000.00	-5,101.36	0.00	-1,101.36	127.53
0100-5-220-000-52540	COMPUTER EQUIP. REPAIR MAINT.	-6,525.25	9,000.00	9,000.00	-6,525.25	0.00	2,474.75	72.50
0100-5-220-000-52560	RADIOS REPAIR MAINT.	-10,654.37	4,800.00	4,800.00	-10,654.37	0.00	-5,854.37	221.97
0100-5-220-000-52590	FIRERESCUE REPAIR MAINT.	-5,657.37	8,000.00	8,000.00	-5,657.37	0.00	2,342.63	70.72
0100-5-220-000-53000	MEDICAL DENTAL PROF. TECH	-750.00	1,500.00	1,500.00	-750.00	0.00	750.00	50.00
0100-5-220-000-53070	EMPLOYEE TRAINING PROF. TECH.	-4,410.84	9,000.00	9,000.00	-4,410.84	0.00	4,589.16	49.01
0100-5-220-000-53100	ADVERTISING PROF. TECH.	-80.00	800.00	800.00	-80.00	0.00	720.00	10.00
0100-5-220-000-53120	FIRE PUBLIC SAFETY PROF AND TECH	-740.00	450.00	450.00	-740.00	0.00	-290.00	164.44
0100-5-220-000-53410	DATA PROCESS COMMUNICATION	0.00	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
0100-5-220-000-53430	WIRELESS PHONES COMMUNICATION	-1,209.74	3,300.00	3,300.00	-1,209.74	0.00	2,090.26	36.66
0100-5-220-000-53880	CONTRACTED SERV. OTHER SERVICES	-18,389.32	40,000.00	40,000.00	-18,389.32	0.00	21,610.68	45.97
0100-5-220-000-54220	OTHER OFFICE SUPPLIES	-1,527.24	3,000.00	3,000.00	-1,527.24	0.00	1,472.76	50.91
0100-5-220-000-54510	BED LINENS CUSTODIAL SUPPLIES	-1,155.45	500.00	500.00	-1,155.45	0.00	-655.45	231.09
0100-5-220-000-54850	PARTS ACCESS.VEHICLE SUPPLIES	-2,294.41	7,000.00	7,000.00	-2,294.41	0.00	4,705.59	32.78
0100-5-220-000-54900	FOOD FOOD SERVICE SUPPLIES	-266.50	500.00	500.00	-266.50	0.00	233.50	53.30
0100-5-220-000-55000	MEDICAL SURGICAL SUPPLIES	-10,849.94	23,000.00	23,000.00	-10,849.94	0.00	12,150.06	47.17
0100-5-220-000-55800	FIREFIGHTING OTHER SUPPLIES	-5,218.47	6,000.00	6,000.00	-5,218.47	0.00	781.53	86.97
0100-5-220-000-55830	MAGAZINES OTHER SUPPLIES	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-220-000-55850	UNIFORMS OTHER SUPPLIES	-6,156.84	9,000.00	9,000.00	-6,156.84	0.00	2,843.16	68.41
0100-5-220-000-55855	UNIFORM ALLOWANCE REIMB.	-8,110.29	21,000.00	21,000.00	-8,110.29	0.00	12,889.71	38.62
0100-5-220-000-57100	IN-STATE TRAVEL	0.00	100.00	100.00	0.00	0.00	100.00	0.00
0100-5-220-000-57300	DUES	-4,130.00	5,400.00	5,400.00	-4,130.00	0.00	1,270.00	76.48
0100-5-220-000-58700	REPLACEMENT EQUIPMENT	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
Total Group 3: Expenses		**-117,276.14**	**215,150.00**	**215,150.00**	**-117,276.14**	**0.00**	**97,873.86**	**54.51**
		-1,140,589.57			**-1,140,589.57**			
Total Group 1: Segment 3: Department	Code: 220 - FIRE	**-1,140,589.57**	**2,306,909.00**	**2,306,909.00**	**-1,140,589.57**	**0.00**	**1,166,319.43**	**49.44**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 241 - BUILDING DEPARTMENT							
Salaries								
0100-5-241-000-51100	SALARIES FULL-TIME	-69,283.50	149,584.00	149,584.00	-69,283.50	0.00	80,300.50	46.32
Total Group 3: Salaries		**-69,283.50**	**149,584.00**	**149,584.00**	**-69,283.50**	**0.00**	**80,300.50**	**46.32**
Expenses								
0100-5-241-000-53070	EMPLOYEE TRAINING PROF. TECH.	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
0100-5-241-000-53880	CONTRACTED SERV. OTHER SERV.	-3,680.00	2,500.00	2,500.00	-3,680.00	0.00	-1,180.00	147.20
0100-5-241-000-54220	OTHER OFFICE SUPPLIES	-76.28	1,000.00	1,000.00	-76.28	0.00	923.72	7.63
0100-5-241-000-54850	PARTS VEHICULAR SUPPLIES	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-241-000-55100	EDUCATIONAL SUPPLIES	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-241-000-55910	BUILDING OTHER SUPPLIES	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-241-000-57100	IN-STATE TRAVEL	-21.00	0.00	0.00	-21.00	0.00	-21.00	0.00
0100-5-241-000-57300	DUES	0.00	325.00	325.00	0.00	0.00	325.00	0.00
Total Group 3: Expenses		**-3,777.28**	**7,425.00**	**7,425.00**	**-3,777.28**	**0.00**	**3,647.72**	**50.87**
		-73,060.78			**-73,060.78**			
Total Group 1: Segment 3: Department	Code: 241 - BUILDING	**-73,060.78**	**157,009.00**	**157,009.00**	**-73,060.78**	**0.00**	**83,948.22**	**46.53**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 291 - CIVIL DEFENSE							
Salaries								
0100-5-291-000-51950	STIPENDS	0.00	2,926.00	2,926.00	0.00	0.00	2,926.00	0.00
Total Group 3: Salaries		**0.00**	**2,926.00**	**2,926.00**	**0.00**	**0.00**	**2,926.00**	**0.00**
Expenses								
0100-5-291-000-53880	MISC CONTRACTED SERVICES	-5,270.00	5,665.00	5,665.00	-5,270.00	0.00	395.00	93.03
0100-5-291-000-54220	OTHER OFFICE SUPPLIES	-336.53	367.00	367.00	-336.53	0.00	30.47	91.70
0100-5-291-000-54800	GASOLINE VEHICULAR SUPPLIES	-781.29	1,000.00	1,000.00	-781.29	0.00	218.71	78.13
0100-5-291-000-57300	DUES	-55.00	60.00	60.00	-55.00	0.00	5.00	91.67
Total Group 3: Expenses		**-6,442.82**	**7,092.00**	**7,092.00**	**-6,442.82**	**0.00**	**649.18**	**90.85**
		-6,442.82			**-6,442.82**			
Total Group 1: Segment 3: Department	Code: 291 - CIVIL	**-6,442.82**	**10,018.00**	**10,018.00**	**-6,442.82**	**0.00**	**3,575.18**	**64.31**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 292 - ANIMAL CONTROL OFFICER ANIMAL INSPECTOR							
Expenses								
0100-5-292-000-53830	ANIMAL CONTROL OTHER SERVICES	-38.17	180.00	180.00	-38.17	-141.83	0.00	100.00
0100-5-292-000-53880	CONTRACTED SERV. OTHER SERVICES	-13,777.98	28,110.00	28,110.00	-13,777.98	-14,332.02	0.00	100.00
0100-5-292-000-54220	OTHER OFFICE SUPPLIES	0.00	200.00	200.00	0.00	-200.00	0.00	100.00
Total Group 3: Expenses		**-13,816.15**	**28,490.00**	**28,490.00**	**-13,816.15**	**-14,673.85**	**0.00**	**100.00**
		-13,816.15			**-13,816.15**			
Total Group 1: Segment 3: Department	Code: 292 - ANIMAL	**-13,816.15**	**28,490.00**	**28,490.00**	**-13,816.15**	**-14,673.85**	**0.00**	**100.00**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 300 - ELECTED SCHOOL COMMITTEE							
Salaries								
0100-5-300-000-51000	ELECTED SCHOOL COMMITTEE	0.00	500.00	500.00	0.00	0.00	500.00	0.00
Total Group 3: Salaries		**0.00**	**500.00**	**500.00**	**0.00**	**0.00**	**500.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 300 - ELECTED	**0.00**	**500.00**	**500.00**	**0.00**	**0.00**	**500.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 301 - SCHOOL DEPARTMENT							
Salaries								
0100-5-301-000-51100	SALARIES FULL-TIME	-6,536,314.67	17,026,262.00	17,026,262.00	-6,536,314.67	0.00	10,489,947.33	38.39
Total Group 3: Salaries		**-6,536,314.67**	**17,026,262.00**	**17,026,262.00**	**-6,536,314.67**	**0.00**	**10,489,947.33**	**38.39**
Expenses								
0100-5-301-000-53800	MISC CONTRACTED SERVICES	-807,518.80	0.00	0.00	-807,518.80	0.00	-807,518.80	0.00
0100-5-301-000-53880	CONTRACTED SERV. OTHER SERV.	568.76	0.00	0.00	568.76	0.00	568.76	0.00
0100-5-301-000-54220	OFFICE SUPPLIES	-122,546.43	0.00	0.00	-122,546.43	0.00	-122,546.43	0.00
0100-5-301-000-55990	SERVICE SUPPLIES	-43,485.35	4,210,213.00	4,210,213.00	-43,485.35	0.00	4,166,727.65	1.03
0100-5-301-000-57000	OTHER CHARGES SCHOOLS	-5,980.74	0.00	0.00	-5,980.74	0.00	-5,980.74	0.00
0100-5-301-000-57820	MISCELLANEOUS	-732,892.79	0.00	0.00	-732,892.79	0.00	-732,892.79	0.00
0100-5-301-000-58500	NEW EQUIPMENT	-6,378.18	0.00	0.00	-6,378.18	0.00	-6,378.18	0.00
Total Group 3: Expenses		**-1,718,233.53**	**4,210,213.00**	**4,210,213.00**	**-1,718,233.53**	**0.00**	**2,491,979.47**	**40.81**
		-8,254,548.20			**-8,254,548.20**			
Total Group 1: Segment 3: Department	Code: 301 - SCHOOL	**-8,254,548.20**	**21,236,475.00**	**21,236,475.00**	**-8,254,548.20**	**0.00**	**12,981,926.80**	**38.87**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 302 - ALGONQUIN ASSESSMENT							
Expenses								
0100-5-302-000-56700	ALGONQUIN REG ASSESSMENT	-1,941,710.00	7,766,842.00	7,766,842.00	-1,941,710.00	0.00	5,825,132.00	25.00
Total Group 3: Expenses		**-1,941,710.00**	**7,766,842.00**	**7,766,842.00**	**-1,941,710.00**	**0.00**	**5,825,132.00**	**25.00**
		-1,941,710.00			**-1,941,710.00**			
Total Group 1: Segment 3: Department	Code: 302 -	**-1,941,710.00**	**7,766,842.00**	**7,766,842.00**	**-1,941,710.00**	**0.00**	**5,825,132.00**	**25.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 304 - ASSABET ASSESSMENT							
Expenses								
0100-5-304-000-56700	ASSABET REGIONAL ASSESSMENT	-211,095.50	385,798.00	385,798.00	-211,095.50	0.00	174,702.50	54.72
Total Group 3: Expenses		**-211,095.50**	**385,798.00**	**385,798.00**	**-211,095.50**	**0.00**	**174,702.50**	**54.72**
		-211,095.50			**-211,095.50**			
Total Group 1: Segment 3: Department	Code: 304 - ASSABET	**-211,095.50**	**385,798.00**	**385,798.00**	**-211,095.50**	**0.00**	**174,702.50**	**54.72**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 305 - NORFOLK ASSESSMENT							
Expenses								
0100-5-305-000-56700	NORFOLK REGIONAL ASSESSMENT	-13,197.00	44,634.00	44,634.00	-13,197.00	0.00	31,437.00	29.57
Total Group 3: Expenses		**-13,197.00**	**44,634.00**	**44,634.00**	**-13,197.00**	**0.00**	**31,437.00**	**29.57**
		-13,197.00			**-13,197.00**			
Total Group 1: Segment 3: Department	Code: 305 - NORFOLK	**-13,197.00**	**44,634.00**	**44,634.00**	**-13,197.00**	**0.00**	**31,437.00**	**29.57**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 400 - DEPARTMENT OF PUBLIC WORKS							
Salaries								
0100-5-400-421-51100	SALARIES FULL-TIME	-341,551.86	787,905.00	787,905.00	-341,551.86	0.00	446,353.14	43.35
0100-5-400-421-51200	TEMPORARY POSITIONS	-4,440.63	22,500.00	22,500.00	-4,440.63	0.00	18,059.37	19.74
0100-5-400-421-51300	SALARIES DPW-ADMIN OVERTIME	-20,406.86	47,717.99	47,717.99	-20,406.86	0.00	27,311.13	42.77
0100-5-400-421-51450	LONGEVITY	-3,800.00	8,400.00	8,400.00	-3,800.00	0.00	4,600.00	45.24
0100-5-400-421-51470	STANDBY ADD. GROSS DIFF.	-10,000.00	20,800.00	20,800.00	-10,000.00	0.00	10,800.00	48.08
0100-5-400-421-51950	STIPENDS	-17,649.99	16,350.00	16,350.00	-17,649.99	0.00	-1,299.99	107.95
0100-5-400-423-51300	SALARIES SNOW & ICE OVERTIME	-10,198.30	96,882.01	96,882.01	-10,198.30	0.00	86,683.71	10.53
Total Group 3: Salaries		**-408,047.64**	**1,000,555.00**	**1,000,555.00**	**-408,047.64**	**0.00**	**592,507.36**	**40.78**
Expenses								
0100-5-400-421-52300	WATER-DOMESTIC	-490.81	594.00	594.00	-490.81	0.00	103.19	82.63
0100-5-400-421-52400	DPW ADMIN BUILDING MAINT	-2,253.03	1,000.00	1,000.00	-2,253.03	0.00	-1,253.03	225.30
0100-5-400-421-52460	OFFICE EQUIP. MAINT. REPAIR	-1,083.75	1,000.00	1,000.00	-1,083.75	0.00	-83.75	108.38
0100-5-400-421-52540	COMPUTER EQUIP.REPAIR MAINT.	-6,007.63	4,200.00	4,200.00	-6,007.63	0.00	-1,807.63	143.04
0100-5-400-421-53000	MEDICAL DENTAL PROF. TECH.	-1,209.63	1,500.00	1,500.00	-1,209.63	0.00	290.37	80.64
0100-5-400-421-53050	ENGINEERINGARCHITECT PROF. TECH.	-30,003.23	48,480.00	48,480.00	-30,003.23	0.00	18,476.77	61.89
0100-5-400-421-53070	EMPLOYEE TRAINING PROF.TECH.	-1,183.81	3,900.00	3,900.00	-1,183.81	0.00	2,716.19	30.35
0100-5-400-421-53100	ADVERTISING PROF.TECH.	-1,288.82	1,000.00	1,000.00	-1,288.82	0.00	-288.82	128.88
0100-5-400-421-53420	POSTAGE COMMUNICATIONS	-1,916.51	3,000.00	3,000.00	-1,916.51	0.00	1,083.49	63.88
0100-5-400-421-53880	CONTRACTED SERV. OTHER SERV.	-37,808.08	72,640.00	72,640.00	-37,808.08	0.00	34,831.92	52.05
0100-5-400-421-54220	OTHER OFFICE SUPPLIES	-1,214.03	2,600.00	2,600.00	-1,214.03	0.00	1,385.97	46.69
0100-5-400-421-54800	GASOLINE	-28,436.63	75,000.00	75,000.00	-28,436.63	-22,229.91	24,333.46	67.56
0100-5-400-421-55410	SMALL TOOLS	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-400-421-55420	SERVICE SUPPLIES	-757.39	3,875.00	3,875.00	-757.39	0.00	3,117.61	19.55
0100-5-400-421-55850	UNIFORMS	-2,183.23	11,870.00	11,870.00	-2,183.23	0.00	9,686.77	18.39
0100-5-400-421-56500	SUASCO	-1,000.00	4,000.00	4,000.00	-1,000.00	0.00	3,000.00	25.00
0100-5-400-421-57100	IN-STATE TRAVEL	0.00	200.00	200.00	0.00	0.00	200.00	0.00
0100-5-400-421-57300	DUES	0.00	545.00	545.00	0.00	0.00	545.00	0.00
0100-5-400-421-58500	ADDITIONAL EQUIPMENT	-580.00	1,250.00	1,250.00	-580.00	0.00	670.00	46.40
0100-5-400-422-52840	OTHER EQUIPMENT RENTALS LEASES	0.00	950.00	950.00	0.00	0.00	950.00	0.00
0100-5-400-422-53880	CONTRACTED SERV. OTHER SERV.	-14,514.62	26,720.00	26,720.00	-14,514.62	0.00	12,205.38	54.32
0100-5-400-422-55340	GRAVEL STONE FILL	-2,669.35	5,000.00	5,000.00	-2,669.35	0.00	2,330.65	53.39

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-400-422-55370	BITUMINOUS CONCRETE	-5,765.56	13,000.00	13,000.00	-5,765.56	0.00	7,234.44	44.35
0100-5-400-422-55390	DRAINAGE MATERIALS	-103.20	3,000.00	3,000.00	-103.20	0.00	2,896.80	3.44
0100-5-400-422-55410	SMALL TOOLS	-514.12	1,000.00	1,000.00	-514.12	0.00	485.88	51.41
0100-5-400-422-55420	SERVICE SUPPLIES	-2,627.15	3,325.00	3,325.00	-2,627.15	0.00	697.85	79.01
0100-5-400-422-58700	REPLACEMENT EQUIPMENT	-439.80	750.00	750.00	-439.80	0.00	310.20	58.64
0100-5-400-423-52910	SNOW REMOVAL CONTRACT	-8,913.75	163,850.00	156,000.00	-8,913.75	-25,000.00	122,086.25	21.74
0100-5-400-423-53880	CONTRACTED SERV. OTHER SERV.	-2,188.85	1,040.00	1,040.00	-2,188.85	0.00	-1,148.85	210.47
0100-5-400-423-54900	FOOD FOOD SERVICE SUPPLIES	0.00	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00
0100-5-400-423-55350	PUBLIC WORKS SUPPLIES	-38,283.64	185,000.00	185,000.00	-38,283.64	0.00	146,716.36	20.69
0100-5-400-423-58700	REPLACEMENT EQUIPMENT	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-400-425-52420	VEHICLE REPAIR MAINT.	0.00	3,100.00	3,100.00	0.00	0.00	3,100.00	0.00
0100-5-400-425-52500	CONST. EQUIP. MAINT. REPAIR	-12,356.92	31,600.00	31,600.00	-12,356.92	0.00	19,243.08	39.10
0100-5-400-425-52560	RADIO REPAIR MAINT.	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-400-425-53880	CONTRACTED SERV. OTHER SERV.	-32,803.08	3,120.00	3,120.00	-32,803.08	0.00	-29,683.08	1,051.38
0100-5-400-425-54810	ANTI-FREEZE VEHICLE SUPPLIES	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-400-425-54820	BATTERIES VEHICLE SUPPLIES	-733.52	1,000.00	1,000.00	-733.52	0.00	266.48	73.35
0100-5-400-425-54830	TIRES TUBES VEHICLE SUPPLIES	-4,954.14	5,000.00	5,000.00	-4,954.14	0.00	45.86	99.08
0100-5-400-425-54840	MOTOR OIL LUBE VEHICLE SUPPLIES	-2,610.83	5,000.00	5,000.00	-2,610.83	0.00	2,389.17	52.22
0100-5-400-425-54850	PARTS ACCESS. VEHICLE SUPPLIES	-28,410.22	38,000.00	38,000.00	-28,410.22	0.00	9,589.78	74.76
0100-5-400-425-55410	SMALL TOOLS	-848.65	3,000.00	3,000.00	-848.65	0.00	2,151.35	28.29
0100-5-400-425-55420	SERVICE SUPPLIES	-5,587.21	4,875.00	4,875.00	-5,587.21	0.00	-712.21	114.61
0100-5-400-425-58500	ADDITIONAL EQUIPMENT	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
0100-5-400-425-58700	REPLACEMENT EQUIPMENT	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-400-433-52300	WATER-DOMESTIC	-125.05	297.00	297.00	-125.05	0.00	171.95	42.10
0100-5-400-433-52400	SOLID WASTE BUILDING MAINT	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-400-433-52420	VEHICLE MAINT. REPAIR	0.00	2,600.00	2,600.00	0.00	0.00	2,600.00	0.00
0100-5-400-433-52830	RENTAL PORT-O-LETS	-534.78	1,050.00	1,050.00	-534.78	0.00	515.22	50.93
0100-5-400-433-52840	OTHER EQUIPMENT RENTALS LEASES	0.00	750.00	750.00	0.00	0.00	750.00	0.00
0100-5-400-433-52930	REFUSE DISPOSAL	-142,700.01	235,000.00	235,000.00	-142,700.01	-154,443.08	-62,143.09	126.44
0100-5-400-433-53050	ENGINEERINGARCHITECT PROF.TECH.	0.00	6,520.00	6,520.00	0.00	0.00	6,520.00	0.00
0100-5-400-433-53880	CONTRACTED SERVICES-OTHER SERVI	-11,268.31	6,240.00	6,240.00	-11,268.31	0.00	-5,028.31	180.58
0100-5-400-433-55410	SMALL TOOLS	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-400-433-55420	SERVICE SUPPLIES	-146.28	1,085.00	1,085.00	-146.28	0.00	938.72	13.48
0100-5-400-491-52300	WATER-DOMESTIC	-3,859.63	1,215.00	1,215.00	-3,859.63	0.00	-2,644.63	317.67

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-400-491-52320	WATER -IRRIGATION	-93.75	0.00	0.00	-93.75	0.00	-93.75	0.00
0100-5-400-491-52400	CEMETERY BUILDING MAINT	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-400-491-52420	VEHICLE REPAIR MAINT.	0.00	1,700.00	1,700.00	0.00	0.00	1,700.00	0.00
0100-5-400-491-52840	OTHER EQUIPMENT RENTALS LEASES	0.00	100.00	100.00	0.00	0.00	100.00	0.00
0100-5-400-491-53880	CONTRACTED SERV.-OTHER SERVICES	-3,816.00	4,160.00	4,160.00	-3,816.00	0.00	344.00	91.73
0100-5-400-491-54600	GROUNDSKEEPING SUPPLIES	-321.09	1,500.00	1,500.00	-321.09	0.00	1,178.91	21.41
0100-5-400-491-55340	GRAVEL STONE FILL	-192.00	1,000.00	1,000.00	-192.00	0.00	808.00	19.20
0100-5-400-491-55410	SMALL TOOLS	-65.97	500.00	500.00	-65.97	0.00	434.03	13.19
0100-5-400-491-55420	SERVICE SUPPLIES	-1,912.73	2,015.00	2,015.00	-1,912.73	0.00	102.27	94.92
0100-5-400-491-57300	CEMETERY DUES	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-400-491-58500	ADDITIONAL EQUIPMENT	0.00	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00
0100-5-400-491-58700	REPLACEMENT EQUIPMENT	-1,816.00	400.00	400.00	-1,816.00	0.00	-1,416.00	454.00
0100-5-400-492-53070	EMPLOYEE TRAINING PROF.TECH.	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-400-492-53160	TREE EXPERTS PROF.TECH.	-23,385.64	85,000.00	92,850.00	-23,385.64	0.00	69,464.36	25.19
0100-5-400-492-53880	CONTRACTED SERV. OTHER SERV.	-14,909.44	6,080.00	6,080.00	-14,909.44	0.00	-8,829.44	245.22
0100-5-400-492-55410	SMALL TOOLS	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-400-492-55850	UNIFORMS	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-400-492-57300	TREE DUES	0.00	205.00	205.00	0.00	0.00	205.00	0.00
0100-5-400-492-58700	REPLACEMENT EQUIPMENT	0.00	400.00	400.00	0.00	0.00	400.00	0.00
0100-5-400-493-52430	TRAFFIC SIGNAL MAINT.	-3,252.00	20,000.00	20,000.00	-3,252.00	0.00	16,748.00	16.26
0100-5-400-493-52530	STREET PAVING MARKING	-18,493.38	18,000.00	18,000.00	-18,493.38	0.00	-493.38	102.74
0100-5-400-493-55310	HIGHWAY PAINT	-1,491.28	1,500.00	1,500.00	-1,491.28	0.00	8.72	99.42
0100-5-400-493-55380	SIGNS	-2,324.20	6,500.00	6,500.00	-2,324.20	0.00	4,175.80	35.76
0100-5-400-493-55420	SMALL TOOLS	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-400-494-52300	WATER-DOMESTIC	0.00	594.00	594.00	0.00	0.00	594.00	0.00
0100-5-400-494-52320	WATER IRRIGATION	-23,193.34	12,000.00	12,000.00	-23,193.34	0.00	-11,193.34	193.28
0100-5-400-494-52400	BUILDING MAINTENANCE	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-400-494-52420	VEHICLE REPAIR MAINT.	0.00	2,600.00	2,600.00	0.00	0.00	2,600.00	0.00
0100-5-400-494-52500	CONST EQUIP REPAIR MAINT	0.00	2,400.00	2,400.00	0.00	0.00	2,400.00	0.00
0100-5-400-494-52580	GROUNDS REC FIELD MAINT	-95,266.34	175,000.00	175,000.00	-95,266.34	-30,778.80	48,954.86	72.03
0100-5-400-494-52830	PORT-O-LET RENTAL	-1,122.50	6,050.00	6,050.00	-1,122.50	0.00	4,927.50	18.55
0100-5-400-494-52840	EQUIPMENT RENTALS	0.00	700.00	700.00	0.00	0.00	700.00	0.00
0100-5-400-494-53070	EMPLOYEE TRAINING	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
0100-5-400-494-54600	GROUNDSKEEPING SUPPLIES	-11,344.58	23,500.00	23,500.00	-11,344.58	0.00	12,155.42	48.27

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-400-494-55340	GRAVEL STONE AND FILL	-7,882.39	4,000.00	4,000.00	-7,882.39	0.00	-3,882.39	197.06
0100-5-400-494-55390	DRAINAGE MATERIALS	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
0100-5-400-494-55410	SMALL TOOLS	-851.41	1,500.00	1,500.00	-851.41	0.00	648.59	56.76
0100-5-400-494-55420	SERVICE SUPPLIES	-971.57	2,825.00	2,825.00	-971.57	0.00	1,853.43	34.39
0100-5-400-494-57300	DUES	-270.00	250.00	250.00	-270.00	0.00	-20.00	108.00
0100-5-400-494-58500	NEW EQUIPMENT	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
0100-5-400-494-58700	REPLACEMENT EQUIPMENT	0.00	450.00	450.00	0.00	0.00	450.00	0.00
Total Group 3: Expenses		**-653,350.86**	**1,389,820.00**	**1,389,820.00**	**-653,350.86**	**-232,451.79**	**504,017.35**	**63.74**
		-1,061,398.50			**-1,061,398.50**			
Total Group 1: Segment 3: Department	Code: 400 -	**-1,061,398.50**	**2,390,375.00**	**2,390,375.00**	**-1,061,398.50**	**-232,451.79**	**1,096,524.71**	**54.13**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 510 - ELECTED BOARD OF HEALTH							
Salaries								
0100-5-510-000-51110	SALARIES. PART-TIME	0.00	450.00	450.00	0.00	0.00	450.00	0.00
Total Group 3: Salaries		**0.00**	**450.00**	**450.00**	**0.00**	**0.00**	**450.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 510 - ELECTED	**0.00**	**450.00**	**450.00**	**0.00**	**0.00**	**450.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 512 - BOARD OF HEALTH							
Salaries								
0100-5-512-000-51100	SALARIES FULL-TIME	-14,824.96	30,962.00	30,962.00	-14,824.96	0.00	16,137.04	47.88
0100-5-512-000-51110	SALARIES PART TIME	-37,844.00	81,445.00	81,445.00	-37,844.00	0.00	43,601.00	46.47
0100-5-512-000-51200	TEMPORARY SALARIES	-852.84	0.00	0.00	-852.84	0.00	-852.84	0.00
0100-5-512-000-51300	SALARIES OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-512-000-51450	LONGEVITY	0.00	480.00	480.00	0.00	0.00	480.00	0.00
Total Group 3: Salaries		**-53,521.80**	**112,887.00**	**112,887.00**	**-53,521.80**	**0.00**	**59,365.20**	**47.41**
Expenses								
0100-5-512-000-52460	OFFICE EQUIPMENT REPAIR MAINT.	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-512-000-53070	EMPLOYEE TRAINING PROF. TECH.	-80.00	1,200.00	1,200.00	-80.00	0.00	1,120.00	6.67
0100-5-512-000-53100	ADVERTISING PROF. TECH.	-225.00	0.00	0.00	-225.00	0.00	-225.00	0.00
0100-5-512-000-53430	WIRELESS PHONES COMMUNICATIONS	-480.18	1,550.00	1,550.00	-480.18	0.00	1,069.82	30.98
0100-5-512-000-53440	PRINT MAIL COMMUNICATIONS	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-512-000-53880	CONTRACTED SERV. OTHER SERVICES	-24,349.50	52,080.00	52,080.00	-24,349.50	0.00	27,730.50	46.75
0100-5-512-000-54220	OTHER OFFICE SUPPLIES	-157.65	525.00	525.00	-157.65	0.00	367.35	30.03
0100-5-512-000-57100	IN-STATE TRAVEL	-194.36	1,525.00	1,525.00	-194.36	0.00	1,330.64	12.74
0100-5-512-000-57300	DUES	-190.00	550.00	550.00	-190.00	0.00	360.00	34.55
Total Group 3: Expenses		**-25,676.69**	**57,830.00**	**57,830.00**	**-25,676.69**	**0.00**	**32,153.31**	**44.40**
		-79,198.49			**-79,198.49**			
Total Group 1: Segment 3: Department	Code: 512 - BOARD OF	**-79,198.49**	**170,717.00**	**170,717.00**	**-79,198.49**	**0.00**	**91,518.51**	**46.39**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 541 - COUNCIL ON AGING							
Salaries								
0100-5-541-000-51100	SALARIES FULL TIME	-120,692.51	211,811.00	211,811.00	-120,692.51	0.00	91,118.49	56.98
0100-5-541-000-51110	SALARIES PART-TIME	0.00	63,681.00	63,681.00	0.00	0.00	63,681.00	0.00
0100-5-541-000-51450	LONGEVITY	0.00	2,350.00	2,350.00	0.00	0.00	2,350.00	0.00
Total Group 3: Salaries		**-120,692.51**	**277,842.00**	**277,842.00**	**-120,692.51**	**0.00**	**157,149.49**	**43.44**
Expenses								
0100-5-541-000-52540	COMPUTER EQUIP. REPAIR MAINT.	-790.00	1,700.00	1,700.00	-790.00	0.00	910.00	46.47
0100-5-541-000-53070	EMPLOYEE TRAINING PROF. TECH.	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-541-000-53420	POSTAGE COMMUNICATIONS	-250.00	1,725.00	1,725.00	-250.00	0.00	1,475.00	14.49
0100-5-541-000-53440	PRINT MAIL COMMUNICATIONS	-351.00	900.00	900.00	-351.00	0.00	549.00	39.00
0100-5-541-000-53500	RECREATIONAL ACTIVITES	-15,099.45	42,345.00	42,345.00	-15,099.45	0.00	27,245.55	35.66
0100-5-541-000-53880	CONTRACTED SERV. OTHER SERVICES	-888.91	3,170.00	3,170.00	-888.91	0.00	2,281.09	28.04
0100-5-541-000-54220	OTHER OFFICE SUPPLIES	-443.59	650.00	650.00	-443.59	0.00	206.41	68.24
0100-5-541-000-54900	FOOD AND FOOD SERVICE SUPPLIES	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-541-000-55000	MEDICAL SURGICAL SUPPLIES	0.00	950.00	950.00	0.00	0.00	950.00	0.00
0100-5-541-000-55840	RECREATIONAL OTHER SUPPLIES	-2,071.64	4,500.00	4,500.00	-2,071.64	0.00	2,428.36	46.04
0100-5-541-000-57100	IN-STATE TRAVEL	-20.13	1,300.00	1,300.00	-20.13	0.00	1,279.87	1.55
0100-5-541-000-57300	DUES	0.00	400.00	400.00	0.00	0.00	400.00	0.00
0100-5-541-000-58500	ADDITIONAL EQUIPMENT	-60.00	295.00	295.00	-60.00	0.00	235.00	20.34
Total Group 3: Expenses		**-19,974.72**	**58,785.00**	**58,785.00**	**-19,974.72**	**0.00**	**38,810.28**	**33.98**
		-140,667.23			**-140,667.23**			
Total Group 1: Segment 3: Department	Code: 541 - COUNCIL	**-140,667.23**	**336,627.00**	**336,627.00**	**-140,667.23**	**0.00**	**195,959.77**	**41.79**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 542 - YOUTH COMMISSION							
Salaries								
0100-5-542-000-51100	SALARIES FULL-TIME	-89,551.56	222,826.00	222,826.00	-89,551.56	0.00	133,274.44	40.19
0100-5-542-000-51450	LONGEVITY	-1,000.00	1,000.00	1,000.00	-1,000.00	0.00	0.00	100.00
Total Group 3: Salaries		**-90,551.56**	**223,826.00**	**223,826.00**	**-90,551.56**	**0.00**	**133,274.44**	**40.46**
Expenses								
0100-5-542-000-53070	EMPLOYEE TRAINING PROF. TECH.	-25.00	1,500.00	1,500.00	-25.00	0.00	1,475.00	1.67
0100-5-542-000-53410	DATA PROC. LINES COMMUNICATIONS	0.00	1,892.00	1,892.00	0.00	0.00	1,892.00	0.00
0100-5-542-000-53440	PRINT MAIL COMMUNICATIONS	-225.00	1,000.00	1,000.00	-225.00	0.00	775.00	22.50
0100-5-542-000-53880	CONTRACTED SERV. OTHER SERVICES	-2,276.00	4,900.00	4,900.00	-2,276.00	0.00	2,624.00	46.45
0100-5-542-000-54220	OTHER OFFICE SUPPLIES	-135.01	1,500.00	1,500.00	-135.01	0.00	1,364.99	9.00
0100-5-542-000-55840	RECREATIONAL SUPPLIES	-719.76	1,500.00	1,500.00	-719.76	0.00	780.24	47.98
0100-5-542-000-57100	IN-STATE TRAVEL	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Group 3: Expenses		**-3,380.77**	**14,292.00**	**14,292.00**	**-3,380.77**	**0.00**	**10,911.23**	**23.65**
		-93,932.33			**-93,932.33**			
Total Group 1: Segment 3: Department	Code: 542 - YOUTH	**-93,932.33**	**238,118.00**	**238,118.00**	**-93,932.33**	**0.00**	**144,185.67**	**39.45**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 543 - VETERANS SERVICES							
Salaries								
0100-5-543-000-51110	SALARIES PART-TIME	-7,500.00	15,000.00	15,000.00	-7,500.00	0.00	7,500.00	50.00
Total Group 3: Salaries		**-7,500.00**	**15,000.00**	**15,000.00**	**-7,500.00**	**0.00**	**7,500.00**	**50.00**
Expenses								
0100-5-543-000-54220	OTHER OFFICE SUPPLIES	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-543-000-55830	MAGAZINES OTHER SUPPLIES	0.00	100.00	100.00	0.00	0.00	100.00	0.00
0100-5-543-000-57100	IN-STATE TRAVEL	0.00	400.00	400.00	0.00	0.00	400.00	0.00
0100-5-543-000-57300	DUES	0.00	95.00	95.00	0.00	0.00	95.00	0.00
0100-5-543-000-57700	VETERANS BENEFITS	-6,901.80	20,000.00	20,000.00	-6,901.80	0.00	13,098.20	34.51
Total Group 3: Expenses		**-6,901.80**	**20,845.00**	**20,845.00**	**-6,901.80**	**0.00**	**13,943.20**	**33.11**
		-14,401.80			**-14,401.80**			
Total Group 1: Segment 3: Department	Code: 543 - VETERANS	**-14,401.80**	**35,845.00**	**35,845.00**	**-14,401.80**	**0.00**	**21,443.20**	**40.18**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 610 - LIBRARY							
Salaries								
0100-5-610-000-51100	SALARIES FULL-TIME	-157,674.08	339,702.00	339,702.00	-157,674.08	0.00	182,027.92	46.42
0100-5-610-000-51110	SALARIES PART-TIME	-21,165.33	82,575.00	82,575.00	-21,165.33	0.00	61,409.67	25.63
0100-5-610-000-51450	LONGEVITY	-2,100.00	2,900.00	2,900.00	-2,100.00	0.00	800.00	72.41
Total Group 3: Salaries		**-180,939.41**	**425,177.00**	**425,177.00**	**-180,939.41**	**0.00**	**244,237.59**	**42.56**
Expenses								
0100-5-610-000-52300	WATER-DOMESTIC	-75.26	500.00	500.00	-75.26	0.00	424.74	15.05
0100-5-610-000-52540	COMPUTER EQUIP. REPAIR MAINT.	-2,428.00	2,428.00	2,428.00	-2,428.00	0.00	0.00	100.00
0100-5-610-000-53070	EMPLOYEE TRAINING PROF. TECH	-200.00	500.00	500.00	-200.00	0.00	300.00	40.00
0100-5-610-000-53500	LIBRARY PROGRAMS	-300.00	800.00	800.00	-300.00	0.00	500.00	37.50
0100-5-610-000-54220	OTHER OFFICE SUPPLIES	-1,793.00	4,000.00	4,000.00	-1,793.00	0.00	2,207.00	44.83
0100-5-610-000-55100	EDUCATIONAL SUPPLIES	-35,906.86	84,273.00	84,273.00	-35,906.86	0.00	48,366.14	42.61
0100-5-610-000-55830	MAGAZINES OTHER SUPPLIES	-10,194.00	10,194.00	10,194.00	-10,194.00	0.00	0.00	100.00
0100-5-610-000-57100	IN-STATE TRAVEL	0.00	450.00	450.00	0.00	0.00	450.00	0.00
0100-5-610-000-57300	DUES	-28,166.30	28,300.00	28,300.00	-28,166.30	0.00	133.70	99.53
Total Group 3: Expenses		**-79,063.42**	**131,445.00**	**131,445.00**	**-79,063.42**	**0.00**	**52,381.58**	**60.15**
		-260,002.83			**-260,002.83**			
Total Group 1: Segment 3: Department	Code: 610 - LIBRARY	**-260,002.83**	**556,622.00**	**556,622.00**	**-260,002.83**	**0.00**	**296,619.17**	**46.71**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 630 - RECREATION							
Salaries								
0100-5-630-000-51100	SALARIES FULL-TIME	-64,650.90	138,362.00	138,362.00	-64,650.90	0.00	73,711.10	46.73
Total Group 3: Salaries		**-64,650.90**	**138,362.00**	**138,362.00**	**-64,650.90**	**0.00**	**73,711.10**	**46.73**
Expenses								
0100-5-630-000-57300	DUES	0.00	9,900.00	9,900.00	0.00	0.00	9,900.00	0.00
Total Group 3: Expenses		**0.00**	**9,900.00**	**9,900.00**	**0.00**	**0.00**	**9,900.00**	**0.00**
		-64,650.90			**-64,650.90**			
Total Group 1: Segment 3: Department	Code: 630 -	**-64,650.90**	**148,262.00**	**148,262.00**	**-64,650.90**	**0.00**	**83,611.10**	**43.61**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 691 - HISTORICAL COMMISSION							
Expenses								
0100-5-691-000-53880	CONTRACTED SERV. OTHER SERVICES	-568.67	2,500.00	2,500.00	-568.67	0.00	1,931.33	22.75
Total Group 3: Expenses		**-568.67**	**2,500.00**	**2,500.00**	**-568.67**	**0.00**	**1,931.33**	**22.75**
		-568.67			**-568.67**			
Total Group 1: Segment 3: Department	Code: 691 -	**-568.67**	**2,500.00**	**2,500.00**	**-568.67**	**0.00**	**1,931.33**	**22.75**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 692 - MEMORIAL DAY							
Expenses								
0100-5-692-000-55890	FLAGS OTHER SUPPLIES	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Group 3: Expenses		**0.00**	**3,000.00**	**3,000.00**	**0.00**	**0.00**	**3,000.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 692 - MEMORIAL	**0.00**	**3,000.00**	**3,000.00**	**0.00**	**0.00**	**3,000.00**	**0.00**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 710 - RETIREMENT OF LONG-TERM DEBT							
Expenses								
0100-5-710-101-59100	MWPAT SEPTIC	-52,547.29	52,547.00	52,547.00	-52,547.29	0.00	-0.29	100.00
0100-5-710-114-59100	WOODWARD SCHOOL CONSTR	0.00	1,060,000.00	1,060,000.00	0.00	0.00	1,060,000.00	0.00
0100-5-710-118-59100	LTD PRINC - NEARY RENOV PH I II	-25,000.00	25,000.00	25,000.00	-25,000.00	0.00	0.00	100.00
0100-5-710-120-59100	LTD PRINC - PUBLIC SAFETY COMPLEX	-241,959.39	270,000.00	270,000.00	-241,959.39	0.00	28,040.61	89.61
0100-5-710-121-59100	LTD PRINC-NEARY PH IIIA14ATM4-14-08	-35,000.00	35,000.00	35,000.00	-35,000.00	0.00	0.00	100.00
0100-5-710-122-59100	LTD PRIN - PUBLIC SAFETY BLDG JUNE	0.00	345,000.00	345,000.00	0.00	0.00	345,000.00	0.00
0100-5-710-126-59100	LTD PRINC - FIRE ENGINE	0.00	110,000.00	110,000.00	0.00	0.00	110,000.00	0.00
0100-5-710-127-59100	LTD PRINC - CHOATE LIGHTS	0.00	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
0100-5-710-128-59100	LTD PRINC - DPW FUEL TANKS	0.00	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00
0100-5-710-129-59100	LTD PRINC - 911 FIELD	0.00	120,000.00	120,000.00	0.00	0.00	120,000.00	0.00
0100-5-710-130-59100	LTD PRINC - GOLF COURSE REPAIRS A1	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
0100-5-710-131-59100	LTD PRINC - DEPIETRI FIELD A16 4-9-18	0.00	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
0100-5-710-132-59100	LTD PRINC - TROTTIER TRACK A16 4-9-1	0.00	55,000.00	55,000.00	0.00	0.00	55,000.00	0.00
Total Group 3: Expenses		**-354,506.68**	**2,352,547.00**	**2,352,547.00**	**-354,506.68**	**0.00**	**1,998,040.32**	**15.07**
		-354,506.68			**-354,506.68**			
Total Group 1: Segment 3: Department	Code: 710 -	**-354,506.68**	**2,352,547.00**	**2,352,547.00**	**-354,506.68**	**0.00**	**1,998,040.32**	**15.07**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 751 - INTEREST ON LONG-TERM DEBT							
Expenses								
0100-5-751-114-59150	LONG TERM DEBT INT.-WOODWARD SC	-47,100.00	94,200.00	94,200.00	-47,100.00	0.00	47,100.00	50.00
0100-5-751-118-59150	INTEREST - NEARY RENOV PH I II	-3,609.38	6,719.00	6,719.00	-3,609.38	0.00	3,109.62	53.72
0100-5-751-120-59150	INTEREST - PUBLIC SAFETY COMPLEX	-139,165.63	278,332.00	278,332.00	-139,165.63	0.00	139,166.37	50.00
0100-5-751-121-59150	LT INT-NEARY PH IIIA14 ATM4-14-08	-4,946.87	9,194.00	9,194.00	-4,946.87	0.00	4,247.13	53.81
0100-5-751-122-59150	LT - PUBLIC SAFETY BLDG JUNE 2019	0.00	483,919.00	483,919.00	0.00	0.00	483,919.00	0.00
0100-5-751-126-59150	LT INT - FIRE ENGINE	-8,250.00	16,500.00	16,500.00	-8,250.00	0.00	8,250.00	50.00
0100-5-751-127-59150	LT INT - CHOATE LIGHTS	-1,500.00	3,000.00	3,000.00	-1,500.00	0.00	1,500.00	50.00
0100-5-751-128-59150	LT INT - DPW FUEL TANKS	-6,500.00	13,000.00	13,000.00	-6,500.00	0.00	6,500.00	50.00
0100-5-751-129-59150	LTD INT - 911 FIELD	-9,000.00	18,000.00	18,000.00	-9,000.00	0.00	9,000.00	50.00
0100-5-751-130-59150	LTD INT - GOLF COURSE RESTOR A15 4-	-5,000.00	10,000.00	10,000.00	-5,000.00	0.00	5,000.00	50.00
0100-5-751-131-59150	LTD INT - DEPIETRI FIELD A16 4-9-18	-3,875.00	7,750.00	7,750.00	-3,875.00	0.00	3,875.00	50.00
0100-5-751-132-59150	LTD INT - TROTTIER TRACK A16 4-9-18	-5,500.00	11,000.00	11,000.00	-5,500.00	0.00	5,500.00	50.00
Total Group 3: Expenses		**-234,446.88**	**951,614.00**	**951,614.00**	**-234,446.88**	**0.00**	**717,167.12**	**24.64**
		-234,446.88			**-234,446.88**			
Total Group 1: Segment 3: Department	Code: 751 - INTEREST	**-234,446.88**	**951,614.00**	**951,614.00**	**-234,446.88**	**0.00**	**717,167.12**	**24.64**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 752 - INTEREST ON SHORT-TERM DEBT							
Expenses								
0100-5-752-000-59250	INTEREST ON SHORT-TERM DEBT	-49,863.25	52,363.00	52,363.00	-49,863.25	0.00	2,499.75	95.23
Total Group 3: Expenses		**-49,863.25**	**52,363.00**	**52,363.00**	**-49,863.25**	**0.00**	**2,499.75**	**95.23**
		-49,863.25			**-49,863.25**			
Total Group 1: Segment 3: Department	Code: 752 - INTEREST	**-49,863.25**	**52,363.00**	**52,363.00**	**-49,863.25**	**0.00**	**2,499.75**	**95.23**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 910 - EMPLOYEE BENEFITS							
Salaries								
0100-5-910-000-51700	WORKERS COMP ACCIDENT INS.	-237,493.00	243,223.00	243,223.00	-237,493.00	0.00	5,730.00	97.64
0100-5-910-000-51710	UNEMPLOYMENT PAYMENTS	-14,094.20	29,578.00	29,578.00	-14,094.20	0.00	15,483.80	47.65
0100-5-910-000-51720	HEALTH INSURANCE	-2,781,515.91	5,207,585.00	5,207,585.00	-2,781,515.91	0.00	2,426,069.09	53.41
0100-5-910-000-51730	RETIREMENT	-2,170,625.00	2,170,625.00	2,170,625.00	-2,170,625.00	0.00	0.00	100.00
0100-5-910-000-51740	GROUP LIFE INSURANCE	-2,582.82	5,297.00	5,297.00	-2,582.82	0.00	2,714.18	48.76
0100-5-910-000-51750	FLEXIBLE SPENDING ACCOUNT	-5,195.72	7,440.00	7,440.00	-5,195.72	0.00	2,244.28	69.83
0100-5-910-000-51770	MEDICARE	-180,920.83	375,970.00	375,970.00	-180,920.83	0.00	195,049.17	48.12
0100-5-910-000-51780	DENTAL INSURANCE	-145,246.14	236,306.00	236,306.00	-145,246.14	0.00	91,059.86	61.47
0100-5-910-000-51785	MEDICARE B ASSESSMENT	-8,482.20	17,750.00	17,750.00	-8,482.20	0.00	9,267.80	47.79
Total Group 3: Salaries		**-5,546,155.82**	**8,293,774.00**	**8,293,774.00**	**-5,546,155.82**	**0.00**	**2,747,618.18**	**66.87**
		-5,546,155.82			**-5,546,155.82**			
Total Group 1: Segment 3: Department	Code: 910 - EMPLOYEE	**-5,546,155.82**	**8,293,774.00**	**8,293,774.00**	**-5,546,155.82**	**0.00**	**2,747,618.18**	**66.87**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 930 - CAPITAL BUDGET							
Expenses								
0100-5-930-005-58490	POLICE EQUIPMENT	-2,405.00	49,507.00	49,507.00	-2,405.00	-38,650.00	8,452.00	82.93
Total Group 3: Expenses		**-2,405.00**	**49,507.00**	**49,507.00**	**-2,405.00**	**-38,650.00**	**8,452.00**	**82.93**
		-2,405.00			**-2,405.00**			
Total Group 1: Segment 3: Department	Code: 930 - CAPITAL	**-2,405.00**	**49,507.00**	**49,507.00**	**-2,405.00**	**-38,650.00**	**8,452.00**	**82.93**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 941 - COURT JUDGMENTS							
Expenses								
0100-5-941-000-57600	COURT JUDGMENTS	-227,586.19	225,000.00	225,000.00	-227,586.19	0.00	-2,586.19	101.15
Total Group 3: Expenses		**-227,586.19**	**225,000.00**	**225,000.00**	**-227,586.19**	**0.00**	**-2,586.19**	**101.15**
		-227,586.19			**-227,586.19**			
Total Group 1: Segment 3: Department	Code: 941 - COURT	**-227,586.19**	**225,000.00**	**225,000.00**	**-227,586.19**	**0.00**	**-2,586.19**	**101.15**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 945 - LIABILITY INSURANCE							
Expenses								
0100-5-945-000-57400	LIABILITY INSURANCE OTHER CHG	-279,756.72	284,595.00	284,595.00	-279,756.72	0.00	4,838.28	98.30
Total Group 3: Expenses		**-279,756.72**	**284,595.00**	**284,595.00**	**-279,756.72**	**0.00**	**4,838.28**	**98.30**
		-279,756.72			**-279,756.72**			
Total Group 1: Segment 3: Department	Code: 945 - LIABILITY	**-279,756.72**	**284,595.00**	**284,595.00**	**-279,756.72**	**0.00**	**4,838.28**	**98.30**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number	Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
483 Account(s) totaling:	-22,662,911.73	53,724,799.00	53,724,799.00	-22,662,911.73	-344,547.15	30,717,340.12	42.82

Filter by: Segment 1: 6161
Segment 2: 6

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
6161-6-451-580-68244	WATER PROJ OR IMPROV A14 ATM 4-11-	-33,189.64	59,833.05	59,833.05	-33,189.64	0.00	26,643.41	55.47
6161-6-451-580-68514	HOSMER PUMP STATION ROOF A10 4-13	-30,000.00	30,000.00	30,000.00	-30,000.00	0.00	0.00	100.00
6161-6-451-580-68537	WATER MASTER PLAN FY18 A9 4-25-17	0.00	11,685.00	11,685.00	0.00	0.00	11,685.00	0.00
Total Group 3:		**-63,189.64**	**101,518.05**	**101,518.05**	**-63,189.64**	**0.00**	**38,328.41**	**62.24**
Salaries								
6161-6-400-450-51100	SALARIES FULL-TIME	-138,021.03	298,611.00	298,611.00	-138,021.03	0.00	160,589.97	46.22
6161-6-400-450-51300	SALARIES OVERTIME	-10,433.03	23,874.00	23,874.00	-10,433.03	0.00	13,440.97	43.70
6161-6-400-450-51450	LONGEVITY	-1,550.00	2,250.00	2,250.00	-1,550.00	0.00	700.00	68.89
6161-6-400-450-51470	STANDBY ADD. GROSS DIFF.	-13,750.00	29,120.00	29,120.00	-13,750.00	0.00	15,370.00	47.22
6161-6-400-450-51950	STIPENDS	-1,689.98	1,550.00	1,550.00	-1,689.98	0.00	-139.98	109.03
Total Group 3: Salaries		**-165,444.04**	**355,405.00**	**355,405.00**	**-165,444.04**	**0.00**	**189,960.96**	**46.55**
Expenses								
6161-6-400-450-52100	ELECTRICITY	-58,418.72	88,000.00	88,000.00	-58,418.72	0.00	29,581.28	66.38
6161-6-400-450-52110	HEAT	-894.39	6,000.00	6,000.00	-894.39	0.00	5,105.61	14.91
6161-6-400-450-52400	BUILDING MAINT.	-103.00	5,500.00	5,500.00	-103.00	0.00	5,397.00	1.87
6161-6-400-450-52420	VEHICLE REPAIR MAINT.	-1,528.21	1,000.00	1,000.00	-1,528.21	0.00	-528.21	152.82
6161-6-400-450-52440	WATER METER REPAIR MAINT.	0.00	100.00	100.00	0.00	0.00	100.00	0.00
6161-6-400-450-52480	WATER PUMPING STA. REPAIRS	-4,564.00	4,000.00	4,000.00	-4,564.00	0.00	-564.00	114.10
6161-6-400-450-52500	CONST. EQUIP. REPAIR	0.00	500.00	500.00	0.00	0.00	500.00	0.00
6161-6-400-450-52540	COMPUTER EQUIP REPAIR MAINTENAN	-6,096.30	4,500.00	4,500.00	-6,096.30	0.00	-1,596.30	135.47
6161-6-400-450-52840	OTHER EQUIP. RENTAL LEASES	-23.55	1,500.00	1,500.00	-23.55	0.00	1,476.45	1.57
6161-6-400-450-53000	MEDICAL DENTAL. PROF. TECH.	-25.00	0.00	0.00	-25.00	0.00	-25.00	0.00
6161-6-400-450-53050	ENGINEERARCHITECT PROF. SERV.	-1,282.50	55,000.00	55,000.00	-1,282.50	0.00	53,717.50	2.33
6161-6-400-450-53070	EMPLOYEE TRAINIG PROF. TECH	-345.00	2,000.00	2,000.00	-345.00	0.00	1,655.00	17.25
6161-6-400-450-53100	ADVERTISING PROF. TECH.	0.00	500.00	500.00	0.00	0.00	500.00	0.00
6161-6-400-450-53400	TELEPHONE COMMUNICATIONS	-51.13	500.00	500.00	-51.13	0.00	448.87	10.23
6161-6-400-450-53410	DATA PROCESS LINES COMMUNICATIO	-1,159.34	3,000.00	3,000.00	-1,159.34	0.00	1,840.66	38.64
6161-6-400-450-53420	POSTAGECOMMUNICATIONS	-1,085.88	5,500.00	5,500.00	-1,085.88	0.00	4,414.12	19.74
6161-6-400-450-53430	WIRELESS PHONE-COMMUNICATIONS	-586.37	1,200.00	1,200.00	-586.37	0.00	613.63	48.86
6161-6-400-450-53880	CONTRACT. SERV. OTHER SERV.	-23,390.38	55,000.00	55,000.00	-23,390.38	0.00	31,609.62	42.53
6161-6-400-450-54220	OTHER OFFICE SUPPLIES	-185.03	500.00	500.00	-185.03	0.00	314.97	37.01

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
6161-6-400-450-54800	GASOLINE	0.00	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00
6161-6-400-450-54820	BATTERIES VEHICULAR SUPPLIES	0.00	250.00	250.00	0.00	0.00	250.00	0.00
6161-6-400-450-54830	TIRES VEHICULAR SUPPLIES	0.00	250.00	250.00	0.00	0.00	250.00	0.00
6161-6-400-450-54850	PARTS ACCESS. VEHICULAR	-3,744.74	1,000.00	1,000.00	-3,744.74	0.00	-2,744.74	374.47
6161-6-400-450-55340	GRAVEL STONE FILL	-537.46	2,000.00	2,000.00	-537.46	0.00	1,462.54	26.87
6161-6-400-450-55370	BITUMINOUS CONCRETE	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
6161-6-400-450-55410	SMALL TOOLS	-1,239.57	7,500.00	7,500.00	-1,239.57	0.00	6,260.43	16.53
6161-6-400-450-55420	SERVICE SUPPLIES	-1,402.90	7,500.00	7,500.00	-1,402.90	0.00	6,097.10	18.71
6161-6-400-450-55430	PIPE FITTINGS	-3,047.21	5,000.00	5,000.00	-3,047.21	0.00	1,952.79	60.94
6161-6-400-450-55440	METERS FITTINGS	-8,018.86	20,000.00	20,000.00	-8,018.86	0.00	11,981.14	40.09
6161-6-400-450-55450	SERVICE CONNECTIONS	-1,632.94	15,000.00	15,000.00	-1,632.94	0.00	13,367.06	10.89
6161-6-400-450-55460	HYDRANT REPAIRS	-226.74	10,000.00	10,000.00	-226.74	0.00	9,773.26	2.27
6161-6-400-450-55850	UNIFORMS OTHER SUPPLIES	-56.97	3,500.00	3,500.00	-56.97	0.00	3,443.03	1.63
6161-6-400-450-55870	NEWSPAPER OTHER SUPPLIES	0.00	150.00	150.00	0.00	0.00	150.00	0.00
6161-6-400-450-56940	MASS WATER RESOURCES-WATER	-504,709.93	1,005,985.00	1,005,985.00	-504,709.93	-501,508.60	-233.53	100.02
6161-6-400-450-57300	DUES	-534.00	500.00	500.00	-534.00	0.00	-34.00	106.80
6161-6-400-450-57840	WATER RESERVE	0.00	14,015.00	14,015.00	0.00	0.00	14,015.00	0.00
6161-6-400-450-58500	ADDITIONAL EQUIPMENT	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
6161-6-400-450-58700	REPLACEMENT EQUIPMENT	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
6161-6-710-453-59100	LT PRINC-WATER MASTERPLAN REWOR	-50,000.00	50,000.00	50,000.00	-50,000.00	0.00	0.00	100.00
6161-6-710-456-59100	LT PRINC-ROUTE 9 WATER MAIN	0.00	180,000.00	180,000.00	0.00	0.00	180,000.00	0.00
6161-6-710-590-59100	LT PRINC-WATER LINING A10 4-11-16	0.00	110,000.00	110,000.00	0.00	0.00	110,000.00	0.00
6161-6-751-453-59150	LT INT-WATER MASTER PLAN REWORK	-6,900.00	12,800.00	12,800.00	-6,900.00	0.00	5,900.00	53.91
6161-6-751-456-59150	LT INT-ROUTE 9 WATER MAIN	-40,657.50	81,315.00	81,315.00	-40,657.50	0.00	40,657.50	50.00
6161-6-751-590-59150	LT INT-WATER LINING A10 4-11-16	-15,000.00	23,375.00	23,375.00	-15,000.00	0.00	8,375.00	64.17
6161-6-752-000-59250	INTEREST ON NOTES	0.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
Total Group 3: Expenses		**-737,447.62**	**1,824,440.00**	**1,824,440.00**	**-737,447.62**	**-501,508.60**	**585,483.78**	**67.91**
		-966,081.30			**-966,081.30**			
		-966,081.30			**-966,081.30**			

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 12/31/2020

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number	Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
53 Account(s) totaling:	-966,081.30	2,281,363.05	2,281,363.05	-966,081.30	-501,508.60	813,773.15	64.33

Town of Southborough
Ambulance Fund

Fund 2309	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	EST. FY 2021	EST. FY 2022	EST. FY 2023	EST. FY 2024	EST. FY 2025	EST. FY 2026	EST. FY 2027	EST. FY 2028
Beginning Balance	776,706.47	761,101.47	475,948.69	471,987.90	471,737.90	535,737.90	499,137.90	581,187.90	666,387.90	754,737.90	846,237.90
Cash Receipts	**388,372.00**	**404,972.22**	**533,039.21**	**425,000.00**	**475,000.00**	**500,000.00**	**500,000.00**	**500,000.00**	**500,000.00**	**500,000.00**	**500,000.00**
Expenditures											
General Fund Budget	(275,000.00)	(275,000.00)	(275,000.00)	(290,000.00)	(290,000.00)	(290,000.00)	(290,000.00)	(290,000.00)	(290,000.00)	(290,000.00)	(290,000.00)
Air Compressor			(60,000.00)								
Radios			(70,000.00)								
Lucas				(17,000.00)							
Debt Svc-Engine 23		(130,625.00)	(132,000.00)	(118,250.00)	(121,000.00)	(115,500.00)					
Debt Svc-Engine 22				-	-	(78,000.00)	(76,200.00)	(74,400.00)	(72,600.00)	(70,800.00)	(69,000.00)
Capital-see cap plan tab	(123,977.00)	(14,500.00)		-	-	-					
Ambulance	(5,000.00)	(270,000.00)	-	-	-	(53,100.00)	(51,750.00)	(50,400.00)	(49,050.00)	(47,700.00)	(46,350.00)
Expenses	**(403,977.00)**	**(690,125.00)**	**(537,000.00)**	**(425,250.00)**	**(411,000.00)**	**(536,600.00)**	**(417,950.00)**	**(414,800.00)**	**(411,650.00)**	**(408,500.00)**	**(405,350.00)**
Ending Balance	**761,101.47**	**475,948.69**	**471,987.90**	**471,737.90**	**535,737.90**	**499,137.90**	**581,187.90**	**666,387.90**	**754,737.90**	**846,237.90**	**940,887.90**
At June 30 - Required Balance		537,000.00	425,250.00	411,000.00	536,600.00	417,950.00	414,800.00	411,650.00	408,500.00	405,350.00	-
Under/Over Fu		**(61,051.31)**	**46,737.90**	**60,737.90**	**(862.10)**	**81,187.90**	**166,387.90**	**254,737.90**	**346,237.90**	**440,887.90**	**940,887.90**

RECEIPTS FY20			
	July-19	47,059	
	August-19	45,858	
	September-19	34,772	
	October-19	72,091	
	November-19	53,560	
	December-19	34,206	*287,546.00*
	January-20	44,459	
	February-20	33,852	
	March-20	26,041	
	April-20	61,387	
	May-20	38,673	
	June-20	41,081	
		533,039.21	

RECEIPTS FY21			
	July-20	30,024	
	August-20	33,633	
	September-20	23,095	
	October-20	43,273	
	November-20	35,231	
	December-20	60,236	*225,491.59*
	January-21	-	
	February-21	-	
	March-21	-	
	April-21	-	
	May-21	-	
	June-21	-	
		225,491.59	

		Rev Obj Code	FY20 BUDGET	12/31/2019	FY20. vs Estimate	FY21 BUDGET	12/31/2020	FY21 vs Estimate
Motor Vehicle Excise	**All Levy Years**	415	**2,075,000**	**299,810**	**(1,775,190)**	**2,125,000**	**243,840**	**(1,881,160)**
Other Excise	**Hotel / Motel**	419	**85,000**	**75,159**	**(9,841)**	**85,000**	**45,625**	**(39,375)**
Fees/Int. - Taxes & Excise		417	**70,000**	**40,686**	**(29,314)**	**60,000**	**83,560**	**23,560**
	Real Estate and PP			23,075			25,460	
	MVE			2,750			5,537	
	Tax Title			13,020			51,208	
	FY Septic Bett Int			1,841			1,355	
Pymnts in Lieu of Taxes	**PILOT**	418	**400,000**	**68,257**	**(331,743)**	**430,000**	**66,746**	**(363,254)**
Fees		432 +433	**395,000**	**184,433**	**(210,567)**	**350,000**	**273,965**	**(76,035)**
	Town			14,707			17,983	
	Redemption			1,575				
	Building			106,410			198,105	
	Cable Franchise			-			-	
	Large Size Copies			10			-	
	Cons- Stormwater App			550			850	
	Cons- Local Wetlands Fees			-			-	
	AdminCostPl			4,524			5,304	
	Police- Detail Admin Fee			39,137			34,015	
	Trench Permit Fee			550			300	
	Rec Fields			16,970			17,408	
Rentals - Cell Tower		436	**25,000**	**18,315**	**(6,685)**	**25,000**	**15,674**	**(9,326)**
Dept Revenue - Libraries		437+477	**2,400**	**1,224**	**(1,176)**	**1,000**	**10**	**(990)**
	Fees (437)			473			10	
	Fines (477)			751			-	
Dept Revenue - Cemetery	**Dept Cem**	437	**25,000**	**11,752**	**(13,248)**	**25,000**	**15,170**	**(9,830)**
Other Dept Revenue		437	**6,000**	**13,212**	**7,212**	**12,000**	**11,755**	**(245)**
	Assessors			279			299	
	Town Clerk			7,761			7,525	
	Planning Board			-				
	Zoning Board			300			450	
	Technology Fees	438		3,623			3,027	
	Police Reports			1,248			455	
	Other Fire			-			-	
Licenses and Permits		441+445	**420,000**	**472,258**	**52,258**	**425,000**	**480,274**	**55,274**
	Alcoholic Bev			25,150			18,800	
	Dog Licenses			4,516			5,181	
	Firearms			1,313			2,338	
	Transfer Stickers			415,860			411,770	
	Fire Dept			6,085			6,665	
	Health			19,334			35,521	
Fines and Forfeits		476+477	**75,000**	**47,389**	**(27,611)**	**75,000**	**32,105**	**(42,895)**
	Fore Fines - Default			(35)			(259)	
	False Alarm			-			2,500	
	RMV Fines			28,034			16,594	
	Court Fines			14,115			4,570	
	Municipal Lien			4,675			7,900	
	Trans Station Violation			250			250	
	Dog Fines			250			550	
	Parking Fines			-			-	
	Marijuana Law Violation			100			-	
Investment Income	**Earnings on Inv**	482	**165,000**	**152,653**	**(12,347)**	**70,000**	**37,265**	**(32,735)**
Miscellaneous Revenue	**Misc. Recurring**	484		**49,916**	**49,916**		**108,608**	**108,608**
	Medicaid Reimb			9,128	**9,128**		15,546	**15,546**
Misc/State Revenue	**Misc. Non-Recurring**	484		**76,145**	**76,145**		**54,996**	**54,996**
	G-Fund TOTAL		**3,743,400**	**1,520,338**	**(2,223,062)**	**3,683,000**	**1,485,139**	**(2,197,861)**
	Est. vs. Actual							
					Last year thru 12-31		1,520,338	**35,199**
								Less
Charges - Water	W-FUND TOTAL	6161	**2,001,966**	**1,236,694**	**(765,272)**	**2,340,692**	**1,794,630**	**(546,062)**
	Grand Total		5,745,366	2,757,032	(2,988,334)	6,023,692	3,314,968	(2,743,923)

GOALS for Town Administrator	In progress	Completed	Recent Steps
Communication with Board of Selectmen	XX		Shared Legal folder set up for Board member access, continue to enhance contents.
Embrace authority of Town Administrator position	XX		
Assist Board of Health with staffing and vaccination plan for COVID-19	XX		Hiring of new Public Nurse position is in progress. Regional vaccination clinics with Boroughs, Ashland & Hopkinton in process. 75+ age residents attending on 2/11 - 2/16 clinic in Hopkinton.
Improve process between Building Dept. and Historical, RE: Demolition delay bylaw	XX		Changes made to permitting process to better address demolition issues; Historical Commission now part of online permitting process.
Sidewalk access to Public Safety Facility	XX		ADA self-evaluation process commenced. Sboro School buildings being added into study within available funding.
Formal reviews for other contract employees under Board of Selectmen	XX		Review for Police Chief is in progress.
Annual goals for department heads/contract employees under Board of Selectmen	XX		

GOALS for Town Administrator	In progress	Completed	Recent Steps
Identify service enhancements/cost reductions; grant opportunities	XX		Shared Streets grant awarded in amount of $290,000. Earmarks in State capital bond bill for future projects. New grant portal from State being explored which may be more cost-effective than hiring grant position.
Reorganization of Selectmen Office	XX		Awaiting comments from Board members on proposed/revised job descriptions. Personnel Board will schedule meeting to review when ready, so AA position can be hired as soon as possible.
Sustainability of golf course operations; renewal of management contract			Discussions ongoing with golf architect and CPC for addition of practice putting green within available funding. Awaiting formal proposal from golf architect.

Legal Notice of

PUBLIC HEARING

Town of Southborough

The Southborough Board of Selectmen shall hold a public hearing on Tuesday, February 16, 2021 at 7:00p.m. in a virtual Zoom meeting, to consider a request for permission by Mass. Electric Company (National Grid) and Verizon New England Inc. to install a stub pole and guy for P33-84 at 78 Pine Hill Road. The public may participate in the virtual meeting via a Zoom link located at https://www.southboroughtown.com/remotemeetings

Southborough Board of Selectmen February 2, 2021

Lori Esposito

From: Claire Reynolds <ccr@ccr-consulting.net>
Sent: Thursday, February 11, 2021 1:28 PM
Cc: Lori Esposito
Subject: Requesting approval to award Downtown Wastewater feasibility study to Weston & Sampson

[EXTERNAL]

Dear Board of Selectmen,
As part of the Planning Assistance Grant (RFR Procurement ENV 20 DCS 11) from the Executive Office of Energy and Environmental Affairs, a feasibility study was needed to provide recommendations for an implementable wastewater solution. The solution must be consistent with the improved land use practices from the EO of EEA and the mandates of the Baker/Polito administration.

Four companies (engineering firms) were contacted and responses were received from 2 firms.
Documents provided are:

- Wastewater Feasibility Study.pdf
- Tighe & Bond WW Study.pdf
- Weston & Sampson WW feasibility Proposal 2020-11-16.pdf

Both response documents are straightforward and essentially providing the same scope of work for the same price.

After checking with several sources, John Parent had a very favorable experience (several years ago) working with W&S on water intrusion issues at the Library. He was pleased with the work that was done by the firm.

While I have no engineering nor related experience, I am recommending that Weston & Sampson be awarded the study. My recommendation is based on their work in Town and information that I received from other sources.

Please let me know what questions you have.

Claire

Claire C Reynolds

CCR Consulting
Solutions for your business

508-509-3506
ccr-consulting.net

Return to NGrid

PETITION FOR JOINT POLE RE-LOCATIONS

January 8, 2021

To the Board of Selectmen
of the Town of Southborough, Massachusetts

MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC.
request permission to relocate poles, wires, cables and fixtures, including anchors, guys and other such necessary sustaining and protecting fixtures, along and across the following public way or ways:-

Pine Hill Rd
Installing stub pole and guy for P33-84

Wherefore they ask that they be granted a joint relocation for and permission to erect and maintain poles, wires, cables and fixtures to be placed thereon, together with anchors, guys and other such sustaining and protecting fixtures as they must find necessary, said poles to be located substantially in accordance with the plan filed herewith marked: Plan No. **30303679** Dated: **1/4/2021**

Also for permission to lay and maintain underground cables conduits, wires and necessary equipment in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioners agree to reserve space for one cross arm at a suitable point on each of said poles for the fire, police, telephone and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

MASSACHUSETTS ELECTRIC COMPANY

By: Robert Leonicka
Manager of Distribution Design

VERIZON NEW ENGLAND, INC.

By: Albert E. Bessette
Manager, R.O.W.

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

January 8th, 2021

By the Board of Selectmen
of the Town of Southborough, Massachusetts

Notice having been given and public hearing held, as provided by law, IT IS HEREBY ORDERED: **that MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC.** be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the **8th day of January 2021**

All construction under this order shall be in accordance with the following conditions:-

Poles shall be of sound timber, and reasonably straight, and shall be set substantially at the points indicated upon the plan marked-- filed with this order
Plan No. **30303679** Dated: **1/4/2021**

There may attached to said **MASSACHUSETTS ELECTRIC COMPANY** not to exceed twenty wires and by said **VERIZON NEW ENGLAND, INC.** not to exceed forty wires and four aerial cables, and all of said wires and cables shall be placed at a height of not less than eighteen feet from the ground.

The following are the public ways or parts of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:--

Pine Hill Rd
Installing stub pole and guy for P33-84

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of Southborough, Massachusetts held on the _____ day of _____

_____
Clerk of Selectmen

Received and entered in the records of location orders
of the Town of Southborough, Massachusetts

Book:_____ Page:_____

_____
Town Clerk

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

January 8th, 2021

By the Board of Selectmen
of the Town of Southborough, Massachusetts

Notice having been given and public hearing held, as provided by law, IT IS HEREBY ORDERED: **that MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC.** be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the **8th day of January 2021**

All construction under this order shall be in accordance with the following conditions:-

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Plan No. **30303679** Dated: **1/4/2021**

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The following are the public ways or parts of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:--

Pine Hill Rd
Installing stub pole and guy for P33-84

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of Southborough, Massachusetts held on the _____day of _____

_____
Clerk of Selectmen

Received and entered in the records of location orders
of the Town of Southborough, Massachusetts

Book:_____ Page:_____

_____
Town Clerk

We hereby certify that on _____, at_____o'clock,_____M.

at_____ a public hearing was held on the petition of the

MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC.

for permission to erect the poles, wires, cables, fixtures and connections described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Companies are permitted to erect poles, wires, cables, fixtures and connections under said order. And that thereupon said order was duly adopted.

_____

_____

_____

_____

Selectmen of the Town of _____

Southborough, Massachusetts

CERTIFICATE

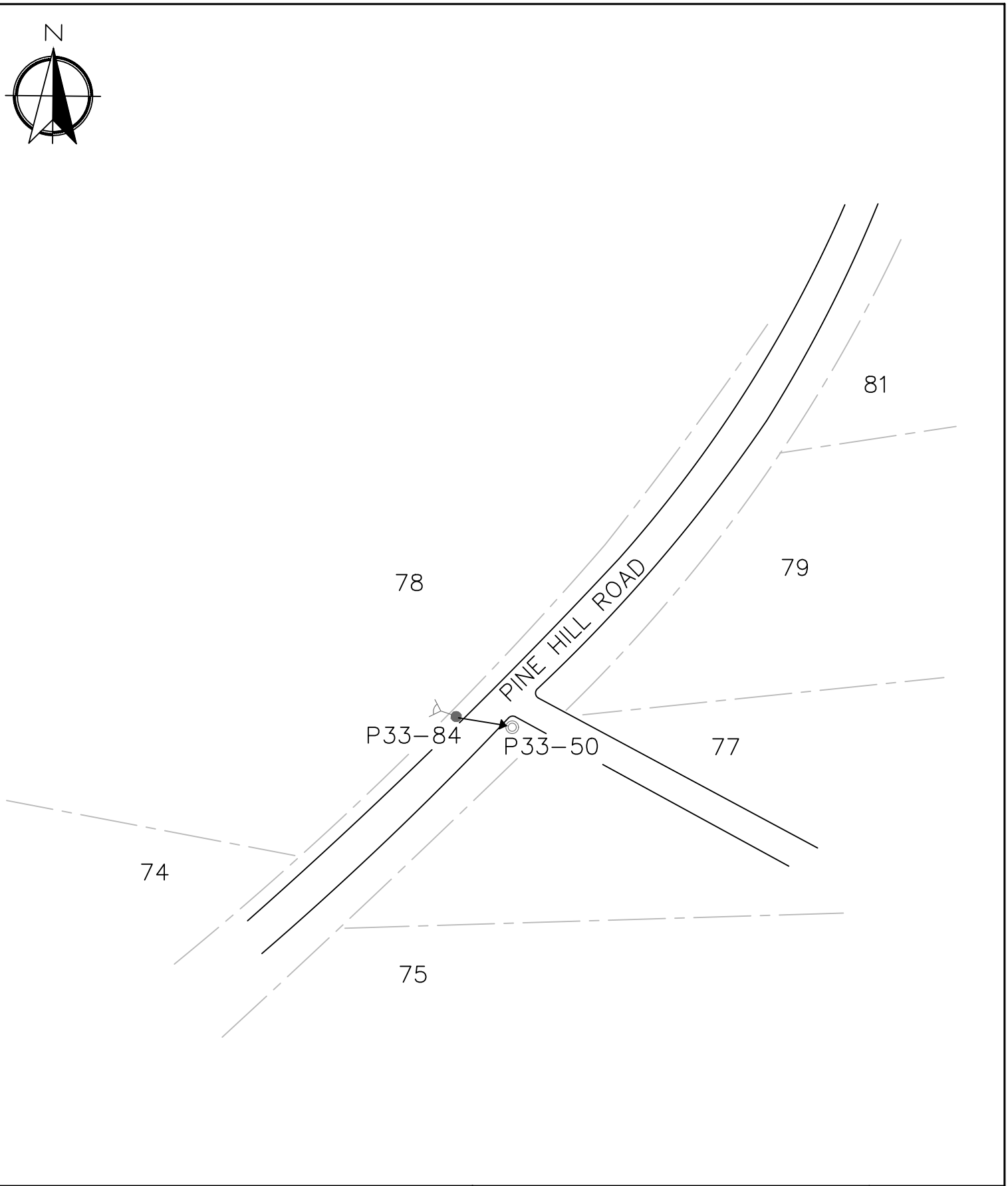
I hereby certify that the foregoing is a true copy of a joint location order and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Southborough, Massachusetts, on the_____day of _____ recorded with the records of location orders of said Town,

Book _____ , Page _____.

This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest: _____

Town Clerk



LEGEND

- EXISTING POLE
- PROPOSED STUB POLE
- GUY
- POLE TO POLE GUY

POLE 33-84
PETITION

78 PINE HILL ROAD SOUTHBOROUGH MA.

Date:	1/4/2021
Designer:	D.LARSON
W/R:	30303679

nationalgrid



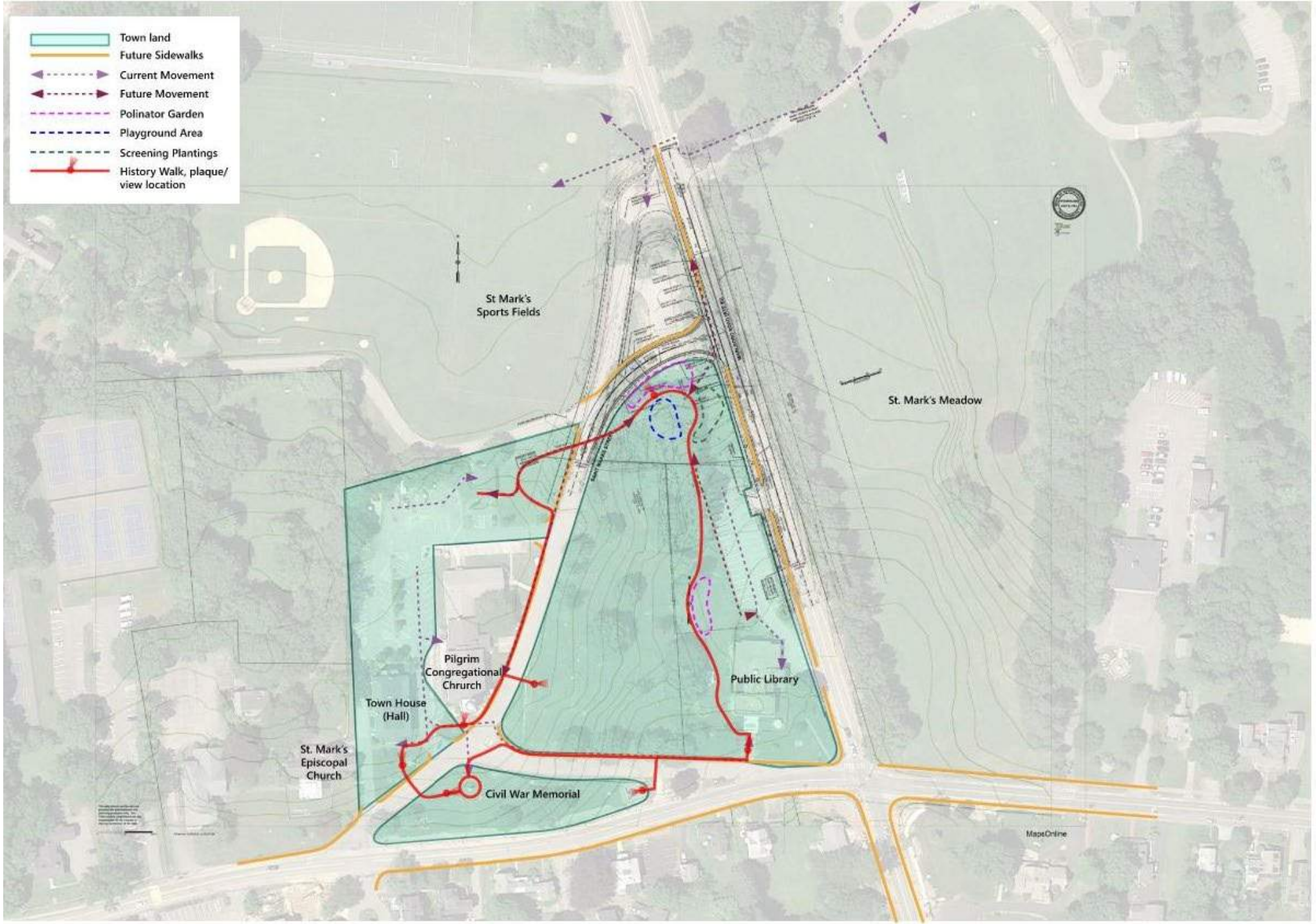
SHARED SPACES PARK & HISTORY WALK

SOUTHBOROUGH, MA

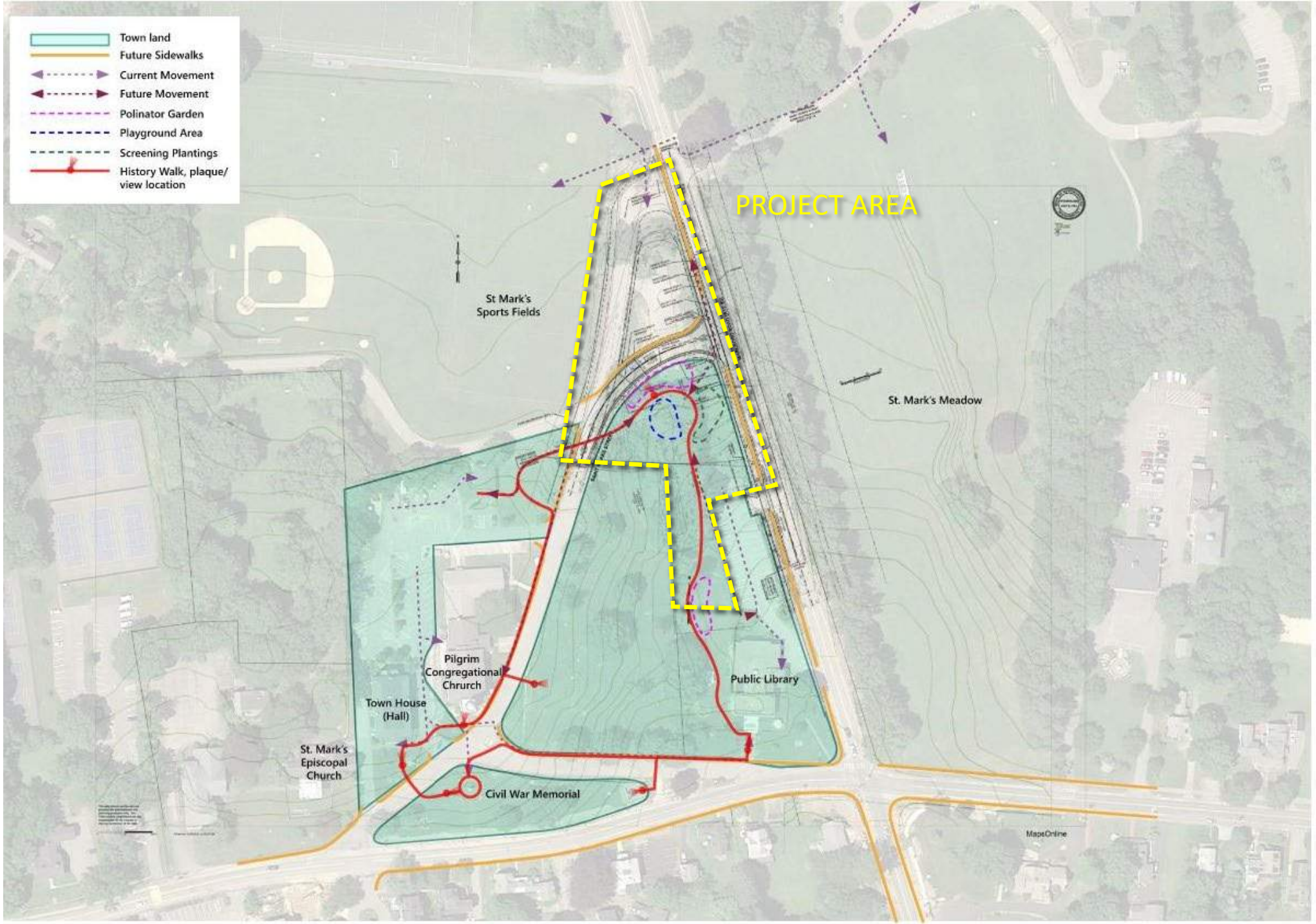
SHARED SPACES GRANT

02/08/21

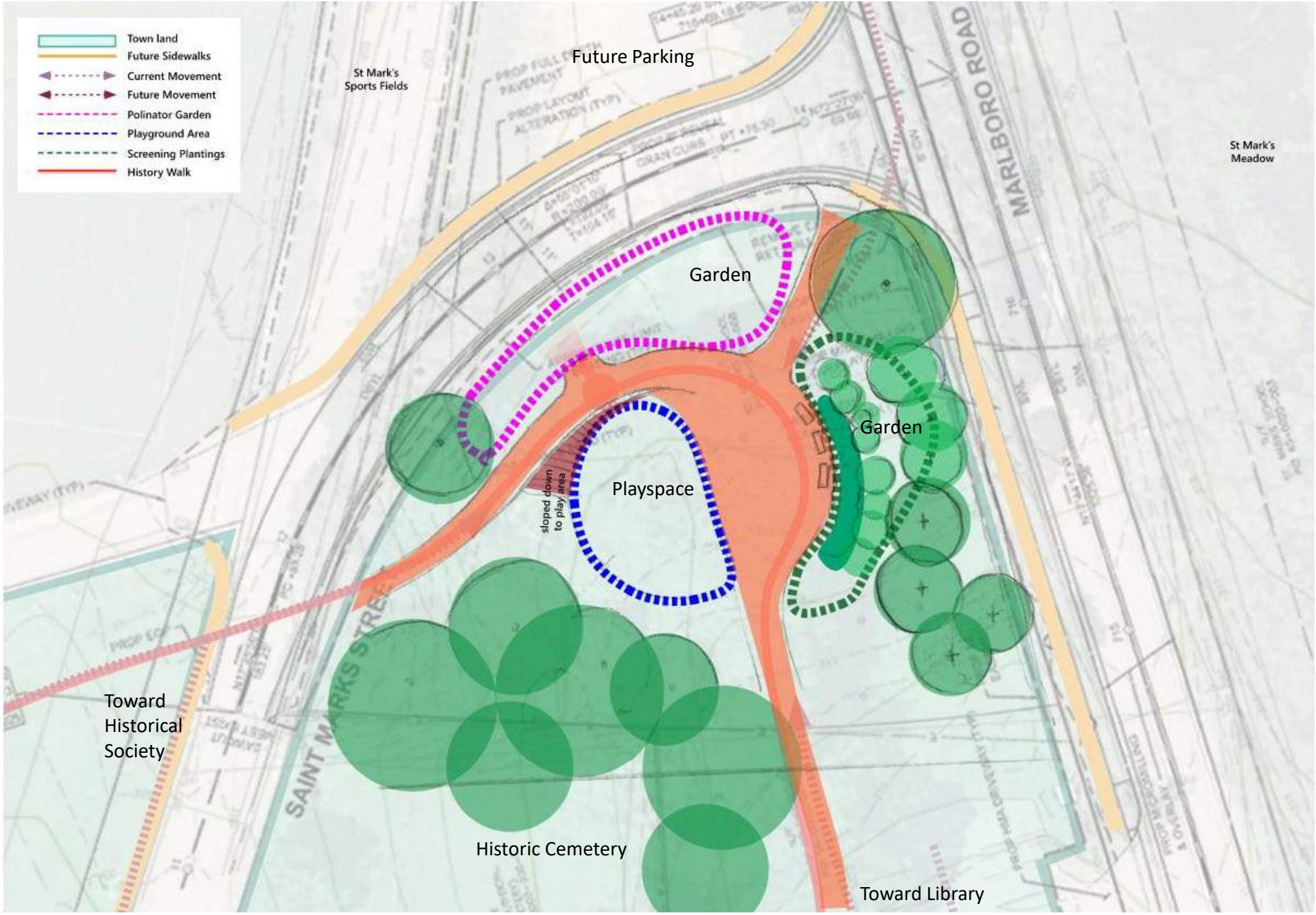
History Walk Diagram



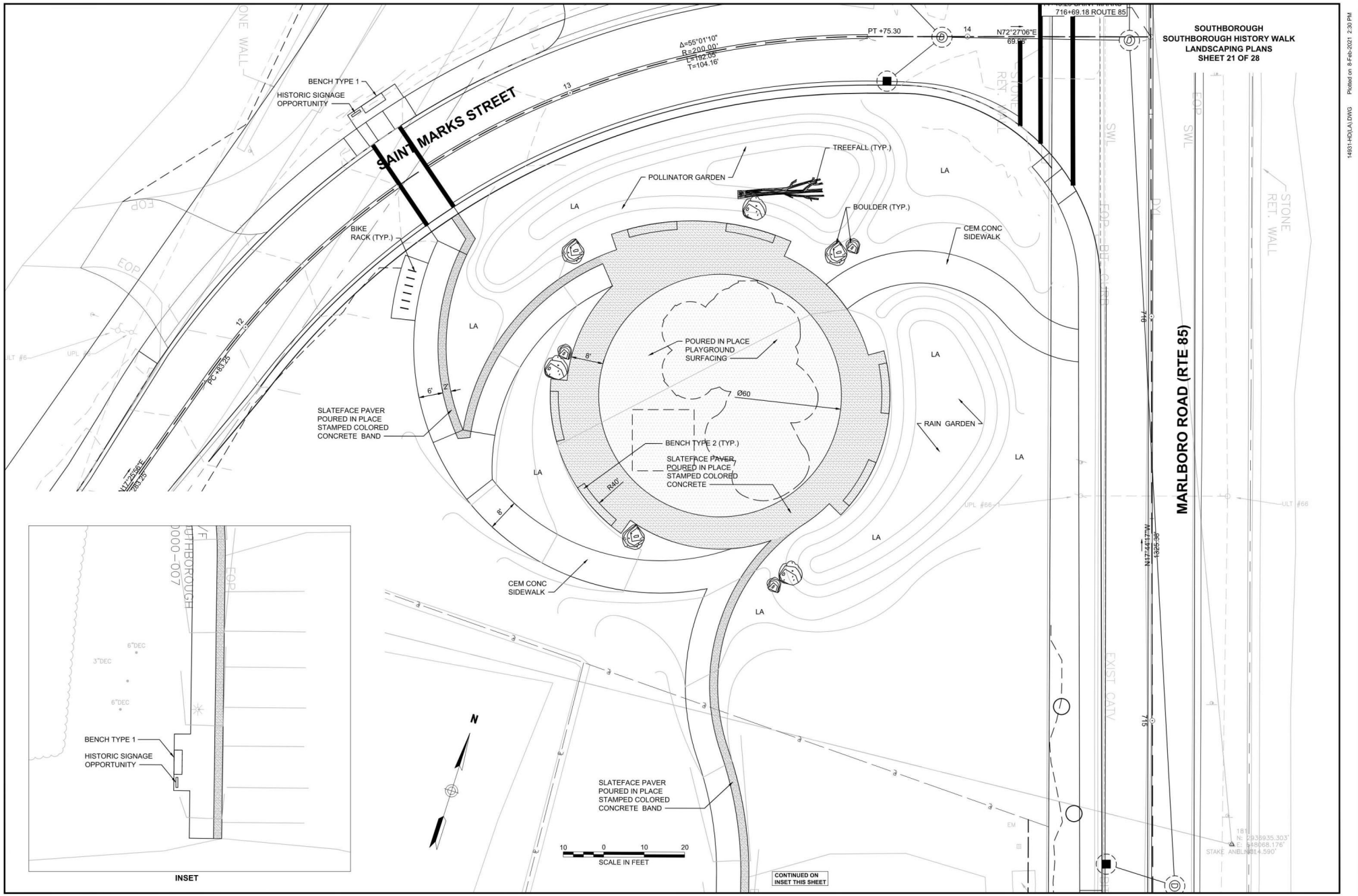
History Walk Diagram



Framework Plan



Layout and Materials Plan



Layout and Materials Plan



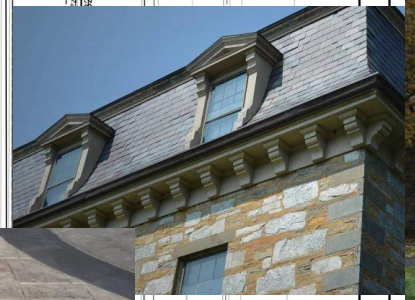










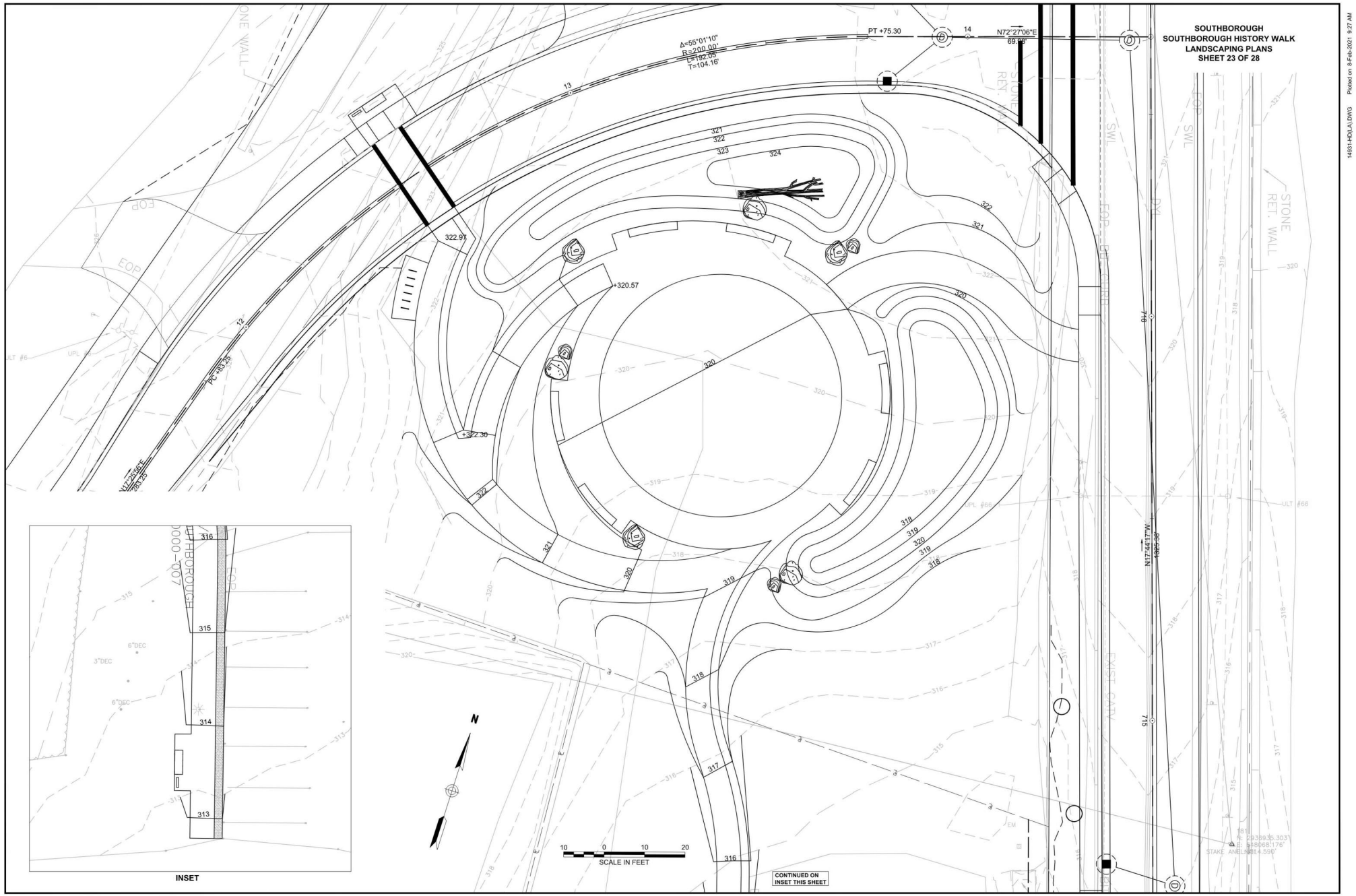




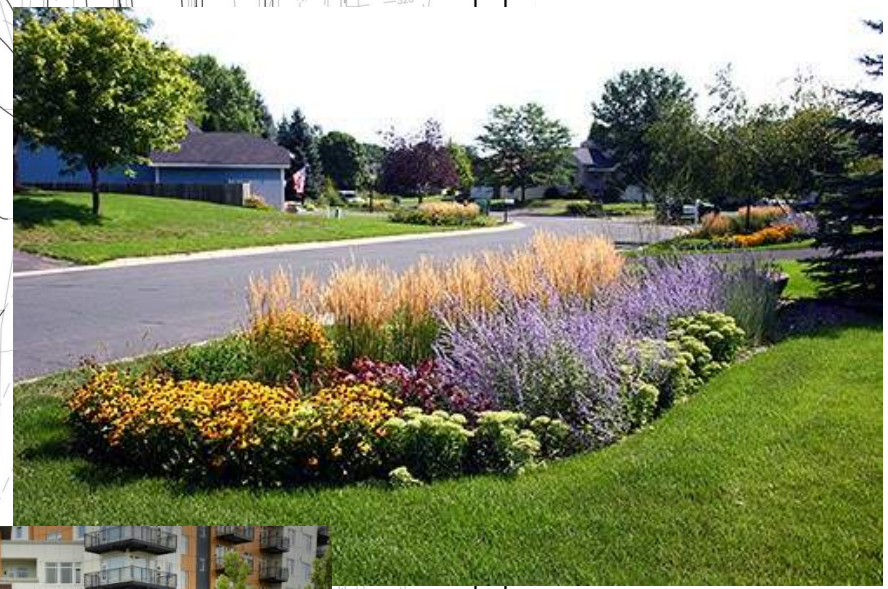


Shared Spaces Park

Grading Plan

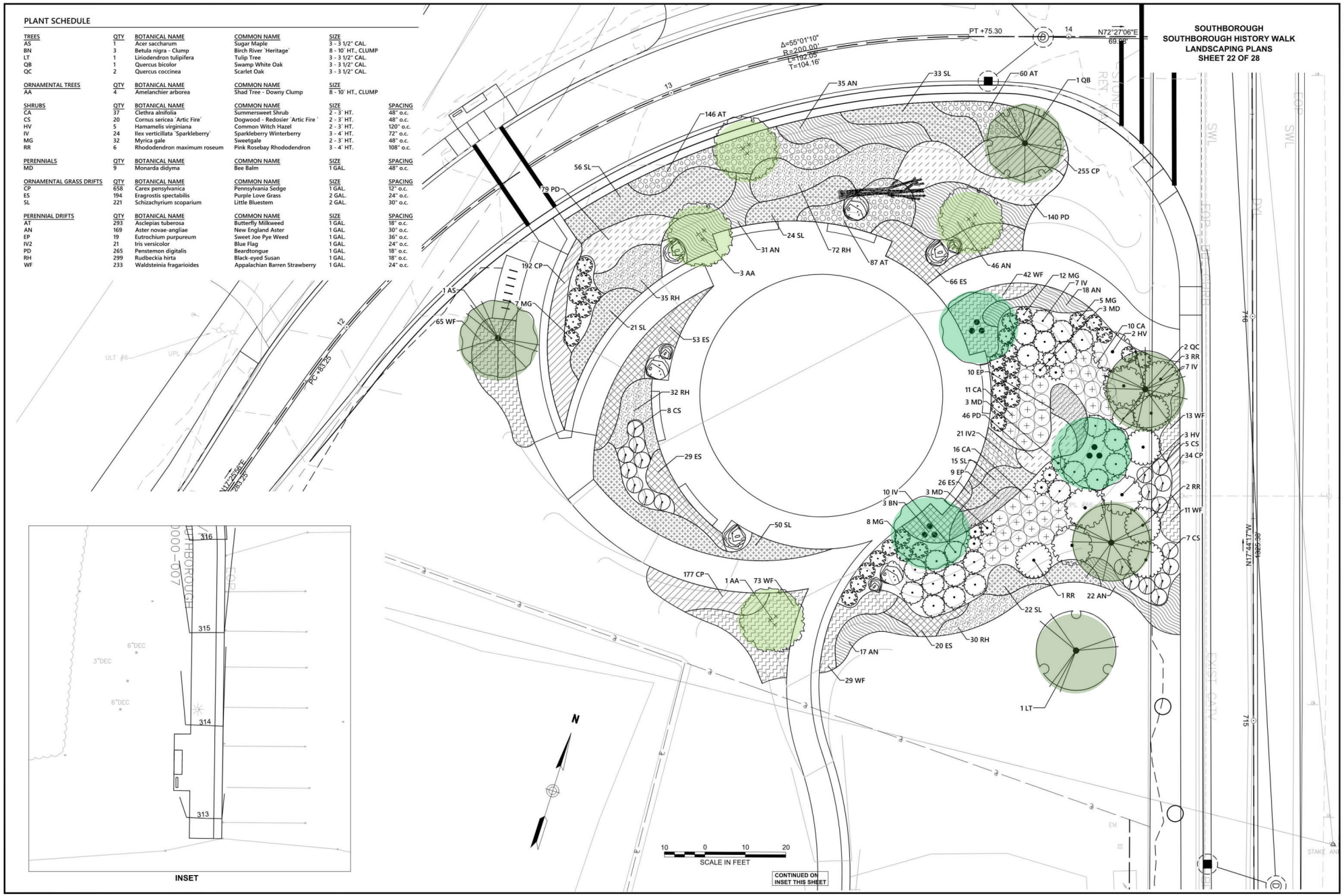


Grading Plan





Planting Plan

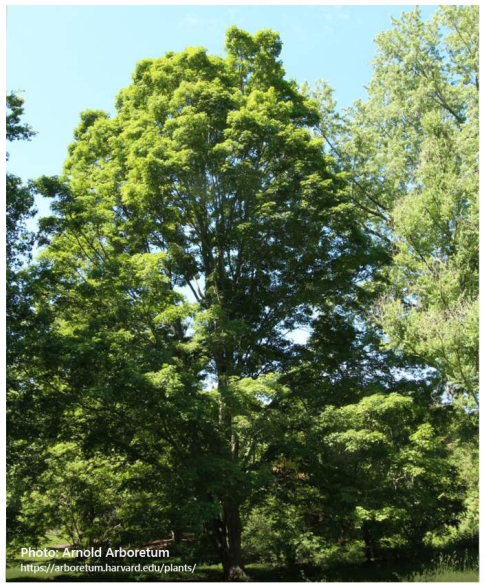




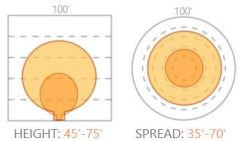


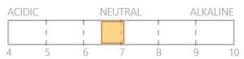
Acer saccharum

Sugar Maple
Aceraceae (Maple Family)

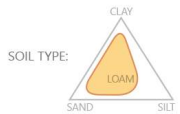


FRUIT: BROWN
USDA PLANTING RANGE: 3-9
FORM: OVAL TO ROUND

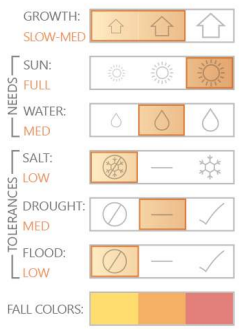




SOIL pH PREFERENCE: SLIGHTLY ACIDIC



SOIL TYPE:





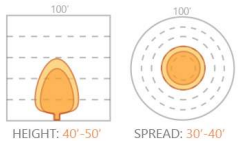




Betula nigra

River Birch
Betulaceae (Birch Family)

FRUIT: BROWN
USDA PLANTING RANGE: 4-9
FORM: PYRAMIDAL TO OVAL

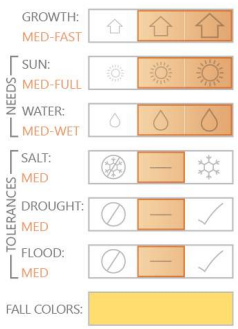




SOIL pH PREFERENCE: <6.5



SOIL TYPE:





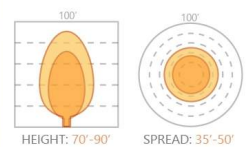


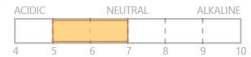


Liriodendron tulipifera

Tuliptree, Tulip Poplar
Magnoliaceae
(Magnolia Family)

FRUIT: BROWN
USDA PLANTING RANGE: 4-9
FORM: PYR. (YOUNG) OVAL (MATURE)

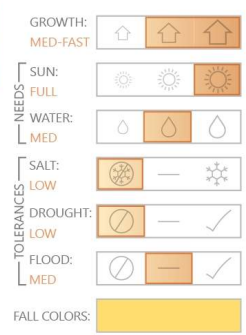




SOIL pH PREFERENCE: ACIDIC



SOIL TYPE:





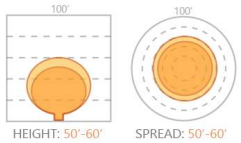


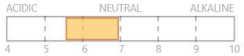


Quercus bicolor

Swamp White Oak
Fagaceae (Beech Family)

FRUIT: FRUIT: OVAL 3/4" ACORN
USDA PLANTING RANGE: 3B-9A
FORM: ROUNDED

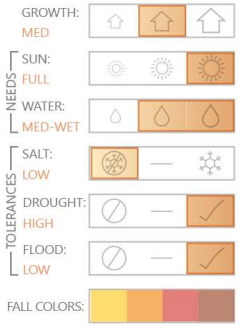




SOIL PH PREFERENCE: 5.5-6.9



SOIL TYPE:





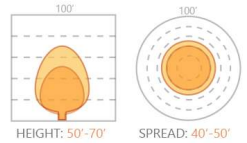


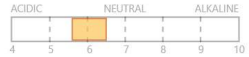


Quercus coccinea

Scalet Oak
Fagaceae (Beech Family)

FRUIT: BROWN, OVAL 3/4" ACORN
USDA PLANTING RANGE: 4A-9A
FORM: PYRAMIDAL/ROUNDED

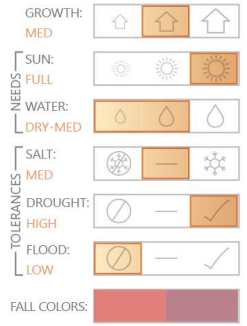




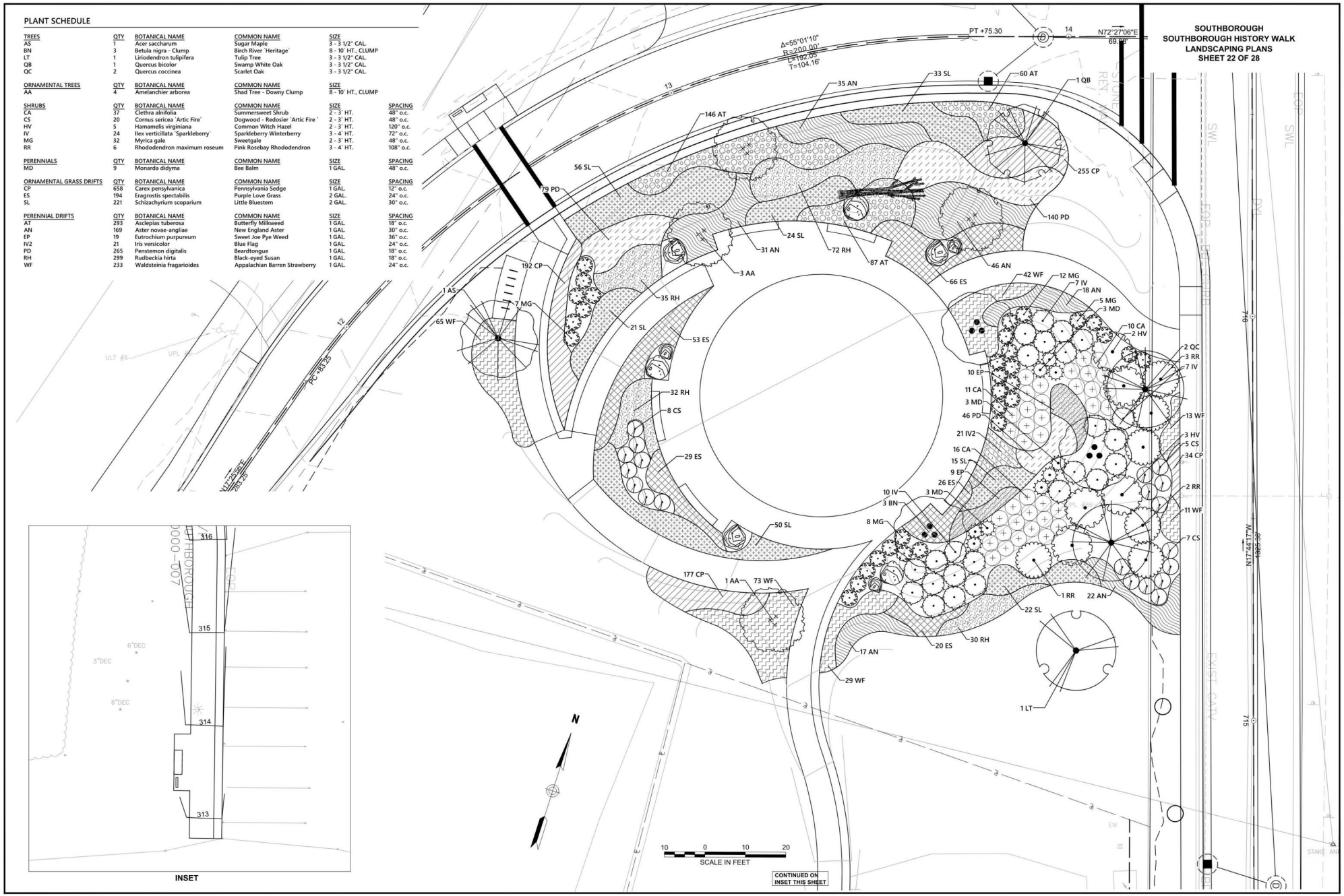
SOIL PH PREFERENCE: 5.6-6.5



SOIL TYPE:



Planting Plan



Southborough History Walk – Seasonal Calendar

Shrubs:

Clethra alnifolia



Cornus sericea ‘Arctic Fire’



Hamamelis virginiana



Ilex verticillata ‘Sparkleberry’



Myrica gale



Rhododendron maximum roseum



Perennials & Grasses:

Carex pensylvanica



Eragrostis spectabilis



Perennials & Grasses, cont.:

Schizachyrium scoparium



Asclepias tuberosa



Aster novae-angliae



Eutrochium purpureum



Monarda didyma



Penstemon digitalis



Rudbeckia hirta



Waldsteinia fragariodies



14931-HD(COV).DWG Plotted on 8-Feb-2021 2:32 PM

TRANSPORTATION IMPROVEMENT PROJECT

PLAN AND PROFILE OF

SOUTHBOROUGH HISTORY WALK

IN THE TOWN OF

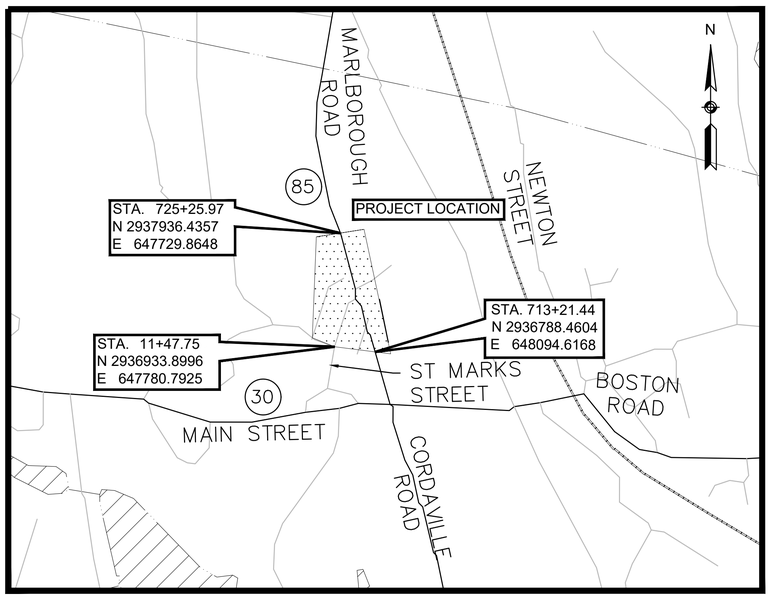
SOUTHBOROUGH

WORCESTER COUNTY

THESE PLANS ARE SUPPLEMENTED BY THE OCTOBER 2017 CONSTRUCTION STANDARD DETAILS, THE 2015 OVERHEAD SIGNAL STRUCTURE AND FOUNDATION STANDARD DRAWINGS, MASSDOT TRAFFIC MANAGEMENT PLANS AND DETAIL DRAWINGS, THE 1990 STANDARD DRAWINGS FOR SIGNS AND SUPPORTS, THE 1968 STANDARD DRAWINGS FOR TRAFFIC SIGNALS AND HIGHWAY LIGHTING, AND THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK.

INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET & INDEX
2-3	LEGEND & ABBREVIATIONS
4	TYPICAL SECTIONS
5-8	CONSTRUCTION PLANS
9-11	PROFILES
12-15	ALIGNMENT & GRADING PLANS
5-8	LANDSCAPE AND LIGHTING PLANS
##-35	CROSS SECTIONS



600 0 600 1200
SCALE IN FEET

PROGRESS PRINT
FOR REVIEW ONLY
2/8/2021

DESIGN DESIGNATION (SAINT MARKS STREET)

DESIGN SPEED	25 MPH
FUNCTIONAL CLASSIFICATION	LOCAL

DATE	DESCRIPTION	REV #

ENGINEER DATE

Vanasse Hangen Brustlin, Inc.
101 Walnut St., PO Box 9151
Watertown, MA 02472
617.924.1770 FAX 617.924.2286

DESIGNED BY: CDS	APPROVED BY: GJR	SHEET 1 OF 35
DRAWN BY: CDS	DFTG CHECKED BY: CAC	VHB CAD FILE NAME: 14931-HD(COV).dwg
CHECKED BY: CAC	DATE: 02/2021	JOB NO.: 14931.00

14931-HDL(LEG).DWG Plotted on 8-Feb-2021 2:33 PM

GENERAL SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
JB	JB	JERSEY BARRIER
CB	CB	CATCH BASIN
		CATCH BASIN CURB INLET
FP	FP	FLAG POLE
GP	GP	GAS PUMP
MB	MB	MAIL BOX
		POST SQUARE
		POST CIRCULAR
WELL	WELL	WELL
EHH	EHH	ELECTRIC HANDHOLE
		FENCE GATE POST
GG	GG	GAS GATE
BHL #	BHL #	BORING HOLE
MW #	MW #	MONITORING WELL
TP #	TP #	TEST PIT
		HYDRANT
		LIGHT POLE
CO.BD.		COUNTY BOUND
		GPS POINT
C	C	CABLE MANHOLE
D	D	DRAINAGE MANHOLE
E	E	ELECTRIC MANHOLE
G	G	GAS MANHOLE
M	M	MISC MANHOLE
S	S	SEWER MANHOLE
T	T	TELEPHONE MANHOLE
W	W	WATER MANHOLE
MHB	MHB	MASSACHUSETTS HIGHWAY BOUND
MON		MONUMENT
SB		STONE BOUND
TB		TOWN OR CITY BOUND
		TRAVERSE OR TRIANGULATION STATION
TPL or GUY	TPL or GUY	TROLLEY POLE OR GUY POLE
HTP		TRANSMISSION POLE
UFB	UFB	UTILITY POLE W/ FIREBOX
UPDL	UPDL	UTILITY POLE WITH DOUBLE LIGHT
ULT	ULT	UTILITY POLE W / 1 LIGHT
UPL	UPL	UTILITY POLE
		BUSH
SIZE & TYPE		TREE
		STUMP
		SWAMP / MARSH
WG	WG	WATER GATE
PM	PM	PARKING METER
		OVERHEAD CABLE/WIRE
		CURBING
100 99		CONTOURS (ON-THE-GROUND SURVEY DATA)
100 99		CONTOURS (PHOTOGRAMMETRIC DATA)
		UNDERGROUND DRAIN PIPE (DOUBLE LINE 24 INCH AND OVER)
		UNDERGROUND ELECTRIC DUCT (DOUBLE LINE 24 INCH AND OVER)
		UNDERGROUND GAS MAIN (DOUBLE LINE 24 INCH AND OVER)
		UNDERGROUND SEWER MAIN (DOUBLE LINE 24 INCH AND OVER)
		UNDERGROUND TELEPHONE DUCT (DOUBLE LINE 24 INCH AND OVER)
		UNDERGROUND WATER MAIN (DOUBLE LINE 24 INCH AND OVER)
		BALANCED STONE WALL
		GUARD RAIL - STEEL POSTS
		GUARD RAIL - WOOD POSTS
x	x	CHAIN LINK OR METAL FENCE
		WOOD FENCE
		HAY BALES/SILT FENCE
		TREE LINE
		SAWCUT LINE
		TOP OR BOTTOM OF SLOPE
		EDGE OF PAVEMENT
		LIMIT OF MICROMILLING AND OVERLAY
		BANK OF RIVER OR STREAM
		BORDER OF WETLAND
		100 FT WETLAND BUFFER
		200 FT RIVERFRONT BUFFER
		STATE HIGHWAY LAYOUT
		TOWN OR CITY LAYOUT
		COUNTY LAYOUT
		RAILROAD SIDELINE
		TOWN OR CITY BOUNDARY LINE
		PROPERTY LINE OR APPROXIMATE PROPERTY LINE
		EASEMENT

TRAFFIC SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
1	1	CONTROLLER PHASE ACTUATED
		TRAFFIC SIGNAL HEAD (SIZE AS NOTED)
		WIRE LOOP DETECTOR (6' x 6' TYP UNLESS OTHERWISE SPECIFIED)
		VIDEO DETECTION CAMERA
		MICROWAVE DETECTOR
		PEDESTRIAN PUSH BUTTON, SIGN (DIRECTIONAL ARROW AS SHOWN) AND SADDLE
	*	EMERGENCY PREEMPTION CONFIRMATION STROBE LIGHT
		VEHICULAR SIGNAL HEAD
		VEHICULAR SIGNAL HEAD, OPTICALLY PROGRAMMED
		FLASHING BEACON
		PEDESTRIAN SIGNAL HEAD, (TYPE AS NOTED OR AS SPECIFIED)
RRSG	RRSG	RAILROAD SIGNAL
OR		SIGNAL POST AND BASE (ALPHA-NUMERIC DESIGNATION NOTED)
	20'	MAST ARM, SHAFT AND BASE (ARM LENGTH AS NOTED)
		HIGH MAST POLE OR TOWER
		SIGN AND POST
		SIGN AND POST (2 POSTS)
	20'	MAST ARM WITH LUMINAIRE
		OPTICAL PRE-EMPTION DETECTOR
		CONTROL CABINET, GROUND MOUNTED
		CONTROL CABINET, POLE MOUNTED
		FLASHING BEACON CONTROL AND METER PEDESTAL
		LOAD CENTER ASSEMBLY
		PULL BOX 12"x12" (OR AS NOTED)
		ELECTRIC HANDHOLE 12"x24" (OR AS NOTED)
		TRAFFIC SIGNAL CONDUIT

PAVEMENT MARKINGS SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
		PAVEMENT ARROW - WHITE
ONLY	ONLY	LEGEND "ONLY" - WHITE
	SL	STOP LINE
	CW	CROSSWALK
	SWL	SOLID WHITE LINE
	SYL	SOLID YELLOW LINE
	BWL	BROKEN WHITE LINE
	BYL	BROKEN YELLOW LINE
	DWL	DOTTED WHITE LINE
	DYL	DOTTED YELLOW LINE
	DWLEx	DOTTED WHITE LINE EXTENSION
	DYLEx	DOTTED YELLOW LINE EXTENSION
	DBWL	DOUBLE WHITE LINE
	DBYL	DOUBLE YELLOW LINE

GNERAL ABBREVIATIONS

ABAN	ABANDON
ADJ	ADJUST
APPROX	APPROXIMATE
A.C.	ASPHALT CONCRETE
ACCM PIPE	ASPHALT COATED CORRUGATED METAL PIPE
BIT.	BITUMINOUS
BC	BOTTOM OF CURB
BD.	BOUND
BL	BASELINE
BLDG	BUILDING
BM	BENCHMARK
BO	BY OTHERS
BOS	BOTTOM OF SLOPE
BR.	BRIDGE
CC	CEMENT CONCRETE
CCM	CEMENT CONCRETE MASONRY
CEM	CEMENT
CI	CURB INLET
CLF	CHAIN LINK FENCE
CL	CENTERLINE
CO.	COUNTY
CONC	CONCRETE
CONT	CONTINUOUS / CONTINUED
CONST	CONSTRUCTION
CR GR	CROWN GRADE
DIA	DIAMETER
DWY	DRIVEWAY
ELEV (or EL.)	ELEVATION
EMB	EMBANKMENT
EOP	EDGE OF PAVEMENT
EQ	EQUAL
EXIST (or EX)	EXISTING
EXC	EXCAVATION
FDN.	FOUNDATION
FDP	FULL DEPTH PAVEMENT
FLDSTN	FIELDSTONE
GAR	GARAGE
GD	GROUND
GRAN	GRANITE
GRAV	GRAVEL
GRD	GUARD
HMA	HOT MIX ASPHALT
HOR	HORIZONTAL
HWY	HIGHWAY
JCT	JUNCTION
LOAM	LOAM BORROW
LSA	LANDSCAPED AREA
LT	LEFT
MAHWL	MEAN AVERAGE HIGH WATER LINE
MAX	MAXIMUM
MB	MAILBOX
MHB	MASSACHUSETTS HIGHWAY BOUND
MIN	MINIMUM
MOD	MODIFIED
MSE	MECHANICALLY STABILIZED EARTH
NERR	NEW ENGLAND RAILROAD
NIC	NOT IN CONTRACT
NO.	NUMBER
NTS	NOT TO SCALE
O.C.	ON CENTER
O.D.	OUTSIDE DIAMETER
P.G.L.	PROFILE GRADE LINE
PREV	PREVIOUS/PREVIOUSLY
PROJ	PROJECT
PROP	PROPOSED
PSB	PLANTABLE SOIL BORROW
PVMT	PAVEMENT
R&D	REMOVE AND DISCARD
R&R	REMOVE AND RESET
R&S	REMOVE AND STACK
RD	ROAD
RDWY	ROADWAY
REB	REBUILD
REM	REMOVE
REMOD	REMODEL
RET	RETAIN
RET WALL	RETAINING WALL
ROW	RIGHT OF WAY
RR	RAILROAD
RT	RIGHT
SB	STONE BOUND
SHLD	SHOULDER
SHLO/S.H.L.O.	STATE HIGHWAY LAYOUT LINE

GENERAL ABBREVIATIONS (CONT)

ST	STREET
STA	STATION
STD	STANDARD
SW	SIDEWALK
TEMP	TEMPORARY
TC	TOP OF CURB
TOS	TOP OF SLOPE
TRANS	TRANSITION
TRM	TURF REINFORCING MAT
TYP	TYPICAL
VAR	VARIES
VERT	VERTICAL
WCR	WHEEL CHAIR RAMP
WP	WORKING POINT
X-SECT	CROSS SECTION

UTILITY ABBREVIATIONS

CB	CATCH BASIN
CBCI	CATCH BASIN WITH CURB INLET
CIP	CAST IRON PIPE
CIT	CHANGE IN TYPE
CMP	CORRUGATED METAL PIPE
CSP	CORRUGATED STEEL PIPE
DI	DROP INLET
DIP	DUCTILE IRON PIPE
FES	FLARED END SECTION
F&C	FRAME AND COVER
F&G	FRAME AND GRATE
GG	GAS GATE
GI	GUTTER INLET
GIP	GALVANIZED IRON PIPE
HDPE	HIGH DENSITY POLYETHYLENE PIPE
HDW	HEADWALL
HYD	HYDRANT
INV	INVERT
LB	LEACH BASIN
LP	LIGHT POLE
MH	MANHOLE
MW	MONITORING WELL
OHW	OVERHEAD WIRE
PVC	POLYVINYLCHLORIDE PIPE
PWW	PAVED WATER WAY
RCP	REINFORCED CONCRETE PIPE
SMH	SEWER MANHOLE
TSV&B	TAPPING SLEEVE VALVE & BOX
UP	UTILITY POLE
WG	WATER GATE
WIP	WROUGHT IRON PIPE
WM	WATER METER/WATER MAIN

ALIGNMENT & GRADING ABBREVIATIONS

CC	CENTER OF CURVE
HP	HIGH POINT
I.T.	INTERSECTION OF TANGENT
LP	LOW POINT
PC	POINT OF CURVATURE
PCC	POINT OF COMPOUND CURVATURE
PI	POINT OF INTERSECTION
PNT	POINT
POC	POINT ON CURVE
POT	POINT ON TANGENT
PRC	POINT OF REVERSE CURVATURE
PT	POINT OF TANGENCY
∠PT	ANGLE POINT
R	RADIUS OF CURVATURE
T	TANGENT DISTANCE OF CURVE
TAN	TANGENT
25.45	SPOT ELEVATION

PROFILE ABBREVIATIONS

AD	ALGEBRAIC DIFFERENCE IN RATES OF GRADE
HSD	HORIZONTAL SIGHT DISTANCE
K	RATE OF VERTICAL CURVATURE
L	LENGTH OF CURVE
PVC	POINT OF VERTICAL CURVATURE
PVCC	POINT OF VERTICAL COMPOUND CURVATURE
PVI	POINT OF VERTICAL INTERSECTION
PVRC	POINT OF VERTICAL REVERSE CURVATURE
PVT	POINT OF VERTICAL TANGENCY
SSD	STOPPING SIGHT DISTANCE
VC	VERTICAL CURVE

TRAFFIC & SIGNAL ABBREVIATIONS

AADT	ANNUAL AVERAGE DAILY TRAFFIC
CAB.	CABINET
CCVE	CLOSED CIRCUIT VIDEO EQUIPMENT
COND	CONDUIT
CW	CROSS WALK
DW	STEADY DON'T WALK - PORTLAND ORANGE
DHV	DESIGN HOURLY VOLUME
FDW	FLASHING DON'T WALK
FR	FLASHING CIRCULAR RED
FRL	FLASHING RED LEFT ARROW
FRR	FLASHING RED RIGHT ARROW
FY	FLASHING CIRCULAR AMBER
FYL	FLASHING AMBER LEFT ARROW
FYR	FLASHING AMBER RIGHT ARROW
G	STEADY CIRCULAR GREEN
GL	STEADY GREEN LEFT ARROW
GR	STEADY GREEN RIGHT ARROW
GSL	STEADY GREEN SLASH LEFT ARROW
GSR	STEADY GREEN SLASH RIGHT ARROW
GV	STEADY GREEN VERTICAL ARROW
HH	HAND HOLE
OL	OVERLAP
PB	PULL BOX
PED	PEDESTRIAN
PTZ	PAN, TILE, ZOOM
R	STEADY CIRCULAR RED
RL	STEADY RED LEFT ARROW
RR	STEADY RED RIGHT ARROW
SL	STOP LINE
T	TRUCK %
TS OR TR SIG	TRAFFIC SIGNAL
TSC	TRAFFIC SIGNAL CONDUIT
W	STEADY WALK
Y	STEADY CIRCULAR AMBER
YL	STEADY AMBER LEFT ARROW

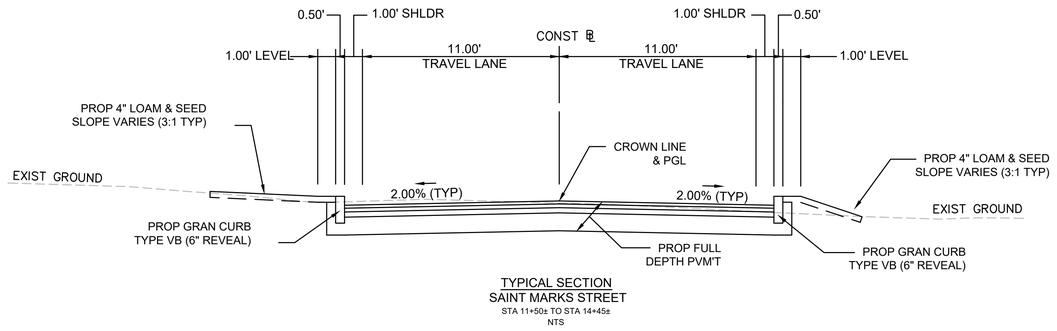
SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
LEGEND & ABBREVIATIONS
SHEET 3 OF 35

GENERAL NOTES:

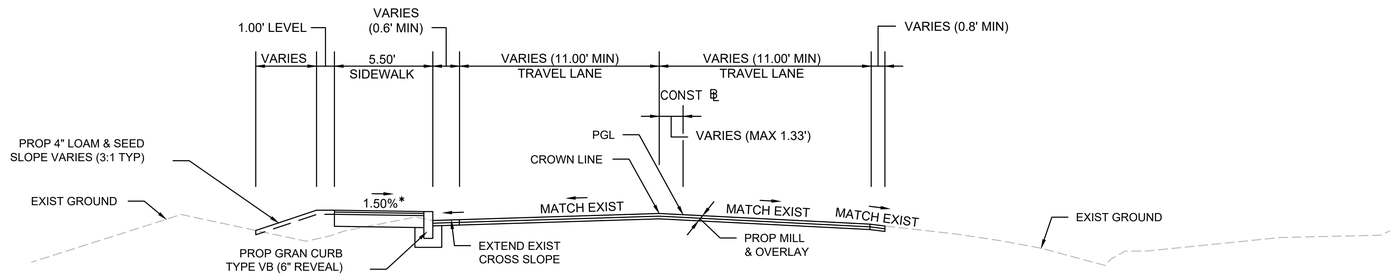
1. SURVEY WAS PERFORMED BY VHB, INC., WATERTOWN, MA IN AUGUST 2009 AND SUPPLEMENTED IN MARCH 2011, OCTOBER 2015, AND MAY 2018. UNDERGROUND UTILITIES WERE TAKEN FROM PLANS PREPARED BY TAJ ENGINEERING, CHELMSFORD, MA, DATED JANUARY 2004.
2. THE HORIZONTAL CONTROL IS BASED ON THE MASSACHUSETTS MAINLAND STATE PLANE COORDINATE SYSTEM AND THE NATIONAL GEODETIC SURVEY (NAD83). ALL ELEVATION IS US FEET, REFERENCED TO THE NORTH AMERICA VERTICAL DATUM OF 1988 (NAVD88).
3. THE CONTRACTOR SHALL VERIFY ALL EXISTING DIMENSIONS AND GRADES IN THE FIELD BEFORE COMMENCING WORK AND PROMPTLY NOTIFY THE ENGINEER OF ANY DISCREPANCIES.
4. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
5. DRAINAGE ELEVATIONS ARE PROVIDED FOR DESIGN PURPOSES ONLY. THE CONTRACTOR SHALL VERIFY BY TEST PIT, THE LOCATIONS OF EXISTING UTILITIES WHICH MAY CONFLICT WITH THE PROPOSED DRAINAGE DESIGN. ANY FIELD ADJUSTMENTS REQUIRED WILL BE MADE AS APPROVED OR DIRECTED BY THE ENGINEER. ONLY AFTER THE CONTRACTOR VERIFIES ELEVATIONS FOR THE CONSTRUCTABILITY OF THE DRAINAGE SYSTEM SHALL ANY STRUCTURES BE ORDERED. ANY FIELD ADJUSTMENTS TO LINE & GRADE UP TO A DEPTH OF 5' SHALL BE INCLUDED IN THE COST OF THE PIPE. PIPE EXCAVATION GREATER THAN 5' WILL BE PAID UNDER CLASS B TRENCH EXCAVATION.
6. THE CONTRACTOR SHALL VERIFY BY TEST PIT, THE LOCATIONS OF EXISTING UTILITIES WHICH MAY CONFLICT WITH PROPOSED CONDUIT AND SIGNAL EQUIPMENT. ANY FIELD ADJUSTMENTS REQUIRED WILL BE MADE AS APPROVED OR DIRECTED BY THE ENGINEER.
7. WHERE AN EXISTING UTILITY IS FOUND TO CONFLICT WITH THE PROPOSED WORK, THE LOCATION, ELEVATION AND SIZE OF THE UTILITY SHALL BE ACCURATELY DETERMINED WITHOUT DELAY BY THE CONTRACTOR, AND THE INFORMATION FURNISHED TO THE ENGINEER FOR RESOLUTION OF THE CONFLICT.
8. THE CONTRACTOR SHALL ALTER THE MASONRY OF THE TOP SECTION OF ALL EXISTING DRAINAGE AND SEWER STRUCTURES AS NECESSARY FOR CHANGES IN GRADE, AND RESET ALL WATER AND DRAINAGE FRAMES, GRATES AND BOXES TO THE PROPOSED FINISH SURFACE GRADE. REQUIRED NEW MASONRY SHALL BE CLAY BRICK.
9. THE CONTRACTOR SHALL MAKE ALL ARRANGEMENTS FOR THE ALTERATION AND ADJUSTMENT OF GAS, ELECTRIC, TELEPHONE AND ANY OTHER PRIVATE UTILITIES BY THE UTILITY COMPANIES.
10. EXISTING UTILITY POLES WILL BE RELOCATED BY OTHERS IF REQUIRED.
11. TREES AND SHRUBS WITHIN THE LIMITS OF GRADING SHALL BE REMOVED ONLY UPON APPROVAL OF THE ENGINEER.
12. AREAS OUTSIDE THE LIMITS OF PROPOSED WORK DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED BY THE CONTRACTOR TO THEIR ORIGINAL CONDITION AT NO EXPENSE TO THE OWNER.
13. THE TERM "PROPOSED" (PROP) MEANS WORK TO BE CONSTRUCTED USING NEW MATERIALS OR, WHERE APPLICABLE, RE-USING EXISTING MATERIALS IDENTIFIED AS "REMOVE AND RESET" (R&R).
14. JOINTS BETWEEN NEW ASPHALT CONCRETE ROADWAY PAVEMENT AND SAWCUT EXISTING PAVEMENT SHALL BE SEALED WITH HMA JOINT SEALER AND BACKSANDED.
15. AFTER MILLING OPERATIONS AND PRIOR TO PAVING THE SUPERPAVE INTERMEDIATE OR SURFACES COURSES THE ENGINEER SHALL EVALUATE THE MILLED SURFACE AND SHALL APPLY THE APPROPRIATE REPAIR METHOD IF REQUIRED.
16. EXISTING SIGNS WITHIN THE PROJECT LIMITS SHALL BE RETAINED UNLESS INDICATED OTHERWISE ON THE DRAWINGS.
17. IF SUITABLE, EXISTING GRANITE CURB & EDGING SHALL BE RE-USED IN THE PROPOSED WORK, EXCEPT CURVED STONES OF A DIFFERENT RADIUS THAN PROPOSED CURB.
18. EXISTING STATE, COUNTY, CITY, AND TOWN LOCATION LINES AND PRIVATE PROPERTY LINES HAVE BEEN ESTABLISHED FROM AVAILABLE INFORMATION AND THEIR EXACT LOCATIONS ARE NOT GUARANTEED.
19. THE CONTRACTOR SHALL EXERCISE DUE CARE WHEN WORKING AROUND ALL PROPERTY BOUNDS WHICH ARE TO REMAIN. SHOULD ANY DAMAGE TO A BOUND RESULT FROM THE ACTIONS OF THE CONTRACTOR, THE CONTRACTOR SHALL HAVE THE BOUND REPLACED AND/OR REALIGNED BY A LICENSED PROFESSIONAL SURVEYOR AS DIRECTED BY THE ENGINEER AT NO ADDITIONAL COST.
20. DISPOSAL OF ALL SURPLUS MATERIAL SHALL BE AS APPROVED BY THE ENGINEER AND OWNER.
21. LATERAL DRAIN PIPES SHALL BE INSTALLED WITH A PITCH OF 0.01 FOOT PER FOOT (MINIMUM) UNLESS NOTED OTHERWISE ON THE PLANS.

14931-HDL(LEG).DWG Plotted on 8-Feb-2021 2:33 PM

14931-HD(TYP).DWG Plotted on 8-Feb-2021 2:33 PM



TYPICAL SECTION
SAINT MARKS STREET
STA 11+50± TO STA 14+45±
NTS



TYPICAL SECTION - MILL & OVERLAY
MARLBOROUGH ROAD
STA 713+21± TO STA 727+26±
NTS
*TOLERANCE FOR CONSTRUCTION ±0.5%

PAVEMENT NOTES

PROPOSED FULL DEPTH PAVEMENT

SURFACE: 1.75" SUPERPAVE SURFACE COURSE 12.5 (SSC-12.5) OVER
1.75" SUPERPAVE INTERMEDIATE COURSE 12.5 (SIC-12.5) OVER

BASE: 4.5" SUPERPAVE BASE COURSE 37.5 (SBC-37.5) OVER

SUBBASE: 4" DENSE GRADED CRUSHED STONE OVER
8" GRAVEL BORROW (TYPE b)

PROPOSED PAVEMENT MILLING & OVERLAY

SURFACE: 1.75" SUPERPAVE SURFACE COURSE 12.5 (SSC-12.5) OVER
1.75" PAVEMENT MICROMILLING

PROPOSED CEMENT CONCRETE DRIVEWAY

SURFACE: 6" CEMENT CONCRETE
AIR ENTRAINED 4000PSI, 3/4", 610 OVER

FOUNDATION: 8" GRAVEL BORROW (TYPE b)

PROPOSED CEMENT CONCRETE WALK/WHEELCHAIR RAMP

SURFACE: 4" CEMENT CONCRETE
AIR ENTRAINED 4000 PSI, 3/4", 610 OVER

FOUNDATION: 8" GRAVEL BORROW (TYPE b)

NOTES:

1. TACK COAT TO BE APPLIED AT 0.05 GAL/SY OVER SMOOTH PAVEMENT (BASE AND INTERMEDIATE COURSES) AND 0.07 GAL/SY OVER MILLED SURFACE.
2. ASPHALT EMULSION FOR TACK COAT SHALL BE (RS-1H) TO RESIST TRACKING BY HAUL VEHICLES AND BOND HMA LAYERS FOR FLEXURAL STRENGTH.
3. HMA WALKS AND DRIVEWAYS SHALL BE IN ACCORDANCE WITH SECTION 702. AND 703. AND SHALL BE 50 GYRATION MIXTURES.

SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
CONSTRUCTION PLANS
SHEET 5 OF 35

14931-HD(CON).DWG Plotted on 8-Feb-2021 2:34 PM

PROJECT BEGIN
STA 9+88.77
N2936784.3628
E647726.4161

ST MARKS STREET

PROP EOP

PROP HMA DRIVEWAY (TYP)

PROP FULL DEPTH PAVEMENT

PROP LOAM & SEED (TYP)

PROPOSED EASEMENT

PROP 6" REVEAL GRAN CURB

PROP LOAM & SEED (TYP)

REMOVE EXIST RET WALL

REM

N/F TOWN OF SOUTHBOROUGH (CEMETERY) PID 54-0000-000-T

N/F ST. MARKS SCHOOL PID 54-0000-008

N/F TOWN OF SOUTHBOROUGH PID 54-0000-007

N/F Grimm Congregational Church Book 1845 Page 102 #15

N/F Town of Southborough Old Cemetery 11227

COMMON (Public) STREET

Cemetery Grass

Landscape area w/ cobble border

Bit. Curb

Conc. Walk

Top Line

Sign

Grass

Top Corner Granite Posts

TRP#1(Pk Nail Set)

Benchmark #19
Square Cut On Right
Corner 2nd Step
Elevation=301.64

Town of Southborough

20 0 20 40
SCALE IN FEET

ST MARK'S PROP ALIGNMENT (25MPH) DRAINAGE STRUCTURE DATA

NO.	TYPE	STATION	RIM ELEV.	INV. IN	INV. OUT	REMARKS
25	CBCI	13+80.1 11.0 RT	321.25		317.40	
26	CBCI	13+83.0 11.0 LT	321.24		317.30	
28	DMH	13+93.7 0.1 RT	321.20	(26) 317.20 (25) 317.20	317.10	

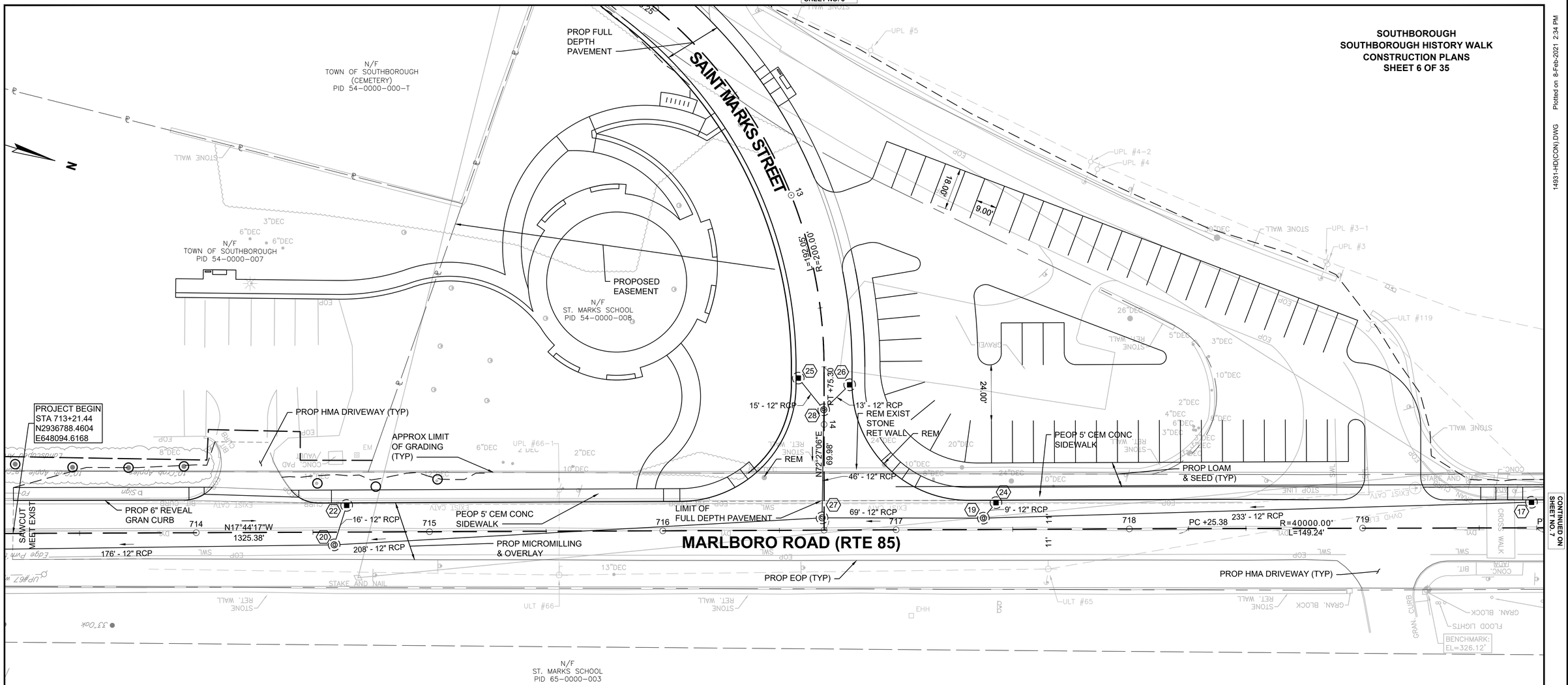
14+45.29 SAINT MARKS=
716+69.18 ROUTE 85

CONTINUED ON SHEET NO. 6

CONTINUED ON SHEET NO. 7

SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
CONSTRUCTION PLANS
SHEET 6 OF 35

14931-HD(CON).DWG Plotted on 8-Feb-2021 2:34 PM



ROUTE 85 DRAINAGE STRUCTURE DATA

NO.	TYPE	STATION	RIM ELEV.	INV. IN	INV. OUT	REMARKS
19	DMH	717+37.5 4.9 LT	322.56	(17) 318.30 (24) 318.30	318.20	
20	DMH	714+59.1 5.4 RT	316.06	(27) 312.10 (22) 312.10	312.00	
22	CBCI	714+64.5 11.5 LT	316.10		312.30	
24	CBCI	717+42.9 11.5 LT	322.32		318.40	
25	CBCI	13+80.1 11.0 RT	321.25		317.40	
26	CBCI	13+83.0 11.0 LT	321.24		317.30	
27	DMH	716+68.3 5.3 LT	321.44	(19) 316.70 (28) 316.70	316.60	
28	DMH	13+93.7 0.1 RT	321.20	(26) 317.20 (25) 317.20	317.10	

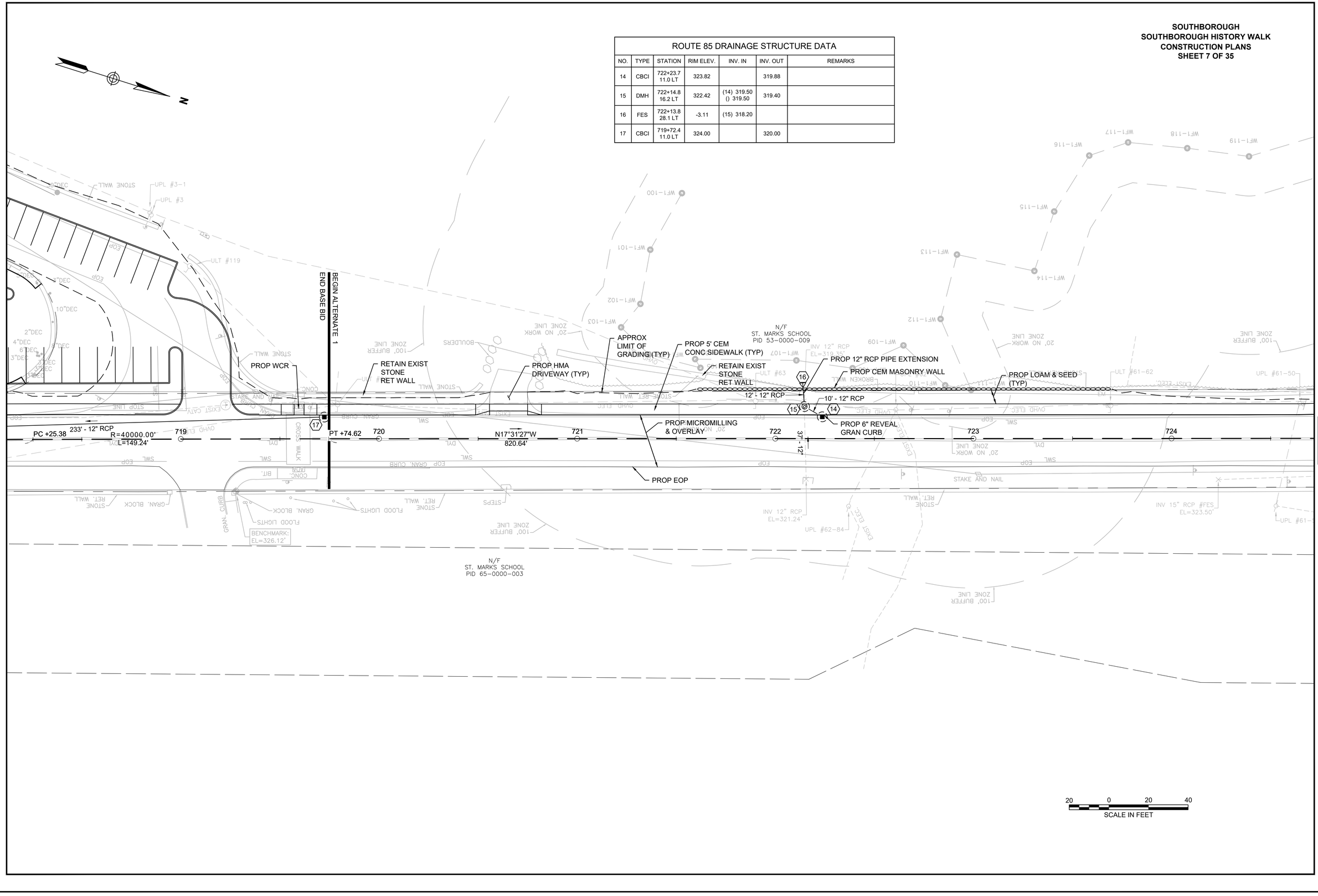
20 0 20 40
SCALE IN FEET

CONTINUED ON SHEET NO. 7

SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
CONSTRUCTION PLANS
SHEET 7 OF 35

14931-HD(CON).DWG Plotted on 8-Feb-2021 2:34 PM

ROUTE 85 DRAINAGE STRUCTURE DATA						
NO.	TYPE	STATION	RIM ELEV.	INV. IN	INV. OUT	REMARKS
14	CBCI	722+23.7 11.0 LT	323.82		319.88	
15	DMH	722+14.8 16.2 LT	322.42	(14) 319.50 () 319.50	319.40	
16	FES	722+13.8 28.1 LT	-3.11	(15) 318.20		
17	CBCI	719+72.4 11.0 LT	324.00		320.00	



SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
CONSTRUCTION PLANS
SHEET 8 OF 35

14931-HD(CON).DWG Plotted on 8-Feb-2021 2:34 PM

CONTINUED ON SHEET NO.7

N

WF1-201
WF1-200
WF1-121
WF1-120
WF1-119
WF1-118
WF1-

PROP LOAM & SEED (TYP)
APPROX LIMIT OF GRADING (TYP)
PROP 5' CEM CONC SIDEWALK (TYP)
R&R EXIST MB
PROP 6" REVEAL GRAN CURB
PROP MICROMILLING & OVERLAY
PROP EOP
SAWCUT MEET EXIST

724
725
726
727
727+26.26

N17°31'27"W
820.64'

PROJECT END
STA 725+25.97
N2937936.4357
E647729.8648

BENCHMARK:
EL=332.13'

ULT #61-62
ULT #60-61
ULT #60-5
ULT #59-80
UPL #61-50
UPL #61-51
UPL #60-50

100' BUFFER ZONE LINE
PID 53-0000-009
ST. MARKS SCHOOL
N/F

INV 15" RCP #FES
EL=323.50'

DMH
RIM=328.25'
A=323.8' 15"RCP
B=324.4' 10"CI
C=324.2' 12"RCP
D=323.7' 15"RCP

CB
RIM=327.90'
INV=324.5' 10"CI

CB
RIM=327.88'
INV=324.9' 10"CI

DMH
RIM=328.43'
A=324.4' 10"CI
B=324.6' 2"PVC
C=324.4' 8"PVC
D=324.1' 15"RCP
E=324.1' 15"RCP

N/F
ST. MARKS SCHOOL
PID 65-0000-003

CB
RIM=331.48'

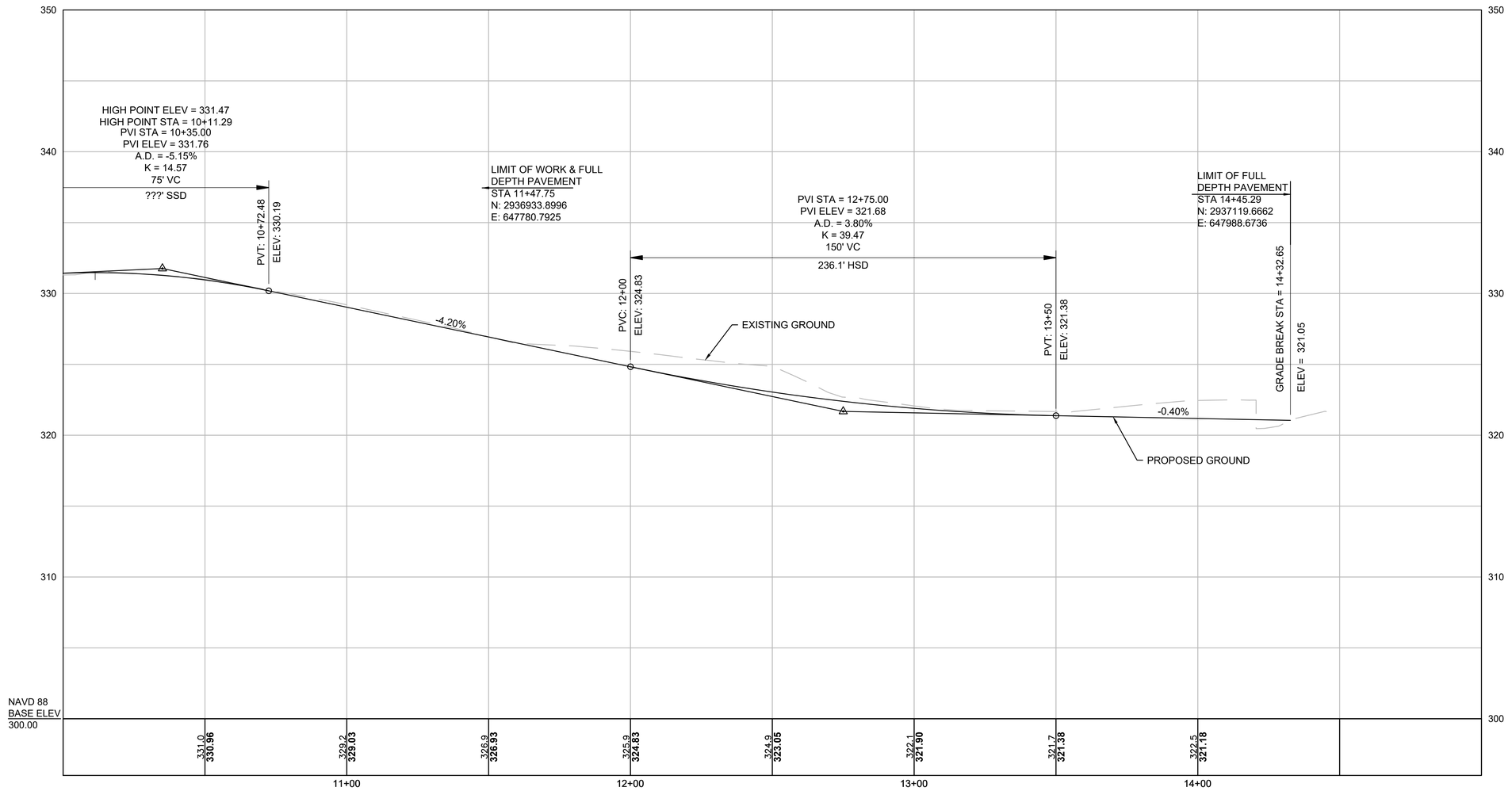
STAKE AND NAIL

36"DEC
24"DEC
20"DEC
32"DEC
40"DEC
38"DEC
24"DEC

20 0 20 40
SCALE IN FEET

14931-HD(PROF).DWG Plotted on 8-Feb-2021 2:34 PM

SAINT MARKS STREET

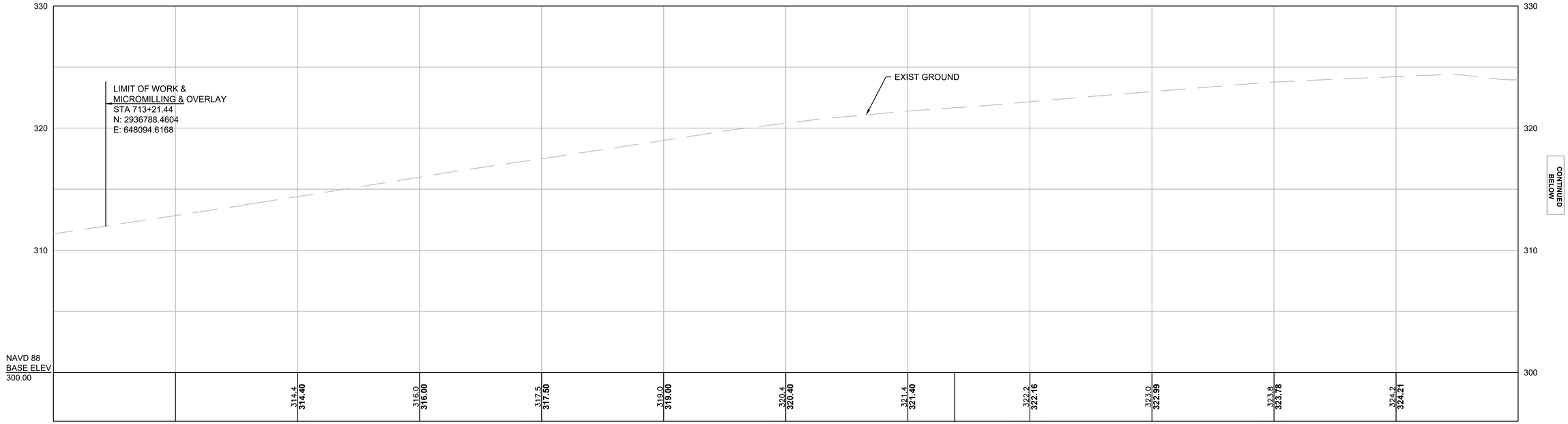


HOR. SCALE IN FEET
20 0 20 40
4 0 4 8
VER. SCALE IN FEET

MARLBORO ROAD (ROUTE 85) IS PROPOSED PAVEMENT MICROMILLING & OVERELAY. NO PROFILE ADJUSTMENTS ARE PROPOSED. THE EXISTING PROFILE PROVIDED IS FOR INFORMATIONAL PURPOSES ONLY.

MARLBORO ROAD (RTE 85)

SOUTHBOROUGH
MARLBORO ROAD (RTE 85)
PROFILES
SHEET 10 OF 35



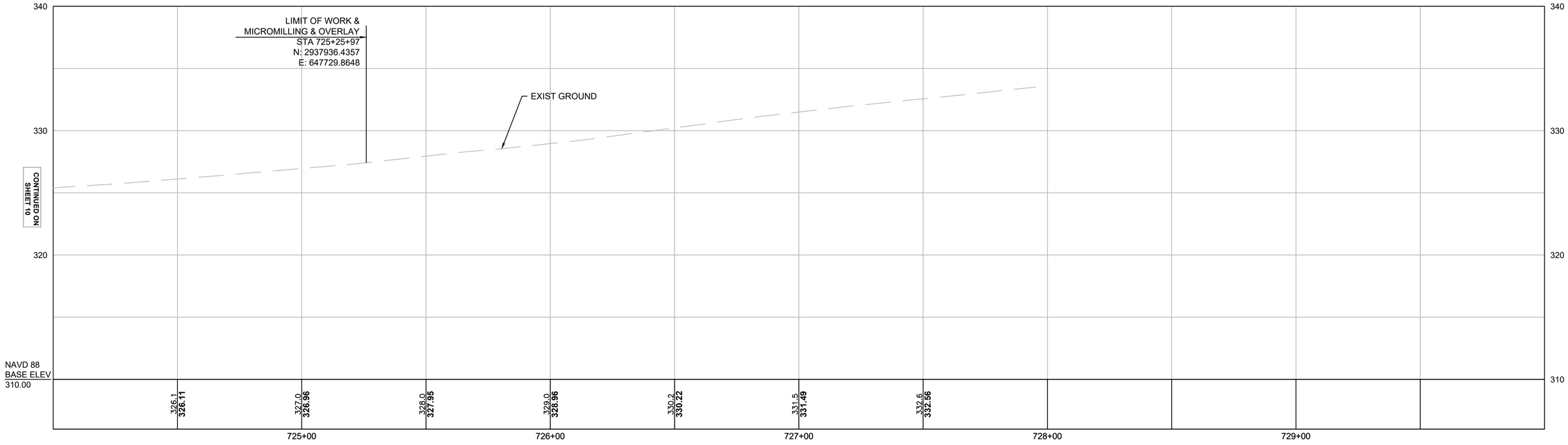
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MARLBORO ROAD (ROUTE 85) IS PROPOSED PAVEMENT MICROMILLING & OVERELAY. NO PROFILE ADJUSTMENTS ARE PROPOSED. THE EXISTING PROFILE PROVIDED IS FOR INFORMATIONAL PURPOSES ONLY.

SOUTHBOROUGH
MARLBORO ROAD (RTE 85)
PROFILES
SHEET 11 OF 35

14931-HD(PROF).DWG Plotted on 8-Feb-2021 2:34 PM

MARLBORO ROAD (RTE 85)

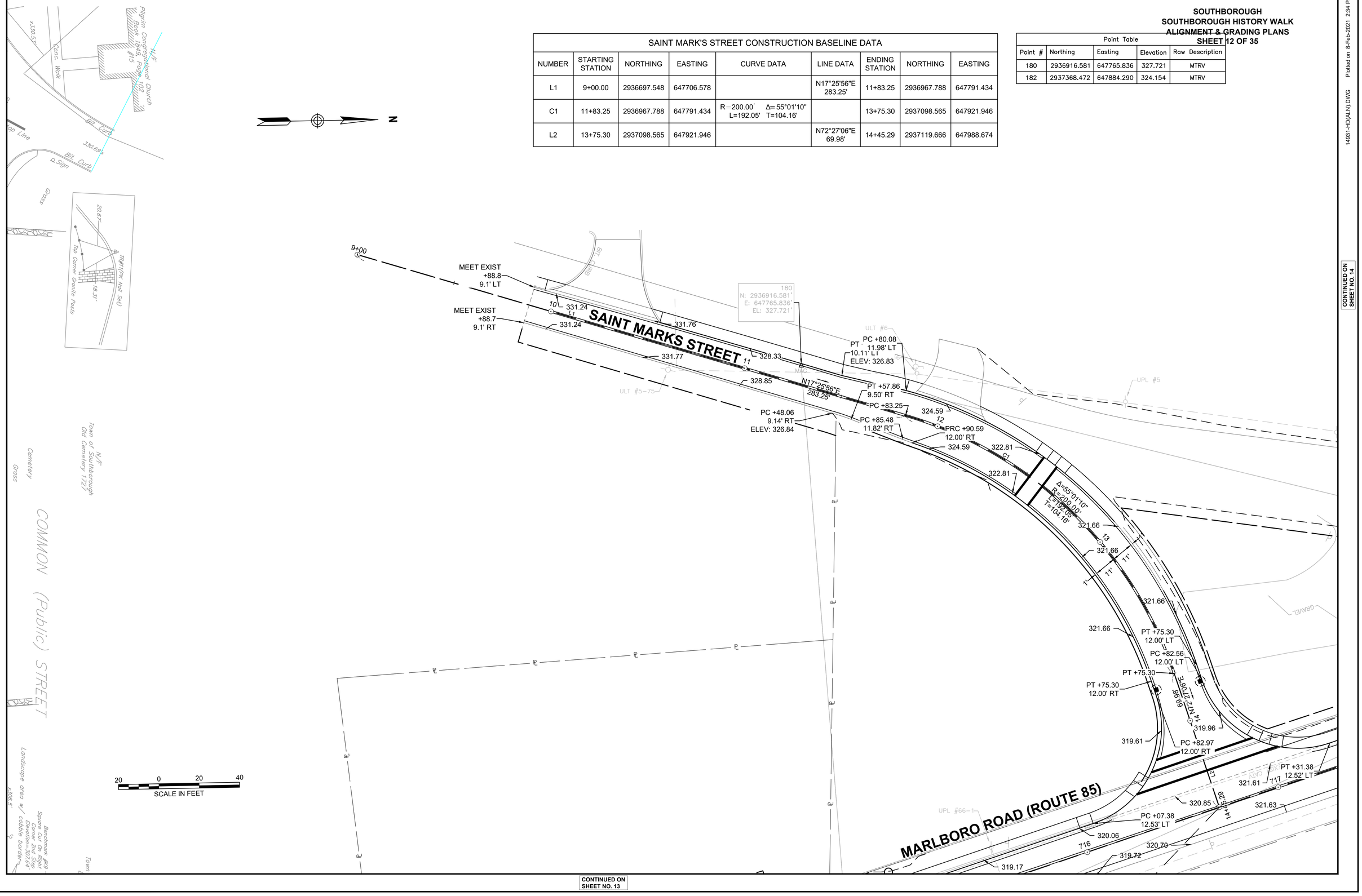


HOR. SCALE IN FEET
20 0 20 40
4 0 4 8
VER. SCALE IN FEET

SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
ALIGNMENT & GRADING PLANS
SHEET 12 OF 35

SAINT MARK'S STREET CONSTRUCTION BASELINE DATA								
NUMBER	STARTING STATION	NORTHING	EASTING	CURVE DATA	LINE DATA	ENDING STATION	NORTHING	EASTING
L1	9+00.00	2936697.548	647706.578		N17°25'56"E 283.25'	11+83.25	2936967.788	647791.434
C1	11+83.25	2936967.788	647791.434	R=200.00' Δ=55°01'10" L=192.05' T=104.16'		13+75.30	2937098.565	647921.946
L2	13+75.30	2937098.565	647921.946		N72°27'06"E 69.98'	14+45.29	2937119.666	647988.674

Point Table				
Point #	Northing	Easting	Elevation	Raw Description
180	2936916.581	647765.836	327.721	MTRV
182	2937368.472	647884.290	324.154	MTRV



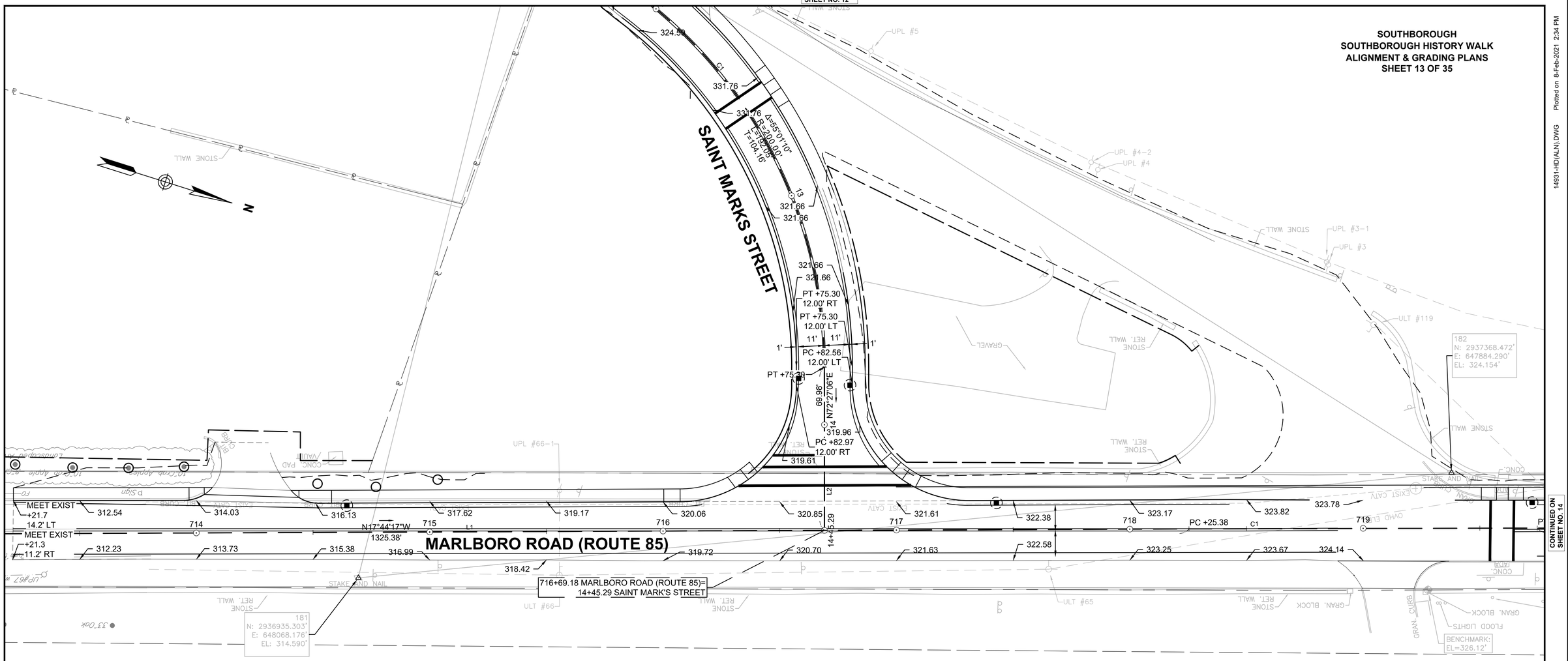
CONTINUED ON SHEET NO. 13

CONTINUED ON SHEET NO. 14

14931-HDI(ALN).DWG Plotted on 8-Feb-2021 2:34 PM

SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
ALIGNMENT & GRADING PLANS
SHEET 13 OF 35

14931-HD(ALN).DWG Plotted on 8-Feb-2021 2:34 PM



Point Table				
Point #	Northing	Easting	Elevation	Raw Description
181	2936935.303	648068.176	314.590	MTRV

MARLBORO ROAD (ROUTE 85) CONSTRUCTION BASELINE DATA								
NUMBER	STARTING STATION	NORTHING	EASTING	CURVE DATA	LINE DATA	ENDING STATION	NORTHING	EASTING
L1	705+00.00	2936006.071	648344.881		N17°44'17"W 1325.38'	718+25.38	2937268.442	647941.085
C1	718+25.38	2937268.442	647941.085	R=40000.00' Δ=0°12'50" L=149.24' T=74.62'		719+74.62	2937410.671	647895.882

SAINT MARK'S STREET CONSTRUCTION BASELINE DATA								
NUMBER	STARTING STATION	NORTHING	EASTING	CURVE DATA	LINE DATA	ENDING STATION	NORTHING	EASTING
C1	11+83.25	2936967.788	647791.434	R=200.00' Δ=55°01'10" L=192.05' T=104.16'		13+75.30	2937098.565	647921.946
L2	13+75.30	2937098.565	647921.946		N72°27'06"E 69.98'	14+45.29	2937119.666	647988.674

20 0 20 40
SCALE IN FEET

CONTINUED ON SHEET NO. 14

14931-HD(ALN).DWG Plotted on 8-Feb-2021 2:34 PM

CONTINUED ON SHEET NO. 13

CONTINUED ON SHEET NO. 15

N

MARLBORO ROAD (ROUTE 85)

BEGIN ALTERNATE 1

END BASE BID

182
N: 2937368.472'
E: 647884.290'
EL: 324.154'

183
N: 2937728.817'
E: 647814.266'
EL: 323.587'

BENCHMARK:
EL=326.12'

PC +25.38

PT +74.62

PI +64.41
12.00' LT

N17°31'27"W
820.64'

VARIES

STAKE AND NAIL

Point Table				
Point #	Northing	Easting	Elevation	Raw Description
182	2937368.472	647884.290	324.154	MTRV
183	2937728.817	647814.266	323.587	MTRV

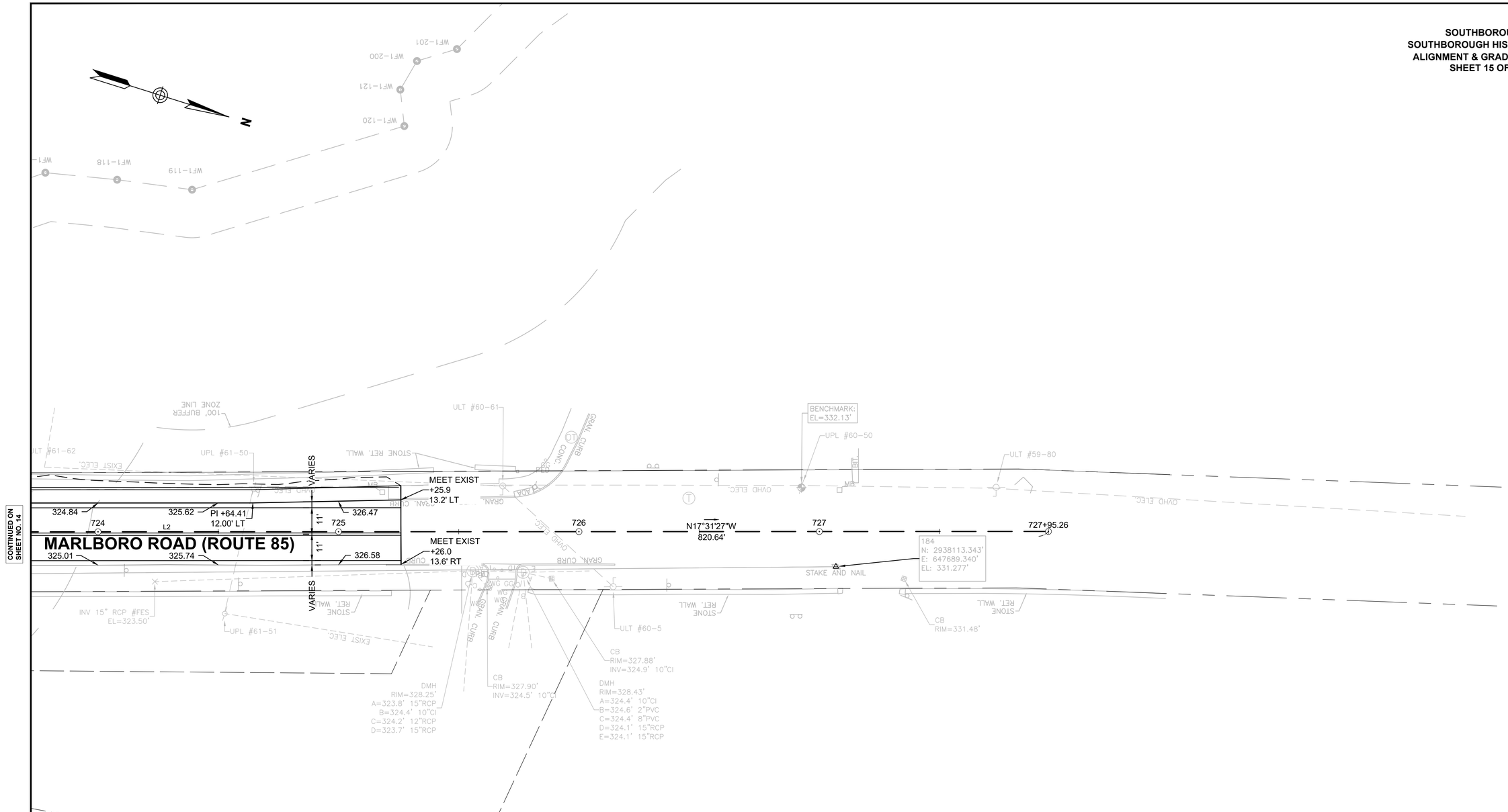
MARLBORO ROAD (ROUTE 85) CONSTRUCTION BASELINE DATA

NUMBER	STARTING STATION	NORTHING	EASTING	CURVE DATA	LINE DATA	ENDING STATION	NORTHING	EASTING
C1	718+25.38	2937268.442	647941.085	R=40000.00' Δ=0°12'50" L=149.24' T=74.62'		719+74.62	2937410.671	647895.882
L2	719+74.62	2937410.671	647895.882		N17°31'27"W 820.64'	727+95.26	2938193.229	647648.779

20 0 20 40
SCALE IN FEET

SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
ALIGNMENT & GRADING PLANS
SHEET 15 OF 35

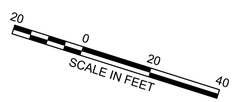
14931-HD(ALN).DWG Plotted on 8-Feb-2021 2:34 PM

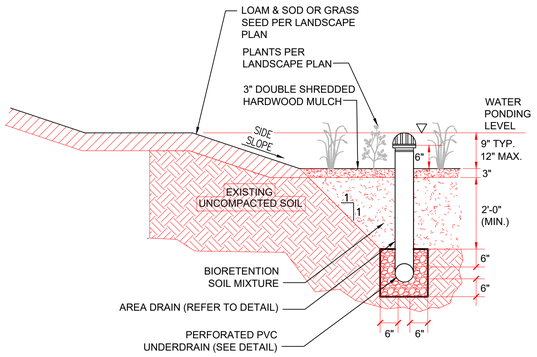


CONTINUED ON SHEET NO.14

Point Table				
Point #	Northing	Easting	Elevation	Raw Description
184	2938113.343	647689.340	331.277	MTRV

MARLBORO ROAD (ROUTE 85) CONSTRUCTION BASELINE DATA								
NUMBER	STARTING STATION	NORTHING	EASTING	CURVE DATA	LINE DATA	ENDING STATION	NORTHING	EASTING
L2	719+74.62	2937410.671	647895.882		N17°31'27"W 820.64'	727+95.26	2938193.229	647648.779



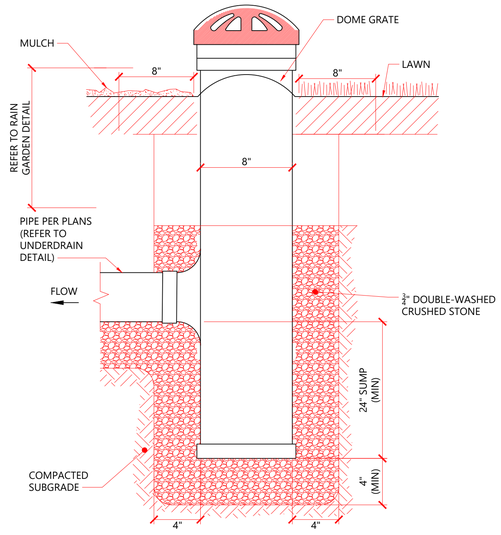


NOTES:

1. INSTALL SUB-DRAINS 10 FEET ON CENTER. CONNECT TO DRAIN LINE.
2. SIDE SLOPES SHALL BE 3:1 MAX. 2% MIN.
3. SEE GRADING AND DRAINAGE PLAN FOR LOCATIONS AND INVERTS OF OVERFLOW OUTLETS AND UNDERDRAIN CONNECTIONS.

RAIN GARDEN WITH UNDERDRAIN

SCALE: N.T.S. SOURCE: VHB DATE: FEBRUARY 2021

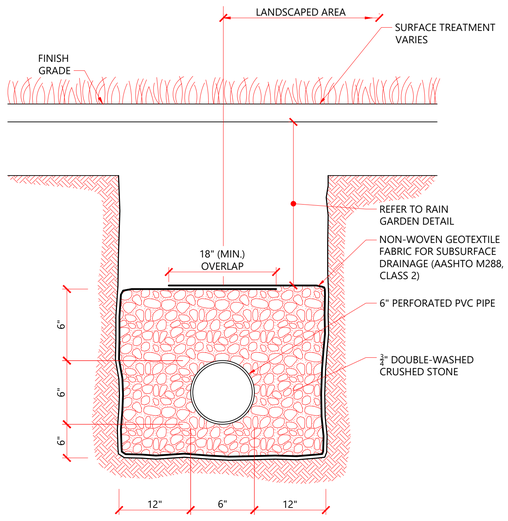


NOTES:

1. LANDSCAPE DRAINS SHALL BE NYLOPLAST 8" DRAIN BASIN, OR APPROVED EQUAL.
2. GRATES SHALL BE NYLOPLAST, 8" DOME GRATE MODEL 0899CGD, OR APPROVED EQUAL AS SHOWN ON PLANS.

AREA DRAIN (AD)

SCALE: N.T.S. SOURCE: VHB DATE: FEBRUARY 2021



UNDERDRAIN (UD)

SCALE: N.T.S. SOURCE: VHB DATE: FEBRUARY 2021

14931-DRAIN-DET.DWG Plotted on 8-Feb-2021 2:34 PM

CONTINUED ON SHEET NO. 5

SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
TRAFFIC PLANS
SHEET 17 OF 35

14931-HD(STRP).DWG Plotted on 8-Feb-2021 2:34 PM

N/F
TOWN OF SOUTHBOROUGH
(CEMETERY)
PID 54-0000-000-T

N/F
TOWN OF SOUTHBOROUGH
PID 54-0000-007

N/F
ST. MARKS SCHOOL
PID 54-0000-008

SAINT MARKS STREET

8' CW

PROJECT BEGIN
STA 713+21.44
N2936788.4604
E648094.6168

SAWCUT MEET EXIST

714 N17°44'17"W 1325.38'

715 DBYL

716

717 PT +75.30

718 PC +25.38 R=40000.00' L=149.24'

719

SWL

SL

DBYL

1' 11' 11' 1'

18.00'

9.00'

24.00'

11'

11'

MARLBORO ROAD (RTE 85)

8' CW

CONTINUED ON SHEET NO. 7

STAKE AND NAIL

13"DEC

ULT #66

ULT #65

EHH

BENCHMARK:
EL=326.12'

N/F
ST. MARKS SCHOOL
PID 65-0000-003

20 0 20 40
SCALE IN FEET

SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
TRAFFIC PLANS
SHEET 18 OF 35

14931-HD(STRP).DWG Plotted on 8-Feb-2021 2:35 PM

PROJECT BEGIN
STA 9+88.77
N2936784.3628
E647726.4161

ST MARKS STREET

N/F Pilgrim Congregational Church Book 1849 Page 102 #15

N/F Town of Southborough Old Cemetery 1727

N/F TOWN OF SOUTHBOROUGH (CEMETERY) PID 54-0000-000-T

N/F TOWN OF SOUTHBOROUGH PID 54-0000-007

N/F ST. MARKS SCHOOL PID 54-0000-008

COMMON (Public) STREET

Cemetery

Grass

Top Line

Bit. Curb

Conc. Walk

Gas

Top Corner Granite Posts

Trap Pick Nail Set

Landscape area w/ cobble border

Benchmark #19 Square Cut On Right Corner 2nd Step Elevation=307.64

Bit. Curb

Bit. Curb

Stop Line

SAWCUT MEET EXIST

SWL

DYL

STONE WALL

ULT #5-75

ULT #6

UPL #6

UPL #5

EOP

MAC

SWL

STONE WALL

STONE WALL

STONE WALL

STONE WALL

6"DEC

6"DEC

2"DEC

3"DEC

6"DEC

6"DEC

UPL #66-1

2"DEC

2"DEC

10"DEC

6"DEC

10"DEC

20"DEC

10"DEC

10"DEC

EXIST CATV

SWL

SWL

EHH

EM

8' CW

8' CW

18.00'

9.00'

24.00'

13

11'

11'

1'

PC +83.25

PT +75.30

14

SL

12

717

716

9+00

10

11

330.69'x

x130.54'

20.67'

18.31'

20

SCALE IN FEET

14+45.29 SAINT MARKS=
716+69.18 ROUTE 85

CONTINUED ON SHEET NO. 6

CONTINUED ON SHEET NO. 7

SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
TRAFFIC PLANS
SHEET 19 OF 35

14931-HD(STRP).DWG Plotted on 8-Feb-2021 2:35 PM

N

CONTINUED ON SHEET NO. 6

CONTINUED ON SHEET NO. 8

BEGIN ALTERNATE 1
END BASE BID

PC +25.38
R=40000.00'
L=149.24
PT +74.62
N17°31'27"W
820.64

719 720 721 722 723 724

MARLBORO ROAD (RTE 85)

VARIES

11' 11'

STONE WALL
UPL #3-1
UPL #3
ULT #119
EOP
10"DEC
2"DEC
4"DEC
6"DEC
3"DEC
8"DEC
CROSS WALK
CONC.
BIT.
EXIST CATV
STONE WALL
ULT #64
STONE WALL
STONE RET. WALL
GRAN. BLOCK
FLOOD LIGHTS
GRAN. CURB
BENCHMARK:
EL=326.12'
STEPS
100' BUFFER ZONE LINE
20' NO WORK ZONE LINE
BOULDERS
OVHD ELEC.
WF1-100
WF1-101
WF1-102
WF1-103
WF1-104
WF1-105
WF1-106
WF1-107
WF1-108
WF1-109
WF1-110
WF1-111
WF1-112
WF1-113
WF1-114
WF1-115
WF1-116
WF1-117
WF1-118
WF1-119
N/F
ST. MARKS SCHOOL
PID 53-0000-009
INV 12" RCP
EL=319.35'
BROKEN WALL
ULT #63
UPL #62
STONE RET. WALL
ULT #61-62
EXIST ELEC.
UPL #61-50
STAKE AND NAIL
INV 12" RCP
EL=321.24'
UPL #62-84
EXIST ELEC.
INV 15" RCP #FES
EL=323.50'
UPL #61
N/F
ST. MARKS SCHOOL
PID 65-0000-003

20 0 20 40
SCALE IN FEET

SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
TRAFFIC PLANS
SHEET 20 OF 35

14931-HD(STRP).DWG Plotted on 8-Feb-2021 2:35 PM

CONTINUED ON SHEET NO. 7

N

WF1-201
WF1-200
WF1-121
WF1-120
WF1-119
WF1-118
WF1-

MARLBORO ROAD (RTE 85)

724
725
726
727
727+26.26

N17°31'27"W
820.64'

11'
11'
VARIES
VARIES

SAWCUT MEET EXIST

PROJECT END
STA 725+25.97
N2937936.4357
E647729.8648

N/F
ST. MARKS SCHOOL
PID 65-0000-003

N/F
ST. MARKS SCHOOL
PID 53-0000-009

100' BUFFER ZONE LINE

BENCHMARK:
EL=332.13'

STAKE AND NAIL

INV 15" RCP #FES
EL=323.50'

DMH
RIM=328.25'
A=323.8' 15"RCP
B=324.4' 10"CI
C=324.2' 12"RCP
D=323.7' 15"RCP

CB
RIM=327.90'
INV=324.5' 10"CI

DMH
RIM=328.43'
A=324.4' 10"CI
B=324.6' 2"PVC
C=324.4' 8"PVC
D=324.1' 15"RCP
E=324.1' 15"RCP

CB
RIM=327.88'
INV=324.9' 10"CI

CB
RIM=331.48'

ULT #61-62
UPL #61-50
ULT #61-61
UPL #60-50
ULT #60-5
UPL #61-51
ULT #59-80

36"DEC
24"DEC
20"DEC
32"DEC
40"DEC
36"DEC
38"DEC
24"DEC

STONE RET. WALL
CONC. CURB
GRAN. CURB
OVHD ELEC.
EXIST. ELEC.
EOP
SWL
DYL
MB

20 0 20 40
SCALE IN FEET

SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
LANDSCAPING PLANS
SHEET 21 OF 35

14931-HD(LA).DWG Plotted on 8-Feb-2021 2:36 PM

SAINT MARKS STREET

MARLBORO ROAD (RTE 85)

716+69.18 ROUTE 85

PT +75.30

Δ=55°01'10"
R=200.00'
L=192.05
T=104.16'

N72°27'06"E
69.99'

BENCH TYPE 1

HISTORIC SIGNAGE OPPORTUNITY

BIKE RACK (TYP.)

TREEFALL (TYP.)

POLLINATOR GARDEN

BOULDER (TYP.)

CEM CONC SIDEWALK

POURED IN PLACE PLAYGROUND SURFACING

Ø60

8'

6'

2'

SLATEFACE PAVER POURED IN PLACE STAMPED COLORED CONCRETE BAND

BENCH TYPE 2 (TYP.)

SLATEFACE PAVER, POURED IN PLACE STAMPED COLORED CONCRETE

R40'

8'

RAIN GARDEN

LA

STONE RET. WALL

EOP SWL

EOP BIT CURB

DW

716

715

UPL #66

ULT #66

PC +85.25

N17°25'56"E
283.25

N17°44'17"W
1325.38'

181

N: 2935935.303'
E: 888068.176'
STAKE ANBLNW14.590'

EXIST CATV

EM

12

13

14

CONTINUED ON INSET THIS SHEET

N

10 0 10 20
SCALE IN FEET

SLATEFACE PAVER POURED IN PLACE STAMPED COLORED CONCRETE BAND

CEM CONC SIDEWALK

INSET

SOUTHBOROUGH
000-007

6"DEC
3"DEC
6"DEC

BENCH TYPE 1

HISTORIC SIGNAGE OPPORTUNITY

PLANT SCHEDULE

TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE
AS	1	Acer saccharum	Sugar Maple	3 - 3 1/2" CAL.
BN	3	Betula nigra - Clump	Birch River `Heritage`	8 - 10` HT., CLUMP
LT	1	Liriodendron tulipifera	Tulip Tree	3 - 3 1/2" CAL.
QB	1	Quercus bicolor	Swamp White Oak	3 - 3 1/2" CAL.
QC	2	Quercus coccinea	Scarlet Oak	3 - 3 1/2" CAL.

ORNAMENTAL TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE
AA	4	Amelanchier arborea	Shad Tree - Downy Clump	8 - 10` HT., CLUMP

SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
CA	37	Clethra alnifolia	Summersweet Shrub	2 - 3` HT.	48" o.c.
CS	20	Cornus sericea `Artic Fire`	Dogwood - Redosier `Artic Fire `	2 - 3` HT.	48" o.c.
HV	5	Hamamelis virginiana	Common Witch Hazel	2 - 3` HT.	120" o.c.
IV	24	Ilex verticillata `Sparkleberry`	Sparkleberry Winterberry	3 - 4` HT.	72" o.c.
MG	32	Myrica gale	Sweetgale	2 - 3` HT.	48" o.c.
RR	6	Rhododendron maximum roseum	Pink Rosebay Rhododendron	3 - 4` HT.	108" o.c.

PERENNIALS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
MD	9	Monarda didyma	Bee Balm	1 GAL.	48" o.c.

ORNAMENTAL GRASS DRIFTS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
CP	658	Carex pensylvanica	Pennsylvania Sedge	1 GAL.	12" o.c.
ES	194	Eragrostis spectabilis	Purple Love Grass	2 GAL.	24" o.c.
SL	221	Schizachyrium scoparium	Little Bluestem	2 GAL.	30" o.c.

PERENNIAL DRIFTS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
AT	293	Asclepias tuberosa	Butterfly Milkweed	1 GAL.	18" o.c.
AN	169	Aster novae-angliae	New England Aster	1 GAL.	30" o.c.
EP	19	Eutrochium purpureum	Sweet Joe Pye Weed	1 GAL.	36" o.c.
IV2	21	Iris versicolor	Blue Flag	1 GAL.	24" o.c.
PD	265	Penstemon digitalis	Beardtongue	1 GAL.	18" o.c.
RH	299	Rudbeckia hirta	Black-eyed Susan	1 GAL.	18" o.c.
WF	233	Waldsteinia fragarioides	Appalachian Barren Strawberry	1 GAL.	24" o.c.

SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
LANDSCAPING PLANS
SHEET 22 OF 35

14931-HD(LA).DWG Plotted on 8-Feb-2021 2:37 PM

PT +75.30
Δ=55°01'10"
R=200.00'
L=192.06'
T=104.16'
14
N72°27'06"E
69.98'
13
12
PC +83.25
ULT #6
UPL
N17°25'56"E
283.25
33 SL
60 AT
1 QB
35 AN
146 AT
56 SL
79 PD
255 CP
140 PD
24 SL
31 AN
72 RH
87 AT
46 AN
66 ES
3 AA
192 CP
1 AS
7 MG
65 WF
35 RH
21 SL
53 ES
42 WF
12 MG
7 IV
18 AN
5 MG
3 MD
10 CA
2 HV
2 QC
3 RR
7 IV
10 EP
11 CA
3 MD
46 PD
13 WF
21 IV2
16 CA
15 SL
9 EP
26 ES
3 HV
5 CS
34 CP
2 RR
11 WF
7 CS
10 IV
3 MD
3 BN
8 MG
32 RH
8 CS
29 ES
50 SL
177 CP
1 AA
73 WF
1 RR
22 AN
22 SL
30 RH
20 ES
17 AN
29 WF
1 LT
STONE RET. WALL
SWL
EOP SWL
RET. WALL
EOP
SWL
EXIST CATV
EM
STAKE AN
N17°44'17"W
1325.38
715
716
PL #66

N

10 0 10 20
SCALE IN FEET

CONTINUED ON INSET THIS SHEET

INSET

316
315
314
313
SOUTHBOROUGH
2000-007
6"DEC
3"DEC
6"DEC

SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
LANDSCAPING PLANS
SHEET 23 OF 35

14931-HD(LA).DWG Plotted on 8-Feb-2021 2:37 PM

Δ=55°01'10"
R=200.00'
L=192.05'
T=104.16'

PT +75.30

14

N72°27'06"E
69.98'

13

12

PC +83.25

N17°56'50"E
283.25

322.93

+320.57

+322.30

STONE RET. WALL

EOP

SWL

EOP BIT CURB

EOP SWL

STONE RET. WALL

EXIST CATV

N17°34'17"W
1325.86'

716

715

321
322
323
324
320
319
318
317
316

ULT #6

UPL #66

ULT #66

EM

SOUTHBOROUGH
2000-007

6"DEC
3"DEC
6"DEC

315
314
313

N
E

10 0 10 20
SCALE IN FEET

CONTINUED ON
INSET THIS SHEET

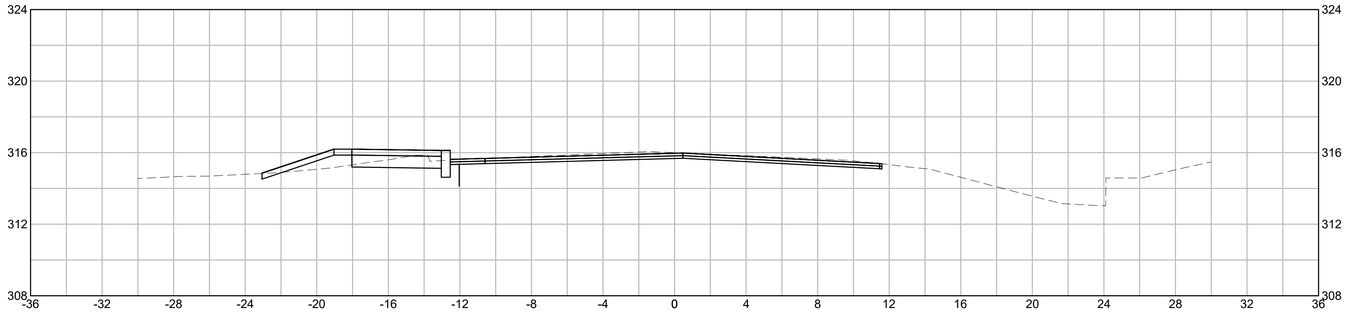
181
N: 2935935.303'
E: 548068.176'
STAKE ANEL N814.590'

INSET

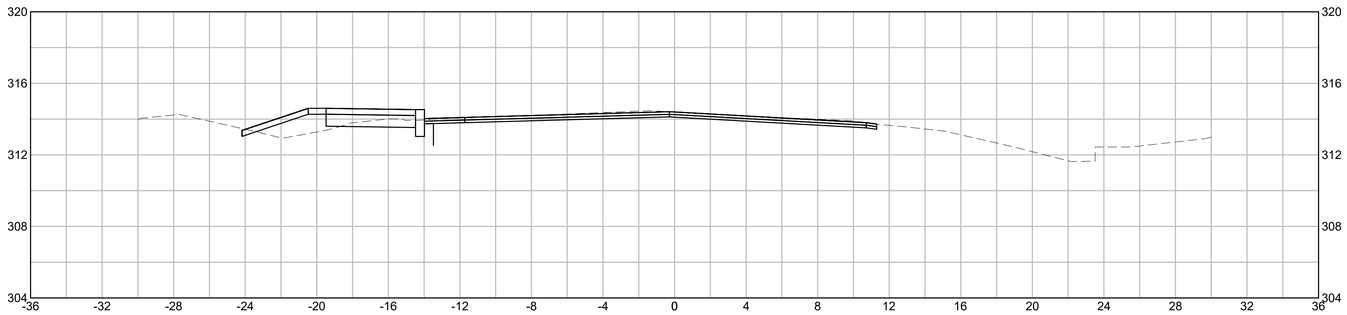
SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
CROSS SECTIONS
SHEET 24 OF 35

14931-HD(XS).DWG Plotted on 8-Feb-2021 2:41 PM

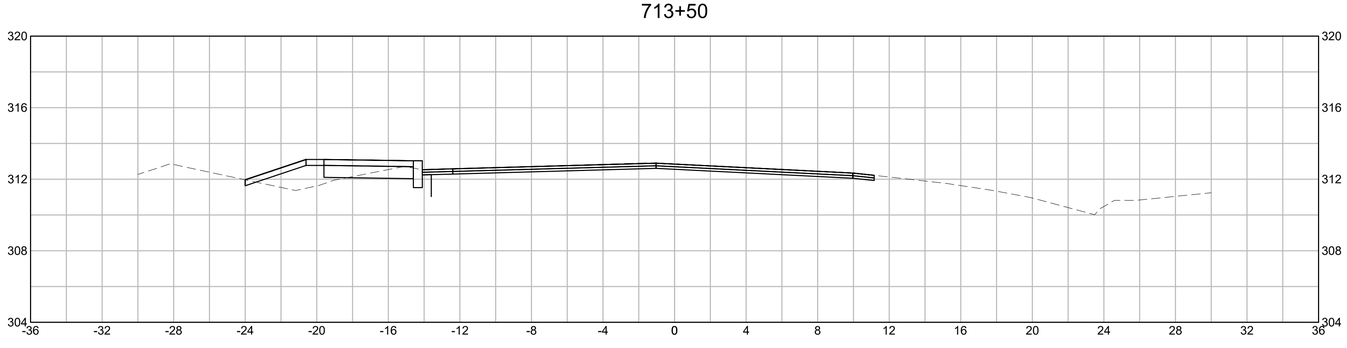
714+50



714+00



713+50

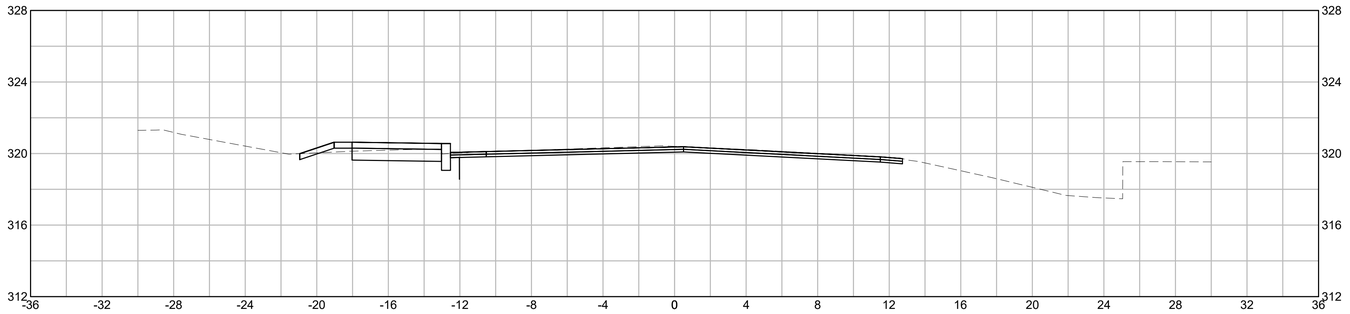


HOR. SCALE IN FEET
20 0 20 40
4 0 4 8
VER. SCALE IN FEET

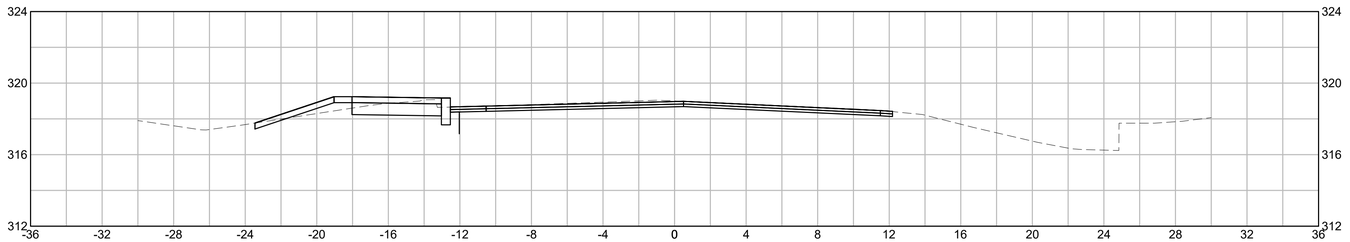
SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
CROSS SECTIONS
SHEET 25 OF 35

14931-HD(XS).DWG Plotted on 8-Feb-2021 2:41 PM

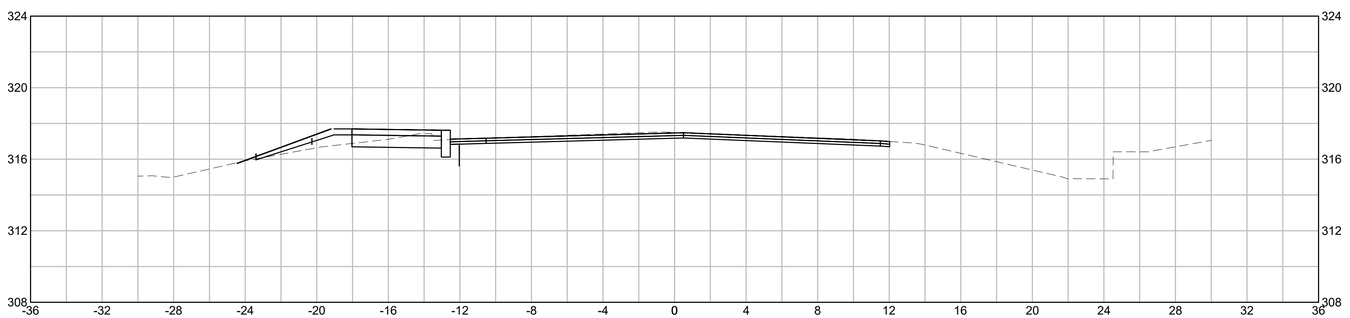
716+00



715+50



715+00

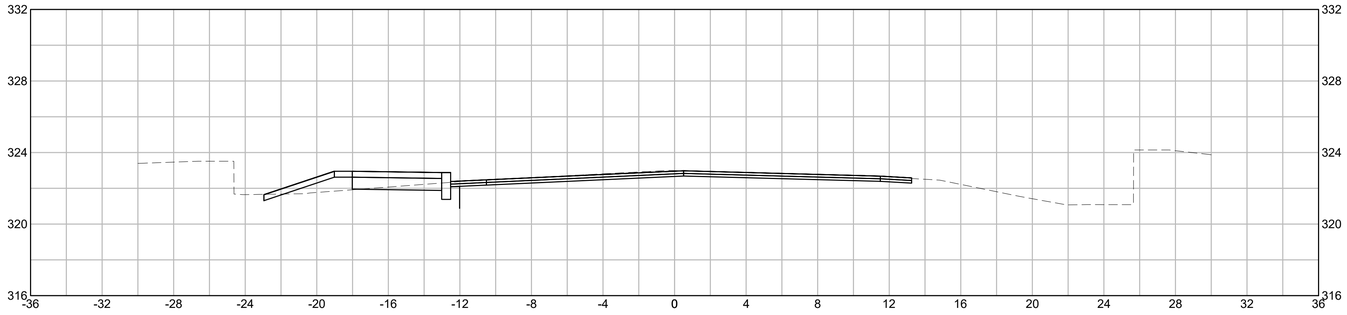


HOR. SCALE IN FEET
20 0 20 40
4 0 4 8
VER. SCALE IN FEET

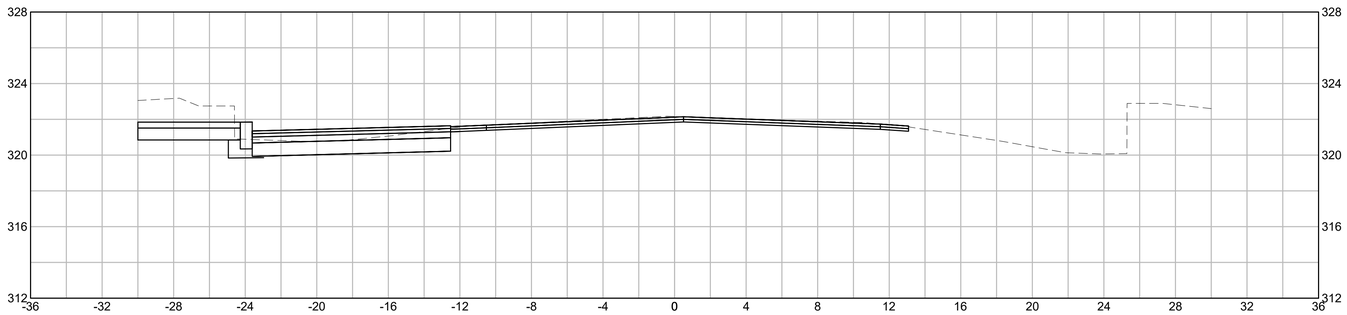
SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
CROSS SECTIONS
SHEET 26 OF 35

14931-HD(XS).DWG Plotted on 8-Feb-2021 2:42 PM

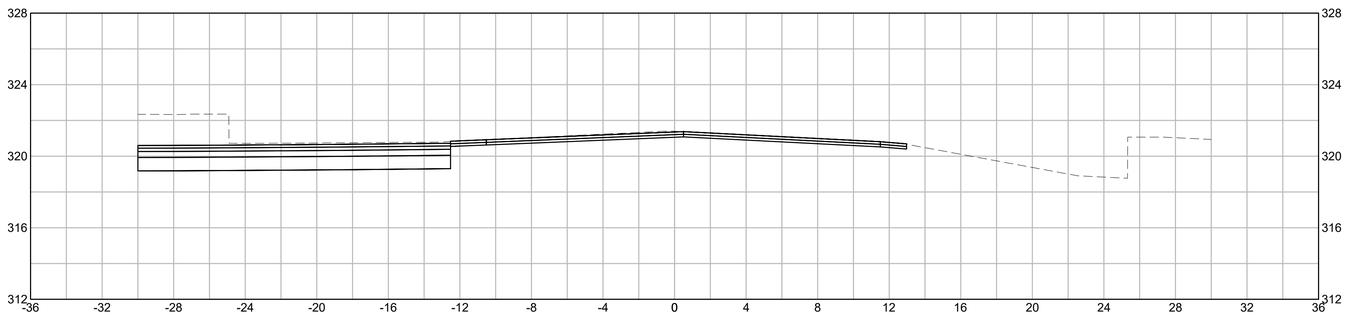
717+50



717+00



716+50

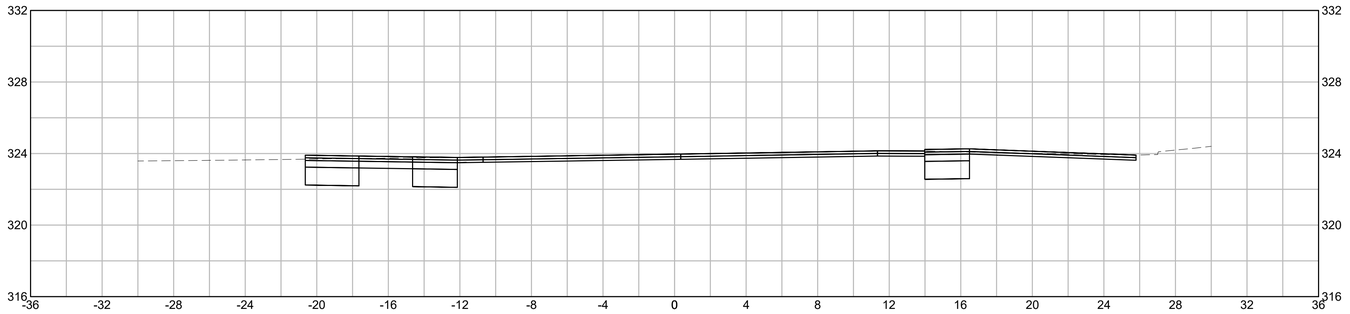


HOR. SCALE IN FEET
20 0 20 40
4 0 4 8
VER. SCALE IN FEET

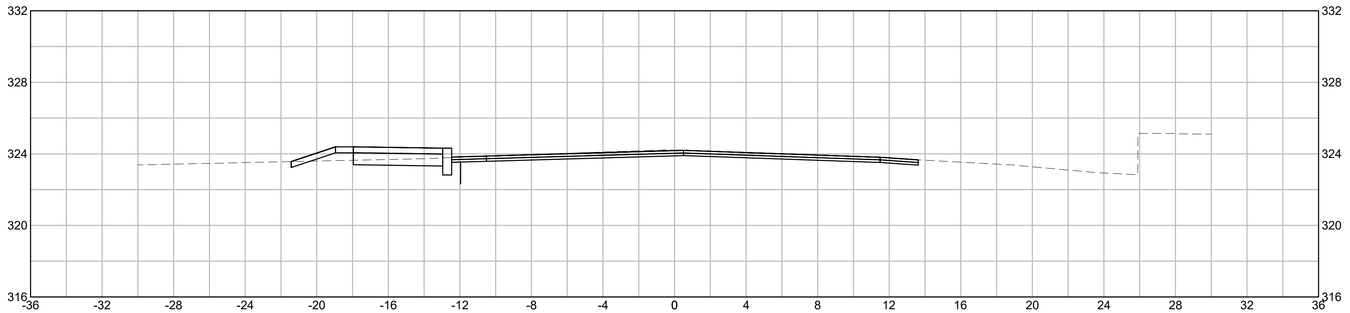
SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
CROSS SECTIONS
SHEET 27 OF 35

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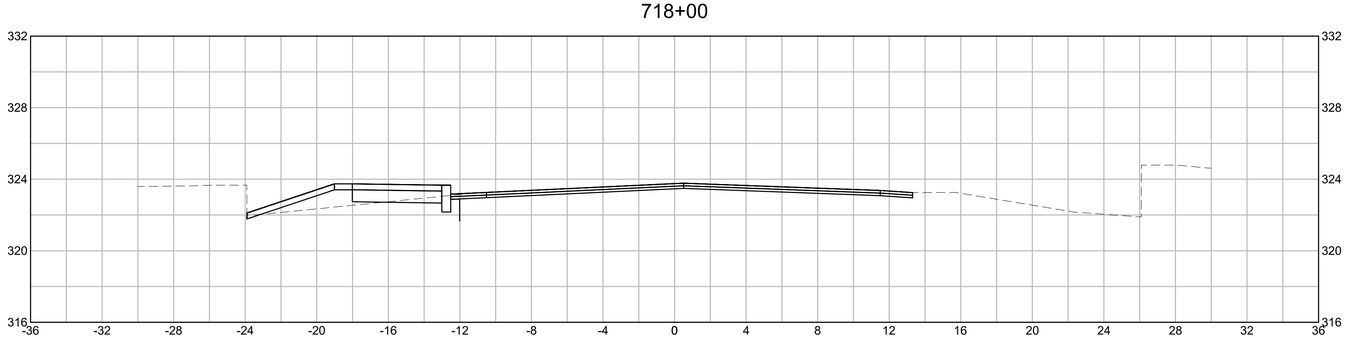
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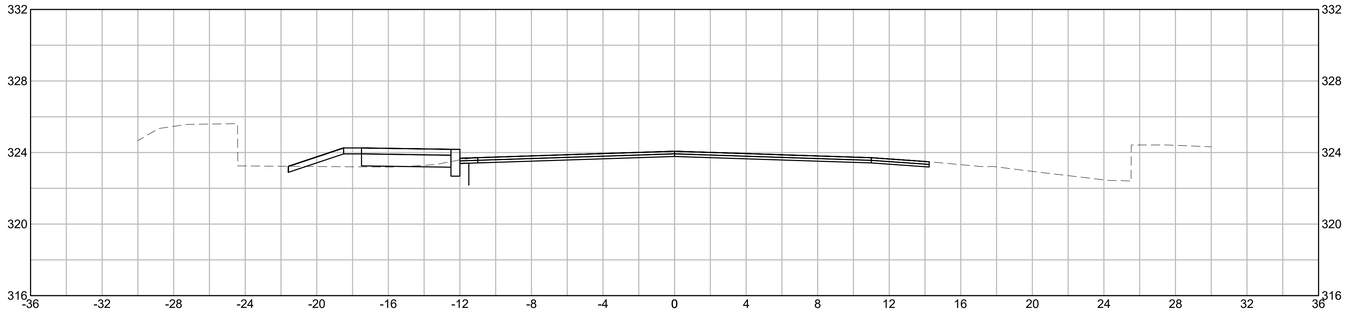


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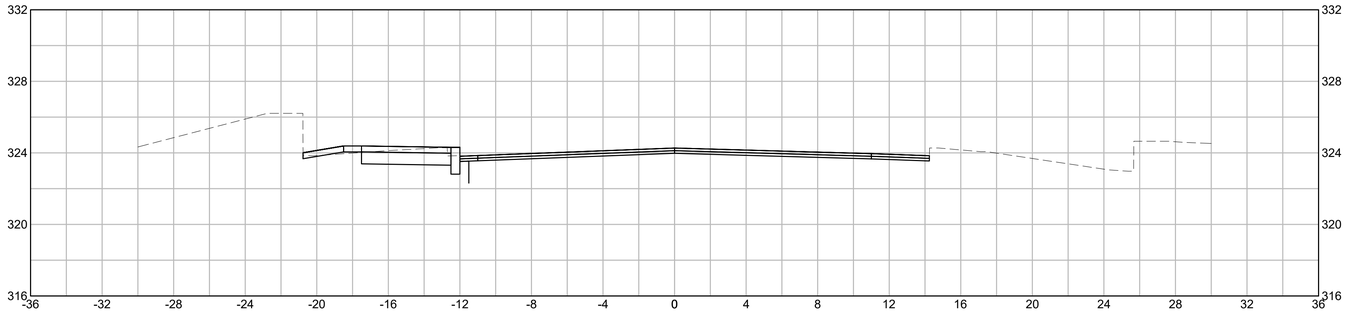
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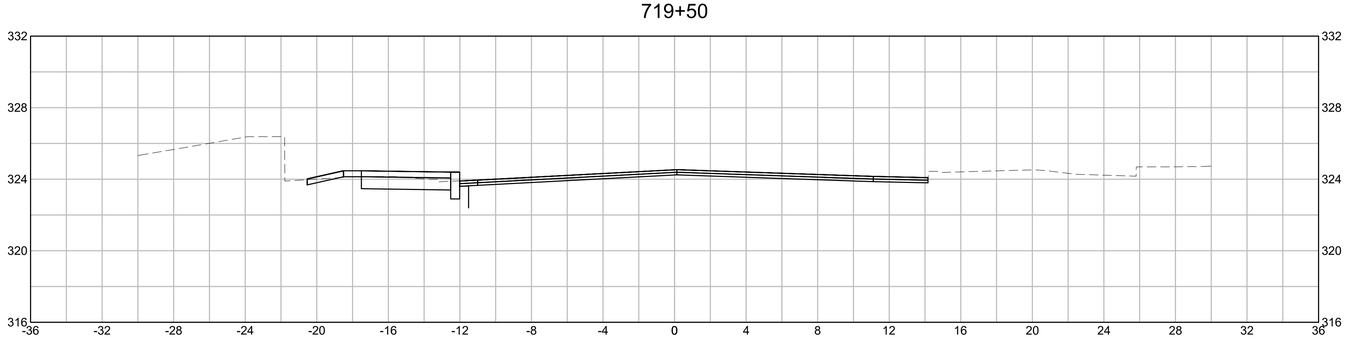
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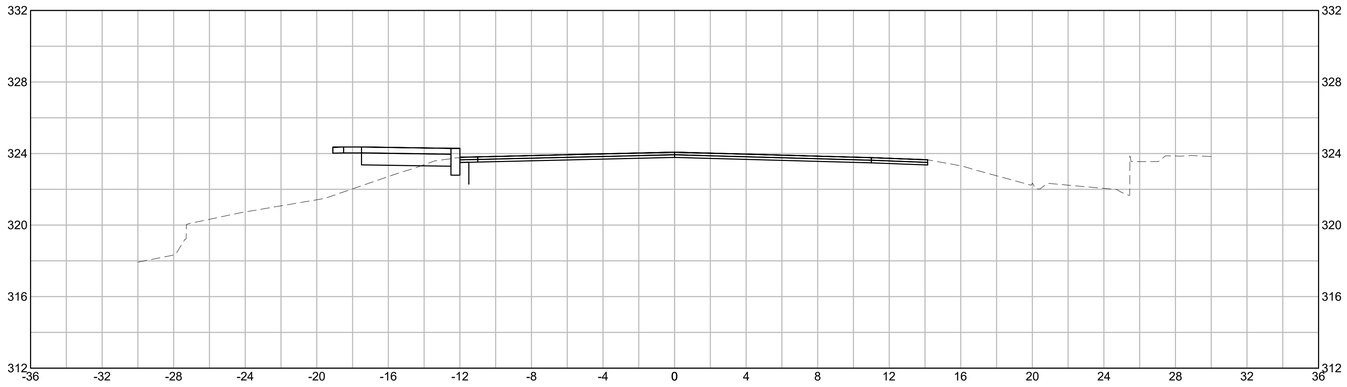


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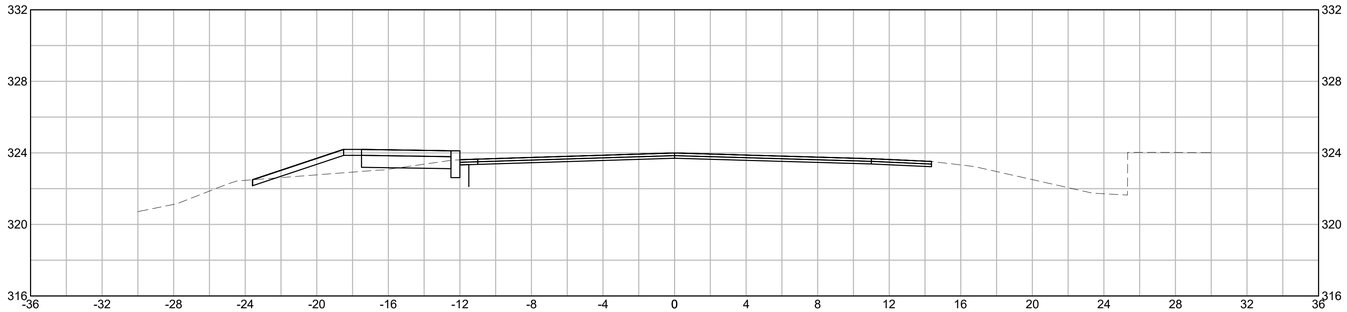
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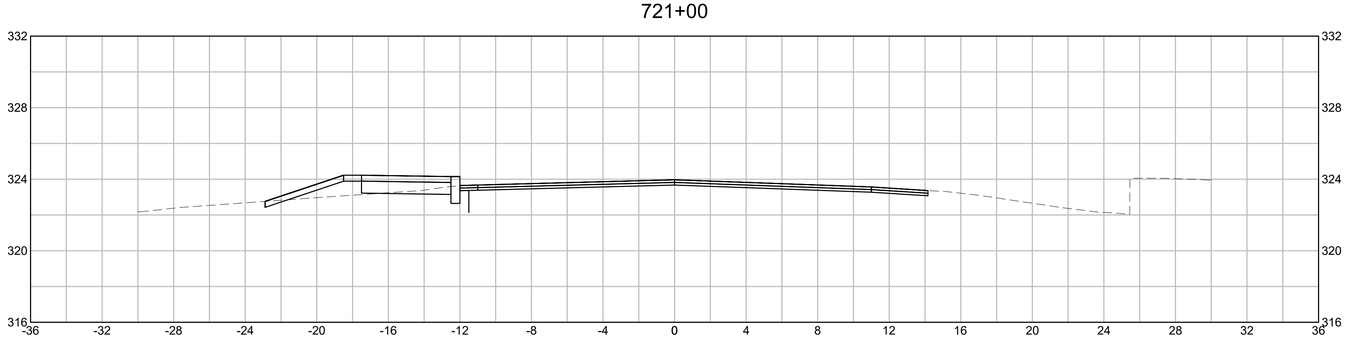
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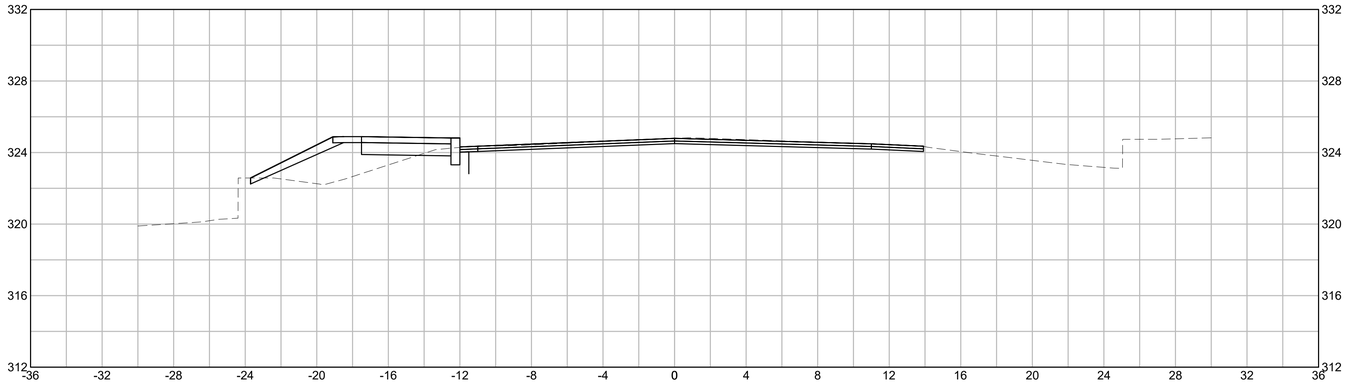


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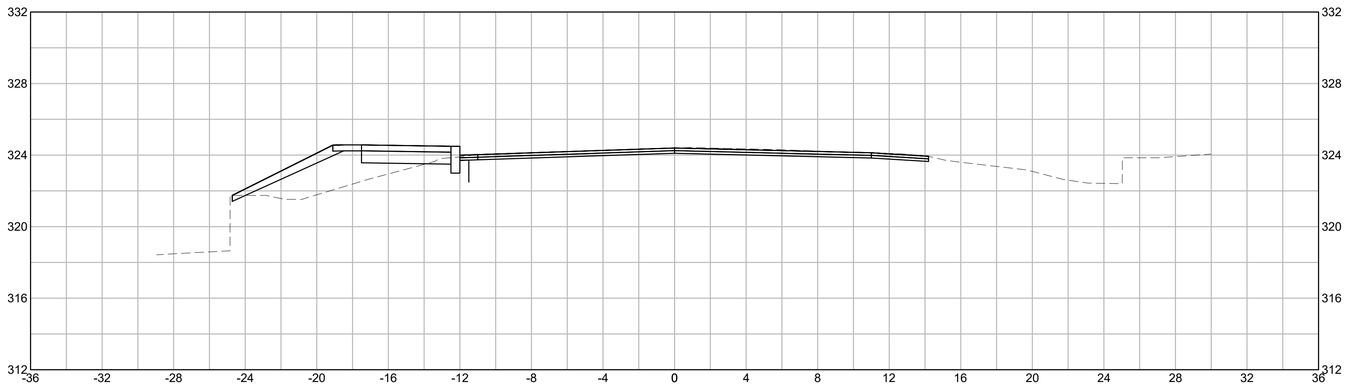
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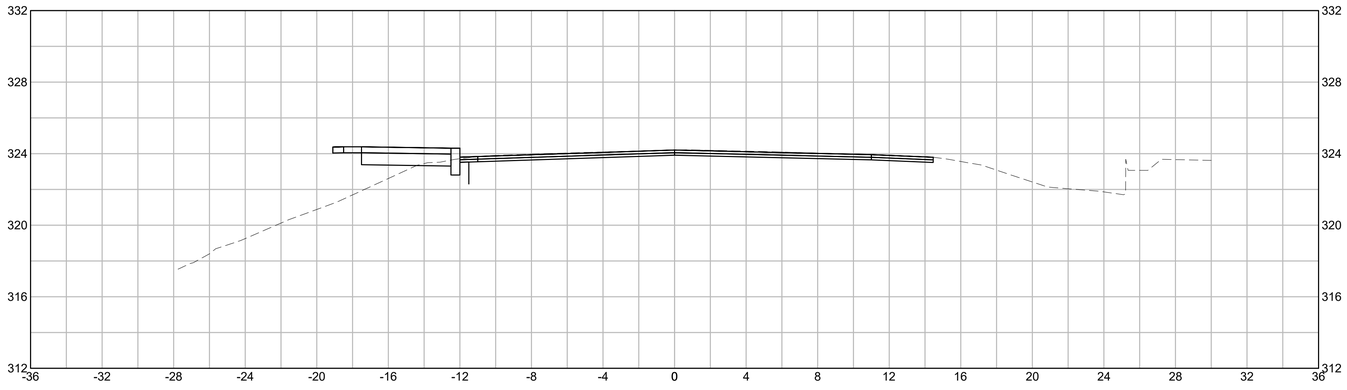
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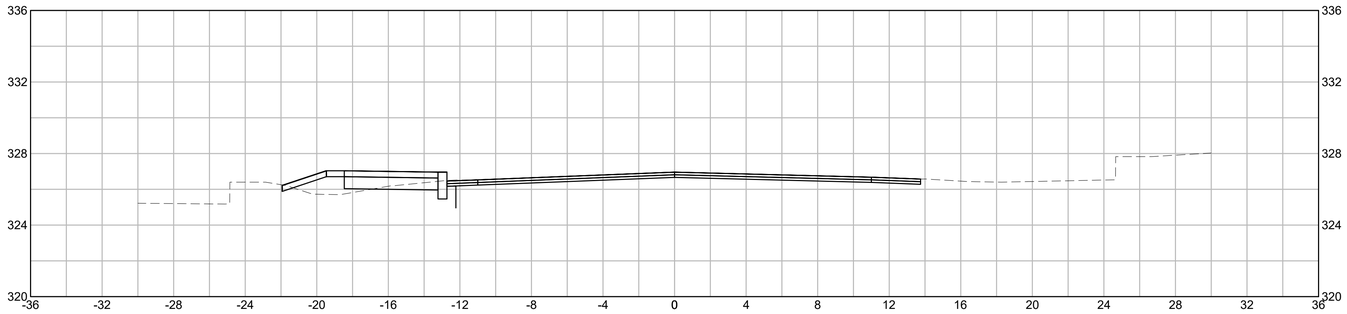


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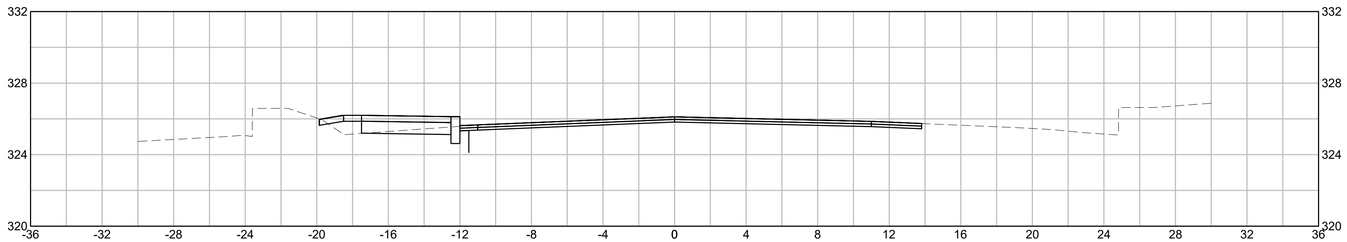
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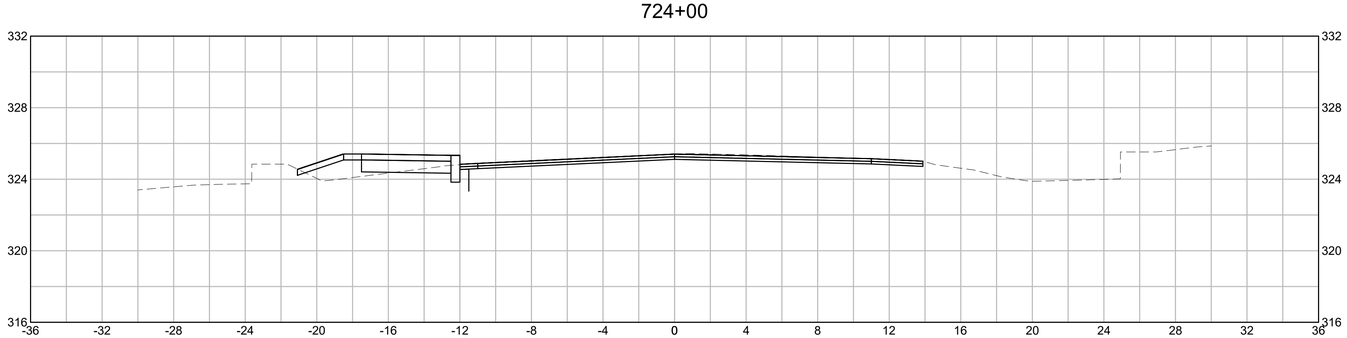
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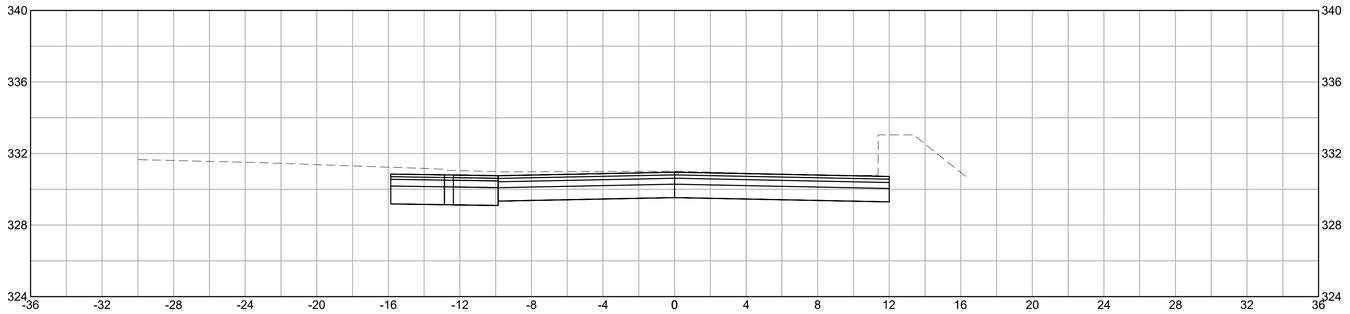


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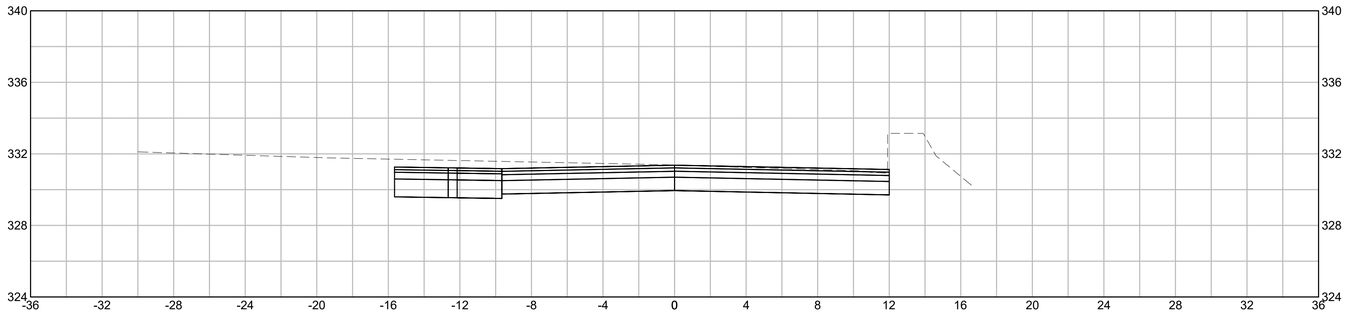
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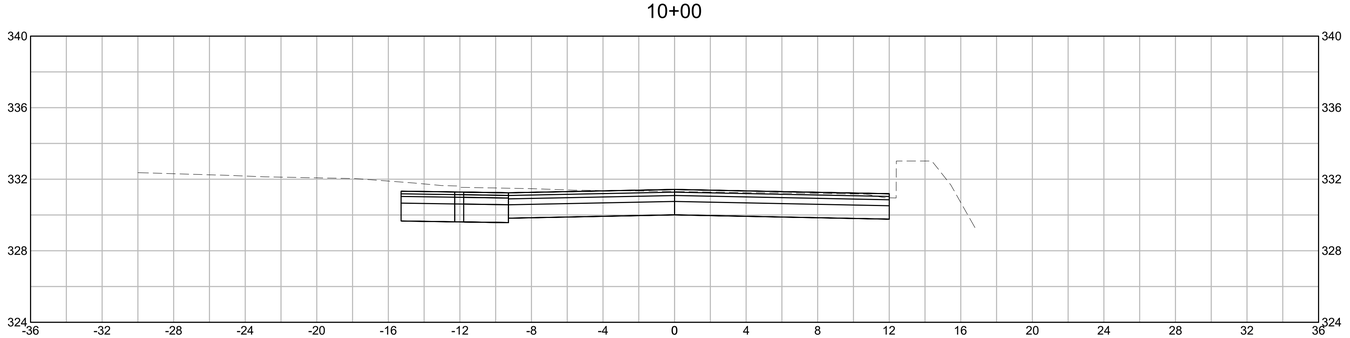
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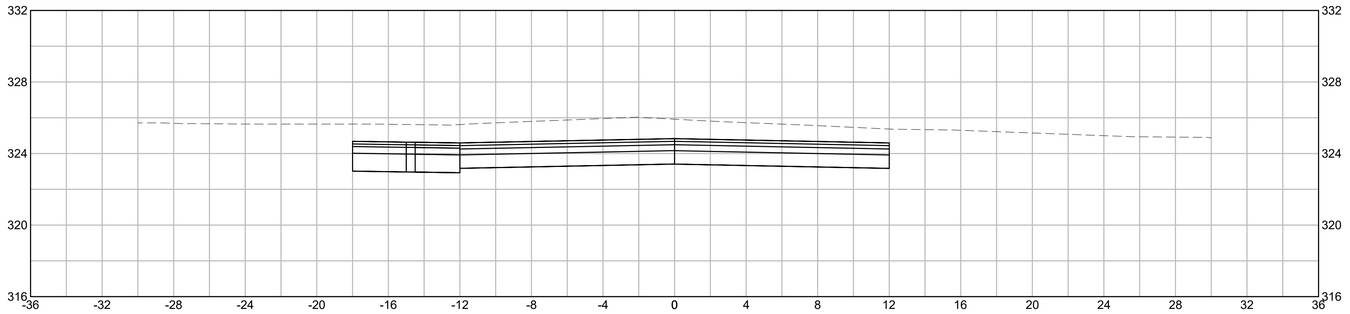


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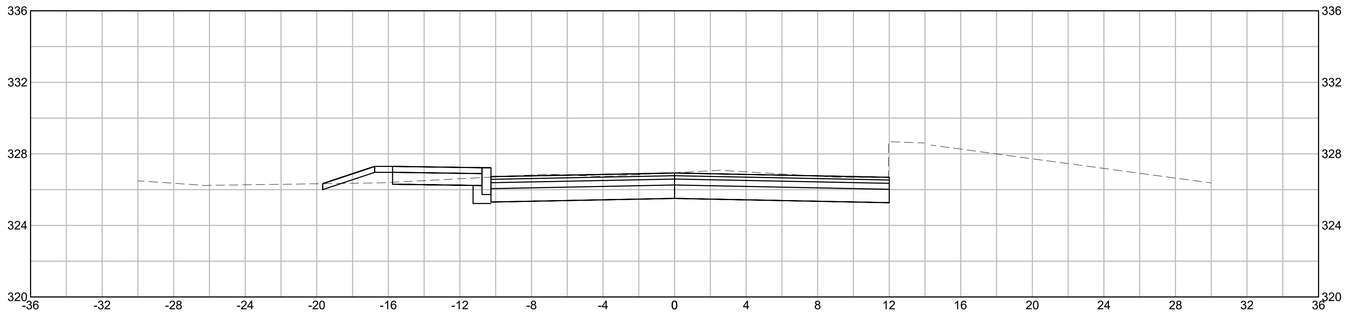
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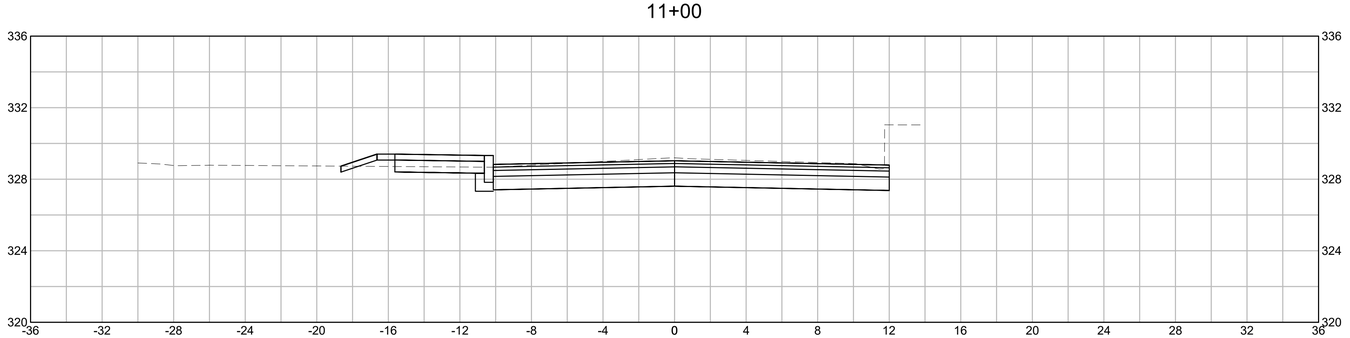
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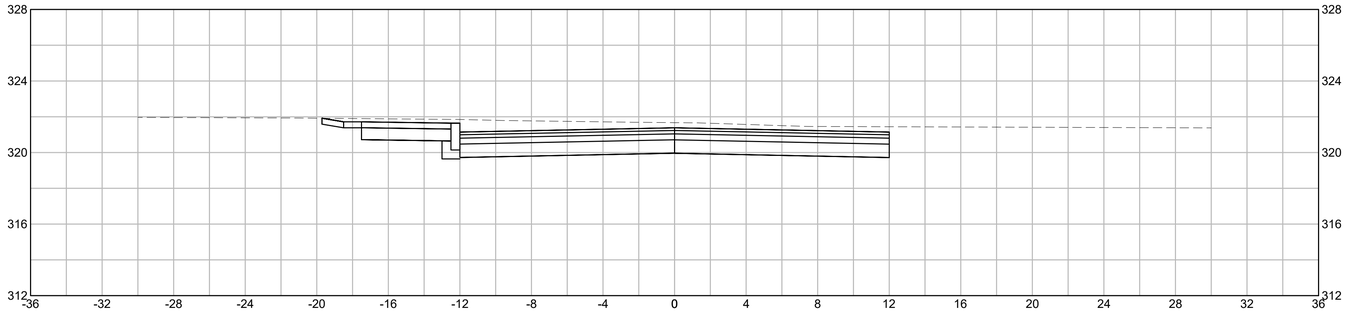


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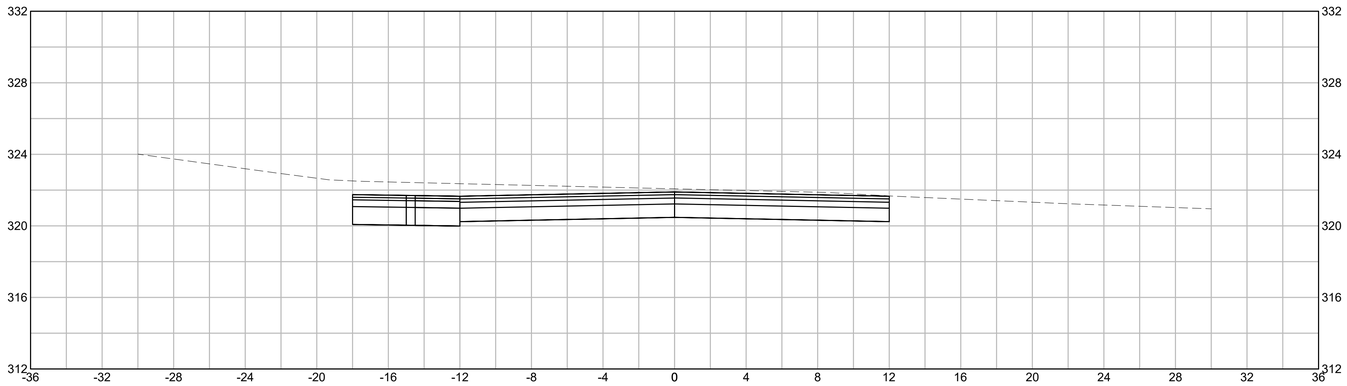
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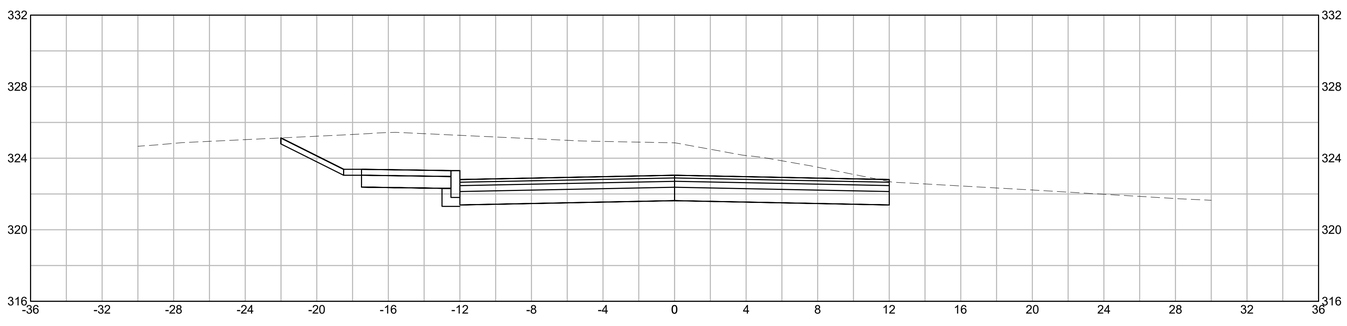
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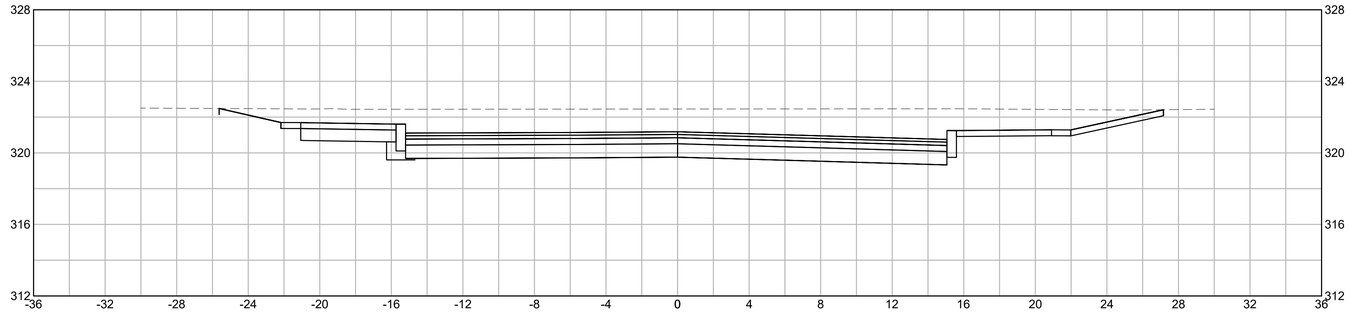


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From: Jason W. Malinowski
To: Mark Purple
Cc: Lori Esposito
Subject: Capital Planning - School Research Subcommittee
Date: Wednesday, February 10, 2021 10:15:40 AM

Mark,

As discussed, the Capital Planning - School Research Subcommittee ("Subcommittee") will not be complete with its work by February 28, 2021 (current expiration of charge).

I would like to request that the BOS extend the term of the Subcommittee to June 30, 2021. Of course if the work is completed sooner, we will submit a request to dissolve the Subcommittee at an earlier date.

Thanks,

Jason

CAPITAL PLANNING COMMITTEE- SCHOOL RESEARCH SUBCOMMITTEE

The School Research Subcommittee shall be an ad-hoc committee of the Capital Planning Committee made up of three (3) members. Two (2) members will be from the Capital Planning Committee and one (1) member will be from the Southborough School Committee. Each committee will recommend members for the respective membership positions, subject to appointment by the Board of Selectmen.

School and Town administration members may participate in the meetings in an advisory manner, but do not count towards a quorum, nor will they have a vote.

CHARGE

The primary charge of the School Research Sub-Committee is as follows:

- Review Southborough Schools K-8 Housing Study Group Summary Report, dated February 13, 2013;
- Undertake any actions to update the previously completed summary report;
- Undertake any additional steps needed to provide a comprehensive view of current and future school enrollment/space in order to provide a recommendation on whether any schools can be consolidated;
- Provide formal read-out and recommendation to Southborough School Committee and Capital Planning Committee; and
- Upon votes from Southborough School Committee and Capital Planning Committee, make presentation to joint meeting of Board of Selectmen and Advisory Committee.

TERM

The Capital Planning Committee-School Research Subcommittee appointments will be through February 28, 2021.

Approved by Board of Selectmen 9-22-20 / modified by Board of Selectmen 12-15-20

RECEIVED
By Town Clerk/rhc at 10:08 am, Mar 18, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, March 2, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

I. Public Comment

None

II. Scheduled Appointments

Municipal Technology Committee – update

i. Town Technology Strategy & Survey

Ms. Varner walked the Board through the presentation provided in the packet. Chairman Healey asked the Committee for their strategy to deliver and accommodate those that are technologically challenged with this survey. Ms. Varner described strategic targeting which included fliers at the Senior Center and where people congregate, simple and explicit instructions and options for taking the survey offline. Chairman Healey suggested urging boards and committee to reach out to the constituents to increase survey response. Ms. Malinowski suggested making iPads available at the Senior Center with volunteers to aid. She asked about leveraging software across departments. Ms. Varner explained the former IT Director began to map out the software and the Committee is continuing that effort. Ms. Malinowski asked about a process to uncover opportunities for automation implementation throughout departments. Ms. Varner stated that the Committee will be working closely with the new IT Manager when they are hired but stated they are earmarking areas that could be completely automated or outsourced. Mr. Probst described the staffing request for the IT Department for fiscal year 2022.

Mr. Shea asked about a timeframe for rolling out the survey and Mr. Probst stated that he hoped to have it out by mid-March and keep it open for two weeks. Mr. Shea suggested the Committee increase the time they leave the survey open as traditional ways to interact with people are no longer available during the pandemic. He asked if the Committee were planning on presenting data found from the survey at Town Meeting or to wait and use it as a platform to promote the survey. Mr. Probst described their hybrid approach to present some key data at Town Meeting while taking the time to encourage more participants. Mr. Stivers stated that staffing is a consistent issue in the IT Department and with the risk of cyber security, it is needed along with the application of simple technology to improve productivity. Ms. Braccio stated her concern that section six of the document describing recommendations could potentially clash with the ideas of a new IT Director. Ms. Varner stated that a seasoned IT professional will bring much needed value-added input. Mr. Probst stated that the IT Director is a member of the MTC and they will work in a partnership.

Mr. Purple praised Mr. Probst for his work assisting Ms. Hale in vetting IT Director candidates. He explained the steps needed in order to expand the part-time IT position to full-time. There was discussion regarding the SAP and CARES ACT. Chairman Healey asked that this item be added to the March 16th agenda.

<u>Capital Planning Committee</u>

i. FY22 Recommended Capital

Mr. Malinowski called the Capital Planning Committee to order at 7:37 P.M. Mr. Malinowski walked the Board through the presentation included in the packet entitled "Capital Planning Committee FY22 Recommendation for Town Meeting." Chairman Healey asked for clarification on the split vote for the Town House bathroom renovations. Mr. Malinowski explained that six members voted against renovating the two bathrooms and four members voted in favor of renovating one bathroom. Chairman Healey asked about the support for funding a new tanker truck. Mr. Malinowski explained that the Committee voted six in favor to support a new tanker truck for the Fire Department regardless of the funding source. He explained that a payment would not be made on this until fiscal year 2023. Mr. Shea asked if there are enough personnel to drive the tanker and Chairman Healey requested a discussion be held at the March 16th meeting to drill down into the recommended items. Mr. Stivers stated he was interested in the possibility of funding MWRA firefighter water where there are no hydrants or where hydrants challenging to access. He added he is in support of purchasing the tanker. Ms. Braccio stated she voted on all the items as a member of the Committee. Mr. Malinowski asked the Board to take a position on the recommendations. Ms. Braccio requested the Board take a position by the end of the March 16th meeting. The Board agreed. Mr. Malinowski asked if the Board would like to invite any stakeholders to the March 16th meeting in addition to the Fire Chief. Mr. Shea stated that the previous year a number of departments came to Board meetings to present their budgets and he would like to see the full picture of budget requests. There was discussion of the watermain on Newton Street and Mr. Malinowski stated there will be a recommendation from the Committee in the future. Ms. Malinowski asked if the Committee were going to vet other CPC articles. Mr. Malinowski explained the OneStop Grant Funding and collaboration with the EDC.

ii. Bylaw language for Capital Improvement and Planning Committee

Chairman Healey asked for clarification on member terms and Mr. Malinowski explained. Chairman Healey made a motion to approved the proposed revised bylaw language and composition for the Capital Improvement and Planning Committee. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

ii. South Union School – Next Steps

Mr. Malinowski summarized the previous discussions regarding the South Union School and stated that the Committee recommended that the Board list the property prior to Town Meeting. He suggested the Board discuss any conditions to include in the bid. The Board discussed the potential for unfavorable bids due to the inclusion of conditions. The sale of Fayville Hall was discussed as an example. Ms. Braccio suggested including options in the bid as opposed to conditions. Mr. Purple explained the logistics of doing this and cautioned the Board from giving too many options. Ms. Malinowski suggested the options include the purchase of the building and maintaining the façade for historical purposes and purchasing the building without needing to maintain the façade. She added that Town Meeting will ultimately decide but there would be no question as to what the potential price of the building may be. Mr. Shea asked if the Demolition Delay Bylaw would enable the Town to accept a bid without conditions. He also raised concern about the length of time this discussion could take at Town Meeting as he felt it would be controversial. He added that many articles were delayed in the previous Town Meeting due to the pandemic and questioned whether this would be asking too much of residents. Mr. Malinowski stated that moving forward with the bid process would at the very least give the Board valuable data regarding this property. There was discussion regarding holding a fall Town Meeting, the timing for the bid process and the Demo Delay and the potential of not acting on bids. Ms. Malinowski volunteered to work with Mr. Purple on a process timeline and draft RFP to bring to the Board on March 16th. Mr. Malinowski made a motion to adjourn the Capital Planning Committee meeting at 8:50 P.M. Mr. Pfaff seconded. The motion passed all in favor (5-0-0) by roll call vote.

III. Reports

Chairman's Report

i. Town Committee vacancies

Chairman Healey asked about increasing awareness to board and committee vacancies. Ms. Hale stated that speaking about them at Board meetings increases publicity. Mr. Stivers suggested using census information to target residents. Ms. Braccio suggested discussing a specific vacancy at each meeting and including a volunteer flier in tax bills. Ms. Malinowski stated that she has been reaching out to parents regarding available opportunities and has had success. She added that a number of vacancies require a member from another board and that some positions exclude the ability to have a citizen at large. Chairman Healey stated the Board will speak to one to two board and committee vacancies a month.

ii. Scheduling of joint meetings with Advisory and Capital Planning

The Board agreed to meet with the Advisory Committee on April 13th. Mr. Purple stated that April 13th will be held for this joint meeting pending the determination of a Town Meeting date.

iii. Downtown Initiative update

Chairman Healey stated there is a meeting tomorrow with interested parties to discuss the details and questions that were brought to light during the Planning Board public hearing for the Downtown Initiative.

Members' Reports

Ms. Malinowski stated Youth and Family Services distributed a community assessment of needs survey and urged all to take it.

i. BOS Office Hours

Mr. Shea stated Karen Wheeler attended to advocate for the creation of a climate/sustainability committee. He stated information was sent to Mr. Purple regarding this. Mr. Purple stated he had a conversation with Ms. Wheeler and Mr. Parent who manages Green Community projects. There is ongoing discussion regarding the necessity for a committee and Mr. Purple stated he will follow up with the Board when decisions have been made.

Mr. Shea stated representatives from the EDC attended Office Hours to touch base after the Planning Board public hearing regarding the Downtown Initiative. He added Mr. Pfaff joined to ask the Board to reach out to SAM to schedule more meeting recordings on public television rather than relying solely on YouTube.

ii. Board of Health update

Mr. Stivers stated that the Board of Health is having issues filling a full-time position because currently there is no permanent funding source. He added that they are finding quality candidates but are not able to secure them due to funding issues.

Mr. Stivers stated that the current stimulus bill was approved by the House and is being reviewed by the Senate. He added that if it were to pass, the share for Southborough would be $5.8 million. He suggested creatively generating projects for these funds within the regulations.

Town Administrator Report

i. COVID-19 vaccination updates

Mr. Purple stated there will be a COVID-19 vaccination clinic at Colonial Gardens on the morning of March 5th. The Fire Department and Board of Health will be assisting at the clinic. He added that the Town has put an application into the State to have a regional vaccination site and are on a waiting list. He thanked Representative Dykema and others in the region for supporting this bill. Mr. Purple said that when more vaccinations become available, some regional sites will be approved and hopes this is one of them.

Mr. Purple stated he has been working with Dr. Alker and Chief Achilles to create a plan to bring employees back into building on a more regular basis beginning in April. He stated another meeting of the Return to Workplace Working Group will be conducted to create a strategy to do this.

Mr. Purple informed the Board and public that National Day of Unplugging is March 5th – 6th.

IV. Consent Agenda

a. Ms. Malinowski asked to hold agenda item "a." She stated that "question" is misspelled on page three, paragraph three. Chairman Healey made a motion to approve Open Session Minutes: February 16, 2021 with the revision described by Ms. Malinowski. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

b. Mr. Stivers asked to hold agenda item "b." Mr. Stivers stated there were two bids received and asked if there was a recommendation. Ms. Braccio stated that the EDC voted at their last meeting to support the bid recommended by the consultant. Mr. Purple stated that Ms. Galligan is in support of the bid as presented. Chairman Healey made a motion to award the bid for Wastewater Study under EEA Grant. Ms. Malinowski seconded. The motion passed (4-0-1) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey, aye. Mr. Shea recused.

c. Mr. Stivers asked to hold agenda item "c." Mr. Stivers questioned why the bid was low. Mr. Davis explained that the architect for the Recreation Commission is familiar with this company and explained that bids generally have a wide price range for these types of projects. He used Depietri field as an example. Chairman Healey made a motion to award the bid for the Recreation lighting projects. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Chairman Healey acknowledged a chat question from Kevin Miller regarding meeting details for the Downton District meeting taking place tomorrow evening. Ms. Braccio explained this was not a public meeting as it is an informational meeting with various committee members. She added no board or committee will have a quorum.

d. Chairman Healey made a motion to accept donations totaling $200.00 for the Fire Dept. Ambulance Fund. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

e. Chairman Healey welcomed Ms. Bensily and Ms. Lowe and explained the openings on the Scholarship Advisory Committee. Ms. Braccio asked each to explain their interest in the committee. Ms. Lowe explained her background and her interest in becoming more involved in the community. She added that Ms. Malinowski explained the position to her and she felt with her background and time available to volunteer, this Committee would be a good fit. She explained her appreciation of scholarships as an alternate source of funding for students.

Ms. Bensily stated that her professional and family life enables her to volunteer on a limited basis and that her life was impacted greatly by scholarship awards. She would like to help do the same for students in the community. Mr. Shea made a motion to appoint Emily Lowe to the Scholarship Advisory Committee, term to expire 6/30/22; to appoint Kathleen Kuklewicz to the Scholarship Advisory Committee, term to expire 6/30/23; to appoint Maureen Bensily to the Scholarship Advisory Committee, term to expire 6/30/23. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye. Ms. Kuklewiz joined the meeting at 6:44 P.M. Chairman Healey informed her of her appointment and Ms. Kuklewicz gave her professional background and reasons of interest in the Scholarship Advisory Committee.

V. Other Matters Properly Before the Board

Scheduling of Annual Town Meeting

i. Scheduling of departments

Chairman Healey welcomed Mr. Cimino and Mr. Hegarty. He described the statutory changes regarding Town Meeting. A discussion was had regarding the date of Town meeting in terms of weather, cost, event conflicts, timing and potential attendance challenges. Chairman Healey made a motion to set Annual Town Meeting for May 22, 2021. Mr. Shea seconded. Mr. Shea asked if the meeting could begin earlier in the day in order to work through most of the warrant before needing to continue the meeting to another day. Mr. Cimino suggested a 10:00 A.M. start time. Mr. Hegarty explained the cost difference from a one-day Town Meeting to a two-day Town Meeting. Chairman Healey amended to his motion to set Annual Town Meeting for 10:00 A.M. on Saturday, May 22, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Chairman Healey asked the Board if there are particular departments they would like to hear from regarding their budget. Ms. Malinowski asked for any department adding a new position or service and Mr. Shea asked for the Board of Health to attend a future meeting. Mr. Purple agreed to make a list of departments to attend a future meeting.

Review draft RFP for Legal Services

Ms. Braccio stated she was under the impression the Board wanted to move forward with a firm that may have more to offer than a one-person firm and stated her concern that both options are included in the RFP. Chairman Healey explained that he felt going out to bid for legal services should be a matter of due diligence every five years. Mr. Stivers stated that individual firms tend to have a network of associates with specialties that work together and he is open to that structure. Mr. Shea asked if the RFP enabled the flexibility to hire more than one firm and Chairman Healey stated he felt it did. He added that there is a requirement that someone be lead counsel and a condition could be added that in order to get this position, they must agree to working with a particular firm or individual from their network. The Board agreed. The Board reviewed multiple sections of the RFP and Mr. Purple described examples of responses the Board could receive.

Ms. Malinowski asked if the Board were submitting an RFP for legal services to change the Town's strategy for how Town Counsel is used and to see what other structures exist or if they are going out to bid for a five-year policy or practice. Chairman Healey stated that it is possible that the existing Town Counsel is the best fit for the Town and he would rather not anticipate what makes the most sense with limiting language. Ms. Malinowski suggested a policy be put in place if one is being referenced in the RFP. The Board agreed to remove the background language from the RFP.

Mr. Cimino spoke as a resident and not the Town Moderator. He stated that speaking as a town official who has worked with Town Counsel over the years, incumbent counsel has every possibility of being part or all of a future solution and is to have the best interest of the Town in mind as current Town Counsel has.

Discussion of CSX easement and Downtown portion of Main Street reconstruction project

Chairman Healey described his discussion with Mr. Mauro stemming from the letter he sent which is included in the packet. He stated that Mr. Mauro is supportive of the curbing and

improvements that will be made in the downtown area and agreed it would allow sufficient access and egress to their property. He added that Mr. Mauro and CSX disagree in how the parking area will be resolved but understands the stance of the Board to move forward with construction on Town land. He added that the Board is willing to do whatever possible to mediate and help negotiate a resolution between the two land owners. There were no comments from the Board. Chairman Healey told Ms. Galligan that the Board would like her to begin negotiations regarding the easement with CSX and any curbing for CSX will be presented to Mr. Mauro prior to changes being made.

Shared Streets grant update

Ms. Galligan stated that project bids will be in by March 16th and explained that the Shared Streets grant will cover the gathering area and sidewalks. She added there is enough Chapter 90 money to cover the physical road work and moving the road. Mr. Stivers asked about paving the parking area. Ms. Galligan stated that the Town will gravel and grade the area but not pave it. Chairman Healey stated that it should be made clear to St. Mark's that if the parking area is going to paved, they will be paying for that work. Mr. Purple asked if the Board wanted Town Counsel to start reviewing and editing the draft easement and license agreements for the land use for Board review. The Board agreed.

Ms. Galligan asked the Board if they would like to make the railroad crossing pedestrian accessible when conducting the roadwork on Main Street. She stated that CSX requires a paddle that a CSX engineer has to design which is an expense. Mr. Shea asked if she is describing a warning system that the railroad requires that the Town would have to pay for. Ms. Galligan stated that was correct if the Town wanted pedestrian traffic to cross over the tracks. She stated that the overall project will happen the same way even if a paddle and sidewalk were not installed as the other side of the street has ADA compliant pedestrian access. There was discussion regarding possible grant options or Chapter 90 funding to complete this proposed work. Chairman Healey asked for options to be explored to fund an ADA compliant sidewalk over the railroad tracks.

VI. Public Comment

Tim Litt (148 Woodland Road) stated that ADA compliance does not just refer to wheelchairs but also to shopping carts and rolling luggage. He asked the Board not to hold a fall Town Meeting in order to push off business from spring Town Meeting. He asked the Town to finish business during the spring Town Meeting. Mr. Litt encouraged the Board to look at the IT Department as whole and not hire an IT Director without support staff.

Kevin Miller spoke to his concerns about CSX and their power over the Town. He voiced his concern regarding the Downtown District map extending a quarter of a mile away from Main Street onto landlocked parcels and parts of commercial properties and private property. Chairman Healey explained that the map has existed for decades and was created by Town Meeting years ago. Mr. Miller stated his concerns of the by right zoning allowed in the proposed bylaw and stated an overlay is more appropriate. M. Braccio stated she is aware of these concerns and the public hearings are held for conversations such as these. She added that the map is going to be looked at along with a long list of other items.

VII. On a motion made by Mr. Shea, seconded by Ms. Braccio and voted all in favor (5-0-0) by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 10:40 P.M.

Upcoming Meetings
March 16, 2021
April 6, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the March 2, 2021 BOS Meeting:

- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator
- MTC Technology Strategy 2.2021 Draft 3.0
- MTC Town Strategy Summary
- Capital Planning Committee FY22 Recommendations for Town Meeting 3.2.21
- Draft Bylaw language for Capital Improvement and Planning Committee
- Letter from Rebecca Deans-Rowe to Mr. Malinowski and Capital Planning Committee 8.13.20
- MA Cultural Resource Information System, South Union School
- Disposition of Real Property CH. 30B - Steps, Estimated Timeline
- Open Session Minutes, February 16, 2021
- Letter from Claire Reynolds to Lori Esposito dated 2.11.21
- EDC Wastewater Feasibility Study
- Letter from Tim Davis to BOS re: Contract Award Request - Mooney Field Lighting Installation
- Letter from Chief Achilles to BOS dated 2.25.21
- Citizen Activity Form, Maureen Bensily
- Citizen Activity Form, Kathleen Kuklewicz
- Citizen Activity Form, Emily Lowe
- Letter from Attorney Cipriano re: Town Meeting Question 2.16.21
- Letter from Carolyn Dykema to Mark Purple re: Town Meeting Question 2.16.21
- Town of Southborough, Declaration of Emergency
- MA Chapter 53 of the Acts of 2020
- Draft RFP for Town Counsel Services
- Letter from Marty Healey to Shawn Mauro dated 2.22.21
- Letter from Erin Goglia, CSXT to Karen Galligan dated 7.20.20 and 11.20.20
- Southborough Main Street Construction Plans, Sheet 10 of 85 RFP clean with edits
- 030221 MGL Chapter 39 sec 9
- 030221 MGL Chapter 39 sec 10

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Chapter 39, Section 9: Annual meeting; other meetings; election of officers; times; adjournment; holidays

Section 9. Except as otherwise provided by special law or a charter adopted or revised or amended under Sections two, three, or four of Article LXXXIX of the Amendments to the Constitution of the Commonwealth which may provide for a different time for the election of town officials and other matters to be determined by ballot, the annual meeting of each town shall be held in February, March, April, May or June; and other meetings may be held at such times as the selectmen may order or the charter or by-law prescribe; provided, however, that, notwithstanding the provisions of this section or of any other law, by-law, or charter to the contrary, a town, by the vote of its board of selectmen or town council may delay the annual town meeting; and provided, further, that such a delayed annual town meeting shall complete its business on or before June thirtieth. Town meetings shall be held within the geographic limits of the town unless a special law, charter or by-law provides otherwise; provided, however, that any meeting for the election by ballot of federal, state or other officers or the determination of other matters that are to be determined by ballot at an election shall be held within the geographic limits of the town. Meetings may be adjourned from time to time and meet and adjourn to any place authorized by law provided that officers shall be elected, and matters required by law to be elected or determined by ballot, shall be so elected or determined during the hours during which polls shall remain open as hereinafter provided. If the day set for a town meeting by by-law or otherwise falls on a legal holiday, such meetings shall be held on the day following. A town may by by-law designate the hour at which the annual town meeting shall be called and subject to section sixty-four of chapter fifty-four by vote or by-law designate the hours during which polls shall remain open in meetings for the election of officers and the determination of other matters that are required by law to be determined by ballot.

Chapter 39, Section 10: Warrant; issuance; contents

Section 10. Every town meeting or town election, except as hereinafter provided, shall be called in pursuance of a warrant, under the hands of the selectmen, notice of which shall be given at least seven days before the annual meeting or an annual or special election and at least fourteen days before any special town meeting. The warrant shall be directed to the constables or to some other persons, who shall forthwith give notice of such meeting in the manner prescribed by the by-laws, or, if there are no by-laws, by a vote of the town, or in a manner approved by the attorney general. The warrant for all town meetings shall state the time and place of holding the meeting and the subjects to be acted upon thereat. The town meeting may be held in one or more places; provided, that if it is held in more than one place, the places are connected by means of a public address system and loud speakers so that the proceedings in all such places may be heard and participated in by all the voters present therein. Whenever the moderator determines that voters are being excluded from the town meeting because there is no room for them in the places provided or that voters in attendance are being deprived of the opportunity to participate therein for any reason whatsoever, he shall either, on his own motion recess the meeting for any period during the day of the meeting or, after consultation with the members of the board of selectmen then present, adjourn the same to another date, not later than fourteen days following the date of said meeting, when places and facilities sufficient to accommodate all voters attending and to enable them to participate therein shall be available. The selectmen shall insert in the warrant for the annual meeting all subjects the insertion of which shall be requested of them in writing by ten or more registered voters of the town and in the warrant for every special town meeting all subjects the insertion of which shall be requested of them in writing by one hundred registered voters or by ten per cent of the total number of registered voters of the town whichever number is the lesser. The selectmen shall call a special town meeting upon request in writing, of two hundred registered voters or of twenty per cent of the total number of registered voters of the town, whichever number is the lesser; such meeting to be held not later than forty-five days after the receipt of such request, and shall insert in the warrant therefor all subjects the insertion of which shall be requested by said petition. No action shall be valid unless the subject matter thereof is contained in the warrant. Two or more distinct town meetings for distinct purposes may be called by the same warrant.

The written requests of registered voters for the insertion of subjects in town meeting warrants shall not be valid unless the required number of registered voters not only sign their names but also state their residence, with street and number, if any. The selectmen shall submit such written requests to the board of registrars of voters or the board of election commissioners who shall check and forthwith certify the number of signatures so checked which are names of voters in the town, and only names so checked and certified shall be counted. A greater number of names than are required in each case need not be certified.

Capital Planning Committee

Board of Selectmen Update –

FY22 Capital Recommendations for Town Meeting

March 2nd, 2021

1

Committee Members

- Jason Malinowski, Chair
- Kathy Cook, Vice Chair
- Jeff Hark, Clerk
- Lisa Braccio
- Steven Hinterneder
- Joseph Palmer
- Andrew Pfaff

2

Comparison of FY21 to FY22 General Fund Impact

	FY21	FY22 – October 2020 Estimate	FY22 – March 2021 Estimate
Total Cost of Capital	1,372,660	1,533,200	1,166,200
Amount Spent - Appropriation	747,757	1,533,200	1,116,200**
Amount Spent – PY Bonds	3,165,511*	3,243,101*	3,163,928*
Total	3,863,560	4,766,301	4,280,128

* Does not include reimbursement for state construction grant
** Assumes full appropriation and no leasing

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FY22 Capital Expenditures – Previously Authorized

Department	Project	Amount
Recreation	DEPIETRI FIELD REPAIRS	45,750
Recreation	TROTTIER TRACK	63,250
Recreation	911 Field	122,000
DPW	DPW FUEL TANK	136,500
Facilities	PUBLIC SAFETY BUILDING	1,553,086
Facilities	GOLF COURSE REPAIRS/ALTERATIONS	57,500
Schools	FINN - BOILER	9,875
Schools	TROTTIER/FINN/WOODWARD	1,112,400
Schools	NEARY RENOVATIONS PHASE 2	25,628
Schools	NEARY RENOVATIONS PHASE 3	37,939
	Total	3,163,928

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Summary of FY22 Capital Items

	Total Cost	Amount to be Spent in FY 22-October 2020 Estimate	Amount to be Spent in FY 22-March 2021 Estimate
General Fund	1,533,200	1,533,200	1,166,200
Potential CPA	2,438,750	421,417	238,750
Ambulance Fund	287,000	13,354	0
Water Fund	130,000	130,000	130,000
Total	4,388,950	2,097,971	1,534,950

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FY22 Capital Summary – Summary of Items Removed

Item	Amount	Funding	Bonded	Reason
REPLACE 3 LARGE PLOWS	40,000	General Fund	N	Not required, per Dept Head
SIDEWALK MAINTENANCE-FY22	200,000	General Fund	N	New item, considering longer term plan
SELF CONTAINED BREATHING APPARATUS GRANT MATCH	13,000	General Fund	N	Did not receive grant, no match needed
SELF CONTAINED BREATHING APPARATUS/CYLINDERS	10,000	General Fund	N	Funded through Harvard Fund
IV PUMPS	12,000	Ambulance Fund	N	Funded through Harvard Fund

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FY22 Capital Summary – DPW/Facilities/MIS

Item	Amount	Funding	Bonded	Notes/Changes
CHIPPER	30,000	General Fund	N	
EQUIPMENT TRAILER (2006 - REPLACEMENT)	12,000	General Fund	N	
HOOK LIFT TRUCK -General	165,000	General Fund	N	
HOOK LIFT TRUCK-Water	60,000	Water	N	
Pick-up Diesel (Service Body) (Highway)	70,000	General Fund	N	
Utility/Service Diesel (water)	70,000	Water	N	
ROAD MAINTENANCE – FY22	325,000	General Fund	N	
LIBRARY - INTERIOR RENOVATIONS, FLOOR COVERINGS AND PAINTING	115,000	General Fund	N	
TOWN HOUSE - BATHROOM AND INTERIOR RENOVATIONS	40,000	General Fund	N	Reduced from $80K. Phase 2 in FY23
TOWN HOUSE - EXTERIOR RENOVATION AND WINDOW WORK	2,238,284	CPA	Y	
FACILITIES MAINTENANCE-FY22	100,000	General Fund	N	
SERVER & STORAGE INFRASTRUCTURE UPGRADE	40,000	General Fund	N	Reduced from $90K

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FY22 Capital Summary – Public Safety

Item	Amount	Funding	Bonded	Comments
CHIEF VEHICLE C20	60,000	General Fund	N	Potential green communities grant to offset further
THERMAL IMAGING CAMERAS	30,000	General Fund	N	
FIRE HOSE/NOZZLE REPLACEMENT - FY2022	20,000	General Fund	N	
FIRE TURNOUT GEAR FUND - FY22	40,000	General Fund	N	
AMBULANCE	275,000	Ambulance Fund	Y	
DEFIBRILATORS	18,200	General Fund	N	
POLICE CRUISERS (2)	101,000	General Fund	N	Potential green communities grant to offset further. Reduced from $115K
Tanker Truck	400,000	Ambulance Fund – Likely Source	Y	NEW ITEM – To Be Discussed Grant in Progress

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FY22 Capital Summary - Recreation

Item	Amount	Funding	Bonded
KALLANDER FIELD	238,750	CPA	N

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Additional Items

- Evaluating Newton Street Water Main
- Working with other Boards/Committees and Town Administrator's office on shovel ready projects
- South Union School
- Standing Committee Language

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Thank You!

Southborough
Capital Planning Committee
February 8, 2021 Meeting

Summary of Projects for Discussion for FY22

Department	Project	Amount	Funding Source	Bonded	2022 Impact to General Fund	2022 Impact to CPA Fund	2022 Impact to Water Fund	2022 Impact to Ambulance Fund	Comments	Committee Vote	Details of Vote
DPW	CHIPPER	30,000	General Fund	N	30,000					Approve	6-0-1
DPW	EQUIPMENT TRAILER (2006 - REPLACEMENT)	12,000	General Fund	N	12,000					Approve	7-0-0
DPW	HOOK LIFT TRUCK -General	165,000	General Fund	N	165,000					Approve	6-0-1
DPW	HOOK LIFT TRUCK-Water	60,000	Water	N			60,000			Approve	6-0-1
DPW	Pick-up Diesel (Service Body) (Highway) (12/10) (2008/2012)	70,000	General Fund	N	70,000					Approve	6-0-1
DPW	Utility/Service Diesel (water) (30) (Replacing a 2011)	70,000	Water	N			70,000			Approve	6-0-1
DPW	~~Replace 3 Large Truck Plows~~	~~40,000~~	~~General Fund~~	N						Remove	6-0-1
DPW	Road Maintenance - FY22	325,000	General Fund	N	325,000					Approve	6-0-1
DPW	~~Sidewalk Maintenance - FY22~~	~~200,000~~	~~General Fund~~	N						Remove	6-0-1
Facilities	LIBRARY - INTERIOR RENOVATIONS, FLOOR COVERINGS AND PAINTING	115,000	General Fund	N	115,000					Approve	7-0-0
Facilities	TOWN HOUSE - BATHROOM AND INTERIOR RENOVATIONS	40,000	General Fund	N	40,000				Reduced from $40K, move $	Approve	4-3-0
Facilities	TOWN HOUSE - EXTERIOR RENOVATION AND WINDOW WORK	2,238,284	CPA	Y					No impact until FY23	Approve	6-0-1
Facilities	Facilities Maintenance - FY22	100,000	General Fund	N	100,000					Approve	7-0-0
Fire	CHIEF VEHICLE C20	60,000	General Fund	N	60,000					Approve	6-0-1
~~Fire~~	~~SELF CONTAINED BREATHING APPARATUS/CYLINDERS~~	~~10,000~~	~~General Fund~~	N						Remove	6-0-1
Fire	THERMAL IMAGING CAMERAS	30,000	General Fund	N	30,000					Approve	6-0-1
~~Fire~~	~~SCBA GRANT MATCH~~	~~13,000~~	~~General Fund~~	~~N~~						Remove	6-0-0
~~Fire~~	~~IV PUMPS~~	~~12,000~~	~~Ambulance Fund~~	N						Remove	6-0-1
Fire	FIRE HOSE/NOZZLE REPLACEMENT - FY2022	20,000	General Fund	N	20,000					Approve	6-0-1
Fire	Fire PPE - FY22	40,000	General Fund	N	40,000					Approve	6-0-1
Fire	Ambulance	275,000	Ambulance Fund	Y				-		Approve	6-0-1
MIS	SERVER & STORAGE INFRASTRUCTURE UPGRADE	40,000	General Fund	N	40,000				Amount revised per MTC	No Vote Taken	
Police	Defibrillators	18,200	General Fund	N	18,200					No Vote Taken	
Police	Police Cruisers - FY22	101,000	General Fund	N	101,000					Approve	6-1-0
Recreation	Kallander Field	238,750	CPA	N		238,750				Approve	5-0-2
Fire	Tanker	400,000	TBD	Y					No impact until FY23	Approve	5-1-1
DPW	Newton Street - Water Main	2,000,000	Water	Y					No impact until FY23	No Vote Taken	
					1,166,200	238,750	130,000	-			
Previously Bonded Items											
Recreation	DEPIETRI FIELD REPAIRS		General Fund		45,750						
Recreation	TROTTIER TRACK		General Fund		63,250						
Recreation	911 Field		General Fund		122,000						
DPW	DPW FUEL TANK		General Fund		136,500						
Facilities	PUBLIC SAFETY BUILDING AMOUNT = 14,015,000		General Fund		826,669						
Facilities	PUBLIC SAFETY BUILDING AMOUNT = 7,311,000		General Fund		504,963						
Facilities	PUBLIC SAFETY BUILDING AMOUNT = 449,000		General Fund		29,869						
Facilities	PUBLIC SAFETY BUILDING AMOUNT = 275,000		General Fund		58,585						
Facilities	PUBLIC SAFETY BUILDING AMOUNT =1,725,000		General Fund		133,000						
Facilities	GOLF COURSE REPAIRS/ALTERATIONS		General Fund		57,500						
Schools	FINN - BOILER		General Fund		89,049						
Schools	TROTTIER/FINN/WOODWARD		General Fund		1,112,400						
Schools	NEARY RENOVATIONS PHASE 2		General Fund		25,628						
Schools	NEARY RENOVATIONS PHASE 3		General Fund		37,939						
Fire	Engine 23		Ambulance Fund					121,000			
					3,243,101	-	-	121,000			

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	February 26, 2021
Name:	Emily Lowe
Home Address:	213 Middle Road Southborough
Mailing Address:	213 Middle Road Southborough
Current Occupation/Employer:	Insurance Broker
Narrative:	At this point, I could only commit a few hours a month. I work full time with two school age children but would really like to find a way to engage with more with the community, and thought the scholarship committee may be a good way to do so. Though I don't have a background in Education, part of my career was spent in education finance so I know how critical scholarships are to funding higher education.
Board(s) / Committee(s):	___SCHOLARSHIP ADVISORY COMMITTEE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	February 25, 2021
Name:	Kathleen Kuklewicz
Home Address:	25 Marlboro Road SOUTHBOROUGH, MA 01772
Mailing Address:	25 Marlboro Road SOUTHBOROUGH, MA 01772
Current Occupation/Employer:	
Narrative:	I would be delighted to lend the skills and experiences I have gained in my twenty years in education to the Scholarship Advisory Committee to serve the Southborough community. My schedule is currently relatively flexible. Thank you for your consideration and the opportunity to serve.
Board(s) / Committee(s):	___SCHOLARSHIP ADVISORY COMMITTEE

Southborough, MA
17 Common Street

Phone: 508-485-0710

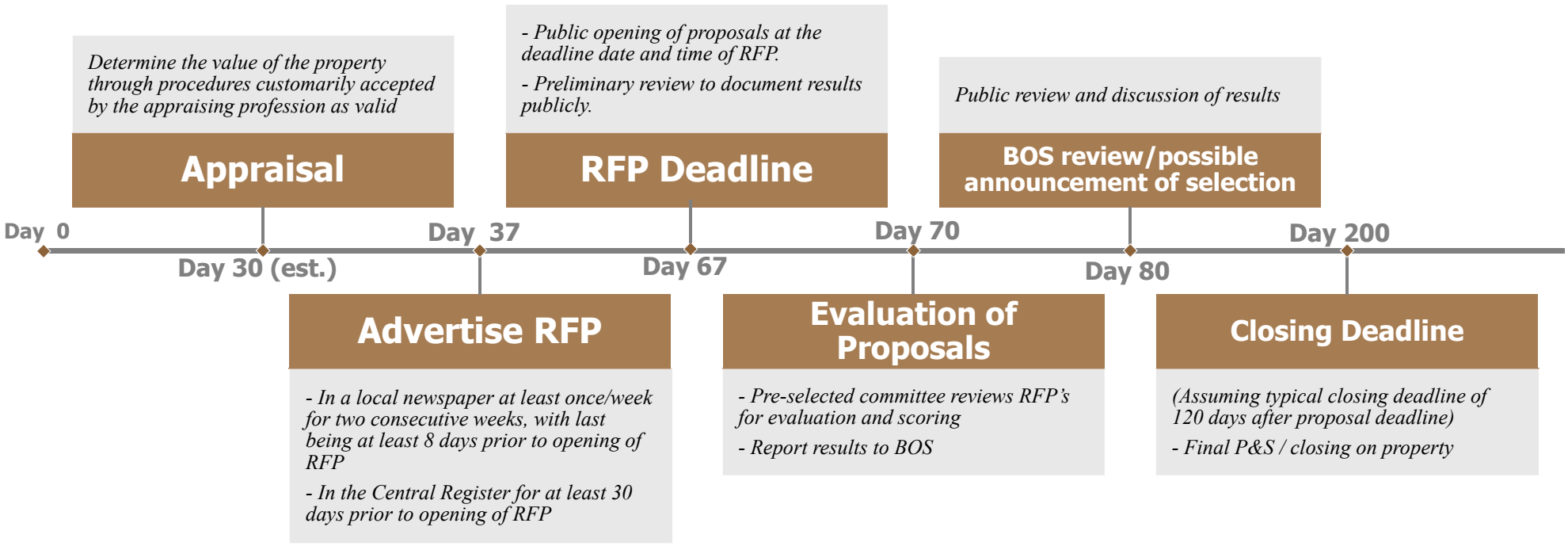
Citizen Activity Form

Good Government Starts with You

Date Submitted:	February 24, 2021
Name:	Maureen Bensily
Home Address:	181 Woodland Rd SOUTHBOROUGH, MA 01772
Mailing Address:	181 Woodland Rd SOUTHBOROUGH, MA 01772
Current Occupation/Employer:	Associate Director, Wolters Kluwer
Narrative:	Hello, I am interested in joining the Scholarship Committee as I hold the strong belief that educational opportunities should be available to all who seek them, and that excellence in our kids should be rewarded. I benefited from scholarship opportunities in my own life and want to pass that to the next generation. I am employed full time in the financial services compliance industry and have a 5th grader at Neary. I can devote a few hours a week to this committee. Thank you and I look forward to learning more. Regards, Maureen Bensily
Board(s) / Committee(s):	___SCHOLARSHIP ADVISORY COMMITTEE

Disposition of Real Property Ch.30B Steps/*Estimated* Timeline*

**Subject to 2/3 town meeting vote to dispose of town-owned property*



Chapter 9 – Committees

Article IX (?) – Capital Improvement and Planning Committee

§ 9-30 **Purpose.**

As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for creating and maintaining a rolling ten-year Capital Plan across all government entities and will ensure consistent interpretation and execution of that plan. The Committee will work in collaboration with the various government entities that propose capital expenditures. It will report on the plan to the Town Meeting and advise Town Meeting on proposed capital expenditures.

§ 9-30.1 **Establishment; membership; qualifications.**

A.

There shall be a Capital Improvement and Planning Committee ("CIPC"), which shall consist of seven voting members and the two nonvoting ex-officio members identified below.

B.

Each voting member shall be a resident of the Town.

C.

The voting members shall be appointed by the Board of Selectmen.

D.

One appointed member should be a member of the Board of Selectmen and one member should be a member of the Advisory Committee.

E.

At no time should any elected or appointed board have more than one representative that also is appointed to CIPC.

F~~D~~.

The Town Administrator and Finance Director shall be appointed as ex-officio members and may be nonresident Town employees. The Town Administrator or Finance Director, after collaboration with the Board of Selectmen as appointing authority, may recommend that another member of the town's finance team (treasurer, assessor, or accounting departments) serve as ex-officio in their place.

§ 9-30.2 **Appointments; terms; vacancies; removal.**

DRAFT

A.

Voting members shall be appointed for three-year terms. The initial appointments shall be three members for three years, two members for two years, and two members for one year, so as to establish overlapping terms. For subsequent appointments, the appointing authority shall request that the CIPC review the qualifications of prospective appointees, but the final determination of who is selected shall rest with the appointing authority.

§ 9-30.3 **Organization; meetings.**

A.

The members shall select, from among themselves, a Chair, Vice Chair and a Clerk.

B.

The CIPC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.

C.

All reports and recommendations of the CIPC made to the Town shall be voted by a majority of the voting members of the CIPC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the nonvoting members.

§ 9-30.4 **Funding.**

The CIPC shall have a budget or warrant article for consultants and other expenses. It shall submit its projected expenses to the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the CIPC, and be subject to the Town's policies for such expenditures.

§ 9-31 **Functions and definitions.**

A.

Work with Town Finance Team to maintain town's 10-year capital plan. This will be achieved by regular meetings and discussions with Town Departments, Boards, and Committees that will put forward requests for Capital Funding as part of an Annual or Special Town Meeting. While this Committee will have no oversight of the annual operating budget, they need to be aware and receive regular updates of the operating budgets and other revolving or enterprise funds to ensure that capital needs are considered in an appropriate order and timing.

B.

DRAFT

The CIPC shall follow any capital or other financial policies adopted by the town and provide regular feedback for any potential improvements or enhancements to these policies.

§ 9-32 **Project Oversight.**

A.

In the absence of a formal building committee for a specific project, CIPC will serve as point of initial approval for all project expenses, change orders, and invoices. Projects falling under the oversight of the CIPC will specifically be decided as part of or immediately following any Town Meeting appropriation by a vote of the Board of Selectmen.

B.

If any elected board decides to have a separate Building Committee for any specific project, then at least one member but not more than two members of the CIPC shall be appointed.

§ 9-33 **Reports**

A.

Prior to any annual or special town meeting, CIPC shall provide a recommendation on any capital article to appear on the warrant. This recommendation should be communicated to both the Board of Selectmen and Advisory Committee.

DRAFT

OFFICE OF THE BOARD OF SELECTMEN
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectmenoffice@southboroughma.com

TOWN OF SOUTHBOROUGH
REQUEST FOR PROPOSALS
FOR TOWN COUNSEL SERVICES
February 2021

I. Objective

The Town of Southborough, Massachusetts ("the Town"), acting through its Board of Selectmen ("the Board") , seeks to appoint an attorney or law firm as Town Counsel effective July 1, 2021, and invites a legal firm or individual attorneys to submit a proposal and costs for services to provide general town counsel legal services for the Town. The successful appointee ("appointee") must meet or exceed the qualifications stated herein, be readily accessible to authorized public officials, exceptionally experienced in appropriate~~ll~~ areas of municipal law, ~~. S~~scrupulous in adhering to required standards of professional conduct and ethics, and committed to rendering sound legal advice with suitable objectivity and professional detachment.

II. Background - INSERT Town by-laws call for the Board, annually, to appoint an attorney at law as Town Counsel for the term of one-year. Per (newly adopted?) Board policy (practice?), a request for proposals for such appointment will be made at least every five years.

III. Minimum Qualifications

A. Bar Admissions

The appointee and all those who serve as back-up to the appointee (see below) must be a member in good standing of the Massachusetts Bar and of the Federal Bar for the District of Massachusetts. ~~Town Counsel~~ The appointee must have Professional Liability Insurance in the amount of at least $1,000,000 and must produce a certificate of insurance prior to ~~upon~~ appointment.

B. Experience

The appointee must represent or have represented as general town counsel a Massachusetts municipality for not less than five (5) years, or possess equivalent experience. References for all

municipalities currently represented or represented in the past ten (10) years by the appointee must be furnished. The appointee also must have substantial experience in appropriate~~all~~ areas of municipal law, including but not limited to labor, land use - zoning and planning, Conflict of Interest and Open Meeting Law, public construction, public contracts, environmental law, municipal finance, litigation and open town meeting. ~~Particular expertise in zoning and planning desired.~~

C. Accessibility

The appointee must commit to returning all calls and electronic correspondence from the Town Administrator or authorized town officials as appropriate, either himself/herself or through a qualified back up ~~within 24 hours of the call~~. The appointee must also commit, as a general rule, to responding to requests for written opinions within one week unless the circumstances of the opinion warrant a shorter or longer time frame for a response. Electronic communications such as PDF documents are preferred when appropriate. The appointee must commit to preparing a brief quarterly written summary of all open issues at no cost to the Town and to preparing a report for the Town's Annual Report.

The Town expects Town Counsel attendance at the following:

- All sessions of Annual Town Meeting (on Saturday in late March) and Special Town Meetings (scheduled as necessary).
- Board of Selectmen meetings for quarterly update, and other meetings on request ~~(infrequent)~~.
- Meetings of other Town boards or committees on request (approved by the Board).

D. Lead and Back-up Counsel

Appointment of an individual attorney automatically will designate that attorney as Lead Counsel for the Town. If a firm is selected by the Town, the firm shall identify a Lead Counsel as the primary contact for services, and the Lead Counsel will be responsible for coordinating the performance of all legal services provided by his or her firm. The Town shall have the right to approve the appointment of such Lead Counsel. The appointee, whether an individual attorney or a firm, must have, within his or her firm or through an established relationship, at least one (1) other qualified attorney available to render advice and otherwise represent the interests of the Town of Southborough when the appointee is unavailable. In this context, "qualified attorney" shall mean another lawyer who substantially meets the minimum qualifications set forth herein for the appointee.

E. Billing

The appointee must commit to providing invoices for services rendered on a monthly basis. Each invoice, if based on an hourly rate for services, must disclose, at a minimum, the date of the service, the identity of the lawyer or staff person performing the service, the subject matter reference for the service, a description of the service performed, ~~the time it took to perform that function, and the hourly rate for the individual performing the function.~~ The time required

to perform that function, the hourly rate for the individual performing the function and the total fee for that service event. Expense items must also be itemized, with any relevant receipts available for inspection upon request by the Town.
~~Expense items must also be itemized.~~

IV. Fees and Expenses

The Town's budget for legal expenses for FY 2022 is anticipated to be $150,000. This budget includes fees and expenses for Town Counsel and special and labor counsel as necessary; the Board of Selectmen strongly desires to stay within this budgeted amount. Other budgets may contain amounts to be expended on legal services.

Towards this end, the Board ~~of Selectmen would be pleased to~~ will consider alternatives to the traditional hourly rate fee arrangement with counsel. For ~~As but one~~ example, responding attorneys may propose a fixed retainer for a specified scope of services, with an hourly rate for work outside the established scope of services. Responding attorneys should feel free to be creative in this regard so long as the proposal is workable and reasonable.

Whether or not an alternative fee arrangement is proposed by the responding attorney, the attached fees and expenses response sheet must be completely filled out.

V. Selection

In seeking~~-~~ and evaluating the proposals requested ~~Town Counsel~~, the Board ~~of Selectmen~~ is not bound by M.G.L. c.30B or by any other constraints apart from the sound judgment of its members. This process is being used to communicate the desired qualifications of Town Counsel and to solicit information in an orderly fashion for rough comparative purposes. Ultimately, though, the Board ~~of Selectmen~~ will select the candidate that they deem to be in the best interests of the Town, in its sole discretion. Consequently, the Board, ~~of Selectmen,~~ Town Administrator, and the Town of Southborough reserve the right to waive any irregularities in the RFP process and to accept or reject any or all proposals.

Below are the projected dates for this process. The Town reserves the right to modify this schedule as it determines convenient:

_____, 2021	RFP issued
_____, 2021	Proposals due by 12:00 PM
_____, 2021	Search Committee screening*
_____, 2021	Board of Selectmen's decision
July 1, 2021	Effective date of appointment

*Date of Public interview to be determined.

VI. Application

Qualified attorneys/firms interested in responding to this RFP should fill out the attached forms completely, attach copies of all documents requested therein, and return the same in an envelope, clearly **labeled "Town Counsel RFP"** to:

Town of Southborough
Board of Selectmen Office
17 Common Street
Southborough, MA 01772

Please provide three (3)~~six (6)~~ copies of the RFP response and all associated documentation on 8½ x 11 paper. All materials also should be provided electronically to the Town Administrator at mpurple@southboroughtown.com.

All responses to this RFP must be received at the Office of the Board of Selectmen at the above address no later than ____PM on _____, 2021.

RESPONSE TO REQUESTS FOR PROPOSALS FOR SOUTHBOROUGH TOWN COUNSEL

NAME: _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

Please respond to each of the following:

1. Please identify by name (address and phone number if different than above) the proposed Town Counsel and each proposed back-up counsel. The Board of Selectmen wants to know the specific individual attorney who will serve as Lead Counsel.

2. Please attach resume or *curriculum vitae* for each attorney identified above.

3. Do each of the attorneys identified above meet the minimum bar admission requirements of the RFP? If other than "yes", please explain.

4. With respect to each attorney identified, please list each and every Massachusetts municipality represented by the attorney within the past ten~~twenty~~ years, the years of such representation, and the name, address and phone number of at least one contact person in each municipality with knowledge of the attorney's representation. (See attached sheet)

5. Please describe each identified attorney's experience in the municipal law, including but not limited to the following areas: labor, land use - zoning and planning, Conflict of Interest and Open Meeting Law, public construction, public contracts, environmental law, municipal finance, litigation and open town meeting. areas ~~of land use, zoning and planning.~~

6. Has any of the above identified attorneys had a complaint filed with the Board of Bar Overseers in the past five (5) years? If yes, provide applicable details.

7. Please describe how you propose to satisfy the Accessibility requirements of the RFP.

8. Please describe how you propose to satisfy the back-up requirements of the RFP.

9. ~~Will~~ Please explain how you plan to meet ~~or exceed~~ the billing requirements of the RFP, and whether you have used alternative fee arrangements with previous municipal clients and/or would propose using an alternative fee arrangement regarding services to the Town?

10. State whether you have represented a client in the preceding three (3) years who has or had a matter pending before any officer, agency board or committee of the Town.

11. Please identify any past or current clients that may give rise to conflict of interest as a result of representing the Town of Southborough.

12. Confirm that you will not, during the time of your representation of the Town, represent any client in any matter in which the interests of the client are adverse to those of the Town, or in any matter seeking action by any officer, agency, board or committee of the Town, in accordance with MGLA 44A c268A s17.

13. Provide a general description of the firm, its history, significant changes in its makeup over the last three years (3) and its range of business.

~~14. Provide a list of municipalities represented over the last 10 years *(see attached sheet).*~~

14. For the above Municipal Clients, have you or the firm:

15.

A. Exceeded the municipal legal budget appropriation (general fund) in the last three (3) fiscal years (FY2018, FY2019, FY2020) and if so, by what percent?

B. If you have a retainer arrangement with the above clients, please note the retainer amount vs. total amount billed for the last three (3) fiscal years.

16. Provide details of any criminal investigation, regulatory or disciplinary proceedings or material litigation against your firm or members of your firm, which is either pending or has been completed in the preceding five~~three~~ (5~~3~~) years.

17. Provide details as to the nature and amounts of your firm's professional insurance and of any claims asserted or made against such coverage in the preceding three (3) years.

By my signature, I certify that the information contained in this Response to Requests for Proposals are complete and accurate, to the best of my knowledge and belief.

Signed:_____ Date:_____

Print Name and Firm_____

NAME/FIRM NAME_____

Lists of Municipalities represented during~~over~~ the last 10 years/References:

Municipality~~Client Name~~	Contact Name and Title	Contact Information (Telephone and/or email) ~~Telephone Number~~

RESPONSE TO REQUESTS FOR PROPOSALS FOR SOUTHBOROUGH TOWN COUNSEL
Fees and Expenses Response Sheet
(To be attached to and made a part of the overall Response to Requests for Proposals)

1. Please list the name and hourly rate for proposed Town Counsel and for each attorney intended or likely to serve as back-up.

2. If you propose to bill for services provided by paralegals, clerical staff, or other non-attorney personnel, please list by title and by hourly rate each position for whom you may bill.

3. Please provide a complete listing of all charges for expenses you intend to impose as incurred (i.e. any and all copy charges, telephone charges, fax charges, mileage charges and the like, but excluding any fees for stenographers, court fees, service fees and the like).

4. In what hourly increments do you intend to bill?

5. Do you bill for~~out~~ attorney time out of the office on a portal-to-portal basis or some other basis? Please describe.

~~6. Will there be a separate charge for office hours and/or training sessions? If so, please itemize.~~
[Note: I deleted this entirely. Not sure what it's intended to get at]

~~7.~~6. Do you intend to propose an alternative fee arrangement? Yes____ No____ If "yes", please attach additional sheet(s) fully describing and explaining your proposal.

TOWN OF SOUTHBOROUGH

Economic Development Committee

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-0710 x3011

WASTEWATER FEASIBILITY STUDY

In 2017, Southborough's Economic Development Committee prioritized (re)development of the Business Village District (BVD) - downtown area. After several studies and surveys, the 'Downtown Initiative' program identified the need for a wastewater system solution as key to moving forward. It is to that end that the Town is seeking a feasibility study of the area in order to produce a recommendation(s) for a "complete wastewater solution".

The solution needs to provide for the collection, treatment and disposal of wastewater resulting from future renovation, building and growth. In addition, the recommendation must be financially and operationally feasible, 'permit-able' and constructible (within the available land area).

Business Village District Synopsis -The particular area of study is located in the center of Southborough. Small businesses (café, market/liquor store, pizza shop, barbershop, etc.) are situated on small individual lots. The BVD also includes a residential properties located on Main Street, E. Main Street, Newton Street and School Street. There are vacant parcels which are a collection of dirt lots, parking lots and old buildings. The total land area is approximately 15 acres. The downtown area is shown on the Town zoning map (Figure 1): https://www.southboroughtown.com/sites/g/files/vyhlif1231/f/uploads/zoning_map_11_x_17.pdf

Figure 1 - Southborough zoning map

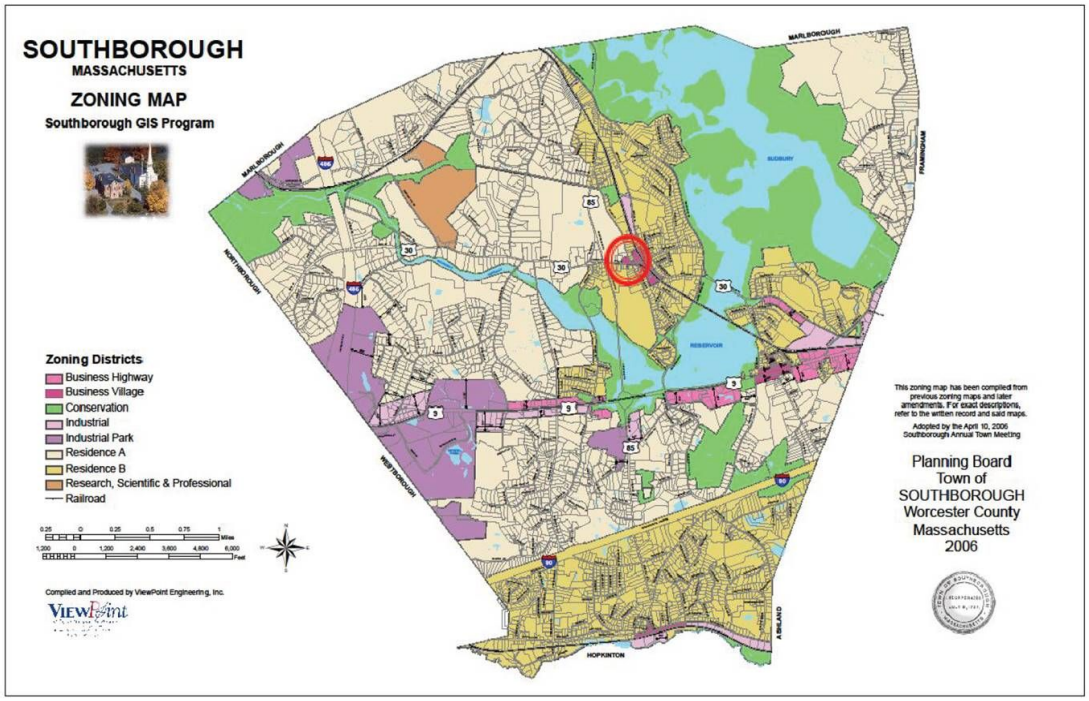


Figure 2 - Business Village District (Downtown area)



Challenges for the Downtown Area - A summary/analysis of several past studies concluded that in order to encourage revitalization and development in the area, 2 issues must be addressed and resolved: zoning and wastewater infrastructure.

Southborough **does not** have a municipal wastewater sewer collection/treatment system which presents a significant obstacle to revitalization especially with a focus on the need for restaurants. Developers typically do not want the added expense of designing and permitting their own wastewater solution. Additional challenges for developing a wastewater solution include:

- Existing potential land parcels (for system location) are small, irregular shaped parcels
- Soil is of poor quality – approximately 30% outwash soil and 70% glacial till (see **Downtown Initiative – Wastewater pre-feasibility study research**, Sept 2019, Page2)
- CSX railroad tracks cut through the center of the downtown area
- Area is located in the Sudbury Watershed – the Sudbury Reservoir is classified as a surface water supply (314 CMR 4.04)

Scope of Work - The Consultant shall produce a complete recommendation customized for the BVD.

***Review* - Downtown Initiative Wastewater pre-feasibility study research**, Sept 2019 (updated August 2020)

Study maps – All relevant maps and construction designs for future roadwork, will be provided.

Understand – An in-depth understanding of the Business Village District is necessary in order to recommend and design the appropriate solution. This will be accomplished by walking the area, meeting with the Board of Health Director, DPW Director and Conservation personnel (and any applicable businesses and residents).

Work with appropriate Town personnel (in person, by phone and/or virtual meeting technology).

Provide required reporting information
The Consultant will be paid from funds awarded in a grant from the Executive Office of Energy and Environmental Affairs – Planning Assistance Grant.

End Product – The result of the study would provide a complete recommendation for an implementable wastewater solution. The solution must be consistent with the improved land use practices from the Executive Office of Energy and Environmental Affairs – Planning Assistance Grant and the mandates of the Baker/Polito administration. (A copy of the grant requirements can be provided.)

November 16, 2020

100 International Drive, Suite 152
Portsmouth, NH 03801

Town of Southborough
Economic Development Committee
c/o Claire Reynolds
Town House
17 Common Street
Southborough, MA 01772

RE: Business Village District Wastewater Feasibility Study – Initial Phase
Agreement for Engineering Services

VIA EMAIL ONLY

Dear Ms. Reynolds:

Following our recent discussions, Weston & Sampson has developed this agreement to evaluate wastewater alternatives for the above area within the Town of Southborough (the Town). This is understood to be an initial set of tasks to ascertain next steps in determining whether centralized wastewater infrastructure is appropriate for the Business Village District (BVD). In order to assess the needs and potential alternatives, as well as associated costs and benefits of such a system, we propose to perform the following scope of work.

Scope of Work

Task 1 — Review Available Information

Weston & Sampson will collect and review available information including:

- Downtown Initiative report dated September 2019, updated August 2020
- Wastewater Feasibility Study scope document
- FY20 Planning Assistance Grant ENV20 DCS 11 Commbuys Bid #BD-19-1042-ENV-ENV01-38404
- Existing private and public infrastructure within the BVD
- Local and state regulatory framework
- Other prior sewer studies and reports
- Available mapping and infrastructure data

Task 2 – Kickoff Meeting, Site Visit & Data Collection

Conduct one site visit with members of the community, Board of Health, Department of Public Works, and others as appropriate. Weston & Sampson will discuss with stakeholders the characteristics of the area, feasibility study goals & objectives; available potentially usable infrastructure and community assets, such as private wastewater facilities; anecdotal data; and other insights that may inform the initial phase of a wastewater feasibility study. It is understood that such discussions will take place in accordance with COVID protocols mandated by the Commonwealth of Massachusetts, the Town, and Weston & Sampson.

Task 3 – Concept Development

Using data collected above and working with the Town's designated representative, Weston & Sampson will perform a high-level initial screening of potential BVD locations for discharge of treated effluent utilizing 'green field', depending on the results of Tasks 1 and 2, above.

A matrix of characteristics for each location will be developed to score and rank shortlisted parcels. Ownership or acquisition considerations are not included in this initial analysis. This shortlist of parcels would be the basis of further investigation in subsequent phases of the study.

Task 4 – Alternatives Analysis
Weston & Sampson will also perform initial assessment of centralized wastewater treatment for the BVD, building upon existing reports and studies.

The following specific alternatives will be compiled from prior efforts or prepared anew:

- A connection to existing available private wastewater treatment and discharge infrastructure, based on conventional sewer conveyance systems.
- A conventional sewer conveyance system and new wastewater treatment and discharge facility using the initial field screening results. Specific assumptions include a package-type treatment system meeting typical BOD, TSS, and Total Nitrogen effluent limits of 30, 30, and 10 mg/l, respectively.

Additional investigation into a recommended alternative would certainly be necessary at the conclusion of this initial step.

Task 5 – Cost Estimate
For the alternatives above, generate planning level estimate of construction costs. Prior cost estimates will be utilized and updated as appropriate, indexed to March 2023 using ENR projections.

Task 6 – Letter Report & Presentation
The results of the above tasks and appropriate next steps will be summarized in a technical memorandum and submitted to the Town. Given the limited funding available initially, a teleconference may be conducted with the Town to discuss the findings.

Compensation

For services performed under this letter proposal, the town agrees to pay Weston & Sampson the lump sum fee of $9,980, payable monthly as accrued based upon the services performed as a percentage of the total lump sum fee. Fees shall be payable within thirty (30) days of the invoice date.

Project Schedule

The following schedule is proposed:

Task	Estimated Completion Date
Tasks 1 through 6	April 1, 2021

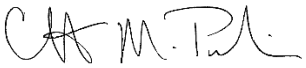
Terms & Conditions

Services performed pursuant to this agreement will be governed by the Weston & Sampson General Terms and Conditions dated May 26, 2020, which have been attached to this agreement. If you agree with this proposal and wish to retain us to provide the proposed services, please sign and return one copy of this proposal to us as authorization to proceed with performance of the services, and please initial and date the enclosed Terms and Conditions.

We are pleased to have the opportunity to present this agreement to the Town and are eager to work with you on this important project.

Very truly yours,

WESTON & SAMPSON ENGINEERS, INC.



Christopher M. Perkins, PE
Vice President

ACCEPTED FOR:
TOWN OF SOUTHBOROUGH

By Its: _____

Name: _____

Date: _____

Enclosures – Standard Terms and Conditions

\\wse03.local\WSInc\Marketing_MarketingResources\Proposals\2020\MA\Southboro - WW Feasibility Study\Southboro MA WW Study Proposal 2020-11-05.docx

S2238-0-P005
October 29, 2020

Claire Reynolds
Town of Southborough
Economic Development Committee
Town House
17 Common Street
Southborough, MA 01772

Re: **Wastewater Feasibility Study**
Downtown Southborough, MA

Dear Ms. Reynolds:

Tighe & Bond appreciates the opportunity to work with you and the Town of Southborough to assess wastewater treatment and disposal options for the downtown area of town. We understand that Southborough has identified constraints to attracting development in the downtown area, which generally follows Route 30/Main Street between Route 85 to the west and Lyman Street/Boston Road to the east. Two critical areas to development/ redevelopment identified were the lack of sewer system and zoning constraints. Southborough is concurrently assessing both issues through a review and update of zoning and assessment of options to provide a wastewater collection, treatment and disposal system. This next planning step is critical to identify a path for the Town to proceed with implementing solutions.

In order to assist Southborough with identifying options for addressing wastewater needs in the downtown area, Tighe & Bond proposes the following scope of services.

Scope of Services

As part of this study, Tighe & Bond will review existing information provided by the Town, including the "Wastewater Pre-Feasibility Study Research" dated September 2019, updated August 2020; zoning recommendations; roadway design plans; and Board of Health records.

Tighe & Bond will attend a site meeting to walk the area and will meet (virtually or in-person) with the Board of Health Director, DPW Director, Conservation personnel, and key stakeholders identified by the Town to gain a better understanding of existing conditions and proposed buildout. Tighe & Bond will take the proposed buildout information from the concurrent planning process and perform basic calculations to determine an approximate size needed for wastewater treatment and disposal for the anticipated buildout flow.

Tighe & Bond will use MassGIS data and available Board of Health data to identify physical constraints for siting a wastewater treatment and disposal system including soils, groundwater, topography, and size. Parcels that pass this initial screening will be screened, scored and ranked using land use and environmental constraints to identify a potential site(s) for siting wastewater treatment and/or disposal.

The results of our evaluation will be summarized in a technical memorandum describing the alternatives including an opinion of probable construction costs (OPCC). The OPPC will be developed based on the conceptual improvements and will include engineering, construction,

and project contingencies. At this early stage of planning we will include a 40% project contingency.

Assumptions and Exclusions

Due to the conceptual level of this effort, we developed our scope with the following assumptions:

- Existing soil data is adequate to assess conceptual disposal options

In an effort to provide you with a reasonable budget for the desired services, we have prepared a detailed scope of services based on our understanding of your needs. In this same regard, the following section describes those services not included in the development of our budgetary estimate. If these services are required, we will modify our proposal accordingly to meet your needs.

- Development of design documents
- Project permitting
- Field testing services associated with soil evaluation, test pits, or borings
- Field Survey
- Cost estimates for land acquisitions

Project Schedule

We anticipate a total of 12 weeks will be required to complete the Sewer System Alternatives Analysis from the date of authorization.

Fee

Tighe & Bond will perform these services for a lump sum fee of $10,000, invoiced monthly based on percentage complete. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment. Our attached Terms and Conditions is part of this letter agreement. The included schedule and fees are based on the above scope of work and assumptions. The schedule includes reasonable allowances for review and approval times by applicable parties. This schedule may need to be adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by you, or for delays or other causes beyond our reasonable control, including delays due to Force Majeure, including those delays that may incur due to the COVID-19 pandemic.

If this proposal is acceptable, please sign and return one copy to Tighe & Bond as your authorization to proceed. Should you have any questions, please contact me at tjadamski@tighebond.com or 413-572-3256. We look forward to the opportunity to work with you on this important project for downtown Southborough.

Very truly yours,

TIGHE & BOND, INC.

Tracy J. Adamski, AICP

Vice President

ACCEPTANCE:

On behalf of **Town of Southborough** the scope, fee, and the attached terms and conditions are hereby accepted.

Authorized Representative	Date

Enclosure: Terms and Conditions – REV 04/2020

J:\S\S2238 Southborough Solar PV\PROP\WW Study.docx

FY 2021 Goals - Boards and Committees.	In Progress	Recent Steps	Completed
OML training and support/training for running Open Meetings.	XX		
Promote and enforce Town Email Use Policy.	XX		
Update, consolidate and promote compliance with general policies.	XX	XX	
Encourage and provide support for televising meetings.	XX	XX	
Encourage and provide support for composite agendas and packets.	XX		
Enhance informational outreach and recruiting for volunteers (forum).	XX	XX	
Conduct public comment at beginning & end of meetings			XX
Review and update descriptions and charges.	XX		
FY 2021 Goals - Community Initiatives			
Coordinate and oversee Downtown Initiative.	XX	XX	
Coordiate communication/roundtables with local businesses.	XX	XX	
Pursue PILOT initiatives, including community center and projects.	XX	XX	
Pursue "bike friendly" policies and explore Biking Committee.	XX	XX	
300th Anniversary planning, including Committee creation.	XX		
FY 2021 Goals - Employees			
Create Employee Handbook.			
Update job descriptions for BoS staff.	XX		
BoS review of annual staff performance reviews.	XX	XX	
Review staffing and BoS office organization.	XX		
Analyze Personnel Board/Town Administrator authority.			XX
FY 2021 Goals - Infrastructure			
Explore municipal electric plant.			
Natl Grid parcel 54-40	XX		
Assimilate Pine Hill Rd into Town Water re: Fire (via MWRA)	XX		
FY 2021 Goals - Long Range/Strategic Planning			
Explore establishing grant writing position(s).	XX		
BoS training, reporting and hiring initiatives re: diversity and inclusion.	XX	XX	
FY 2021 Goals - Municipal Finance			
Additional approval/oversight on appropriation line items.	XX		
Schedule quarterly budget updates (Finance Director).			XX
Establish budget narratives, including long-term impacts.			
Establish BoS budget liaisons.			XX
Communicate BoS position to departments re: new FTEs.			XX
Establish long-term capital plans (with Capital Committee).	XX		XX
Explore generating additional commercial tax revenue.	XX		
Identify and establish a roster of Town service contracts.	XX		XX
Review contracted services and explore re-bidding.	XX	XX	
Maximize potential Covid-19 reimbursements and grants.	XX	XX	
Coordinated budget discussions with Advisory, Capital and Schools.	XX	XX	
FY 2021 Goals - Organizational			
Quarterly newsletter.	XX		
Explore public safety regional dispatch.	XX		
Evaluate organizational processes: postage; mailings; data exchanges.	XX		
Budget software implementation.			XX
Pursue policies and projects for 40B threshold.	XX	XX	
Customer service survey re: Town departments.	XX	XX	

GOALS for Town Administrator	In progress	Completed	Recent Steps
Communication with Board of Selectmen	XX		Shared Legal folder set up for Board member access, continue to enhance contents.
Embrace authority of Town Administrator position	XX		
Assist Board of Health with staffing and vaccination plan for COVID-19	XX		Search continues for Public Nurse candidates. Colonial Gardens vaccinations scheduled for 3/5/2021. Application sent to DPH requesting regional vaccination site for Boroughs and 5 other communities.
Improve process between Building Dept. and Historical, RE: Demolition delay bylaw	XX		Meetings with Historical Commission members and Building Dept. to change point of contact and revise viewing options to only those items pertinent to Historical Commission review.
Sidewalk access to Public Safety Facility	XX		ADA self-evaluation process commenced. Sboro School buildings being added into study within available funding.
Formal reviews for other contract employees under Board of Selectmen	XX		Review for Police Chief is in progress.
Annual goals for department heads/contract employees under Board of Selectmen	XX		
Identify service enhancements/cost reductions; grant opportunities	XX		Shared Streets grant awarded in amount of $290,000. Earmarks in State capital bond bill for future projects. New grant portal from State being explored which may be more cost-effective than hiring grant position.

GOALS for Town Administrator	In progress	Completed	Recent Steps
Reorganization of Selectmen Office	XX		Awaiting comments from Board members on proposed/revised job descriptions. Personnel Board will schedule meeting to review when ready, so AA position can be hired as soon as possible.
Sustainability of golf course operations; renewal of management contract			Formal proposal from golf architect received. Awaiting CPC reponse on willingness to move forward with putting green project. Projected cost is within remaining CPC funds.

Lori Esposito

From: Mark Purple
Sent: Wednesday, February 24, 2021 2:28 PM
To: Lori Esposito
Subject: FW: FW: Town Meeting question
Attachments: ch53actsof2020.pdf

For the agenda packet, per Marty, on the ATM date issue. Both the attachment and the email. Thx.

Mark J. Purple
Town Administrator
Town of Southborough
P: 508-485-0710
F: 508-480-1061

From: ATTY ALDO CIPRIANO <aldoc.esq@comcast.net>
Sent: Tuesday, February 16, 2021 3:35 PM
To: Mark Purple <mpurple@southboroughma.com>; Martin Healey <mhealey@southboroughma.com>; Jim Hegarty <jhegarty@southboroughma.com>; Paul Cimino <pcimino@southboroughma.com>; Lisa Braccio <lbraccio@southboroughma.com>
Cc: Vanessa Hale <vhale@southboroughma.com>
Subject: Re: FW: Town Meeting question

[EXTERNAL]

Greetings all,

I have contacted the Attorney General's office today, did not have an opportunity to speak to anybody in the office relative to their so-called suggestion in the email. Just to clarify, the citation by Representative Dykema's office to Chapter 39, Section 10A is a *restatement* of Section 2 of Chapter 53 of the Acts of 2020, approved by the Governor on April 3, 2020. For public health and safety reasons, this grants towns the ability to change the time, date and place of the Town Meeting notwithstanding local bylaw provisions.

Chapter 53 of the Acts of 2020, Section 4 also goes on to indicate that, within 10 days after the initial declaration of recess and continuance of the Town Meeting, a local public safety or public health official, designated by the Board of Selectmen, shall submit a report to the Attorney General providing a justification for the declaration.

The first part of this e-mail correctly indicates that towns now have through June 30th to conduct their annual town meetings. Then, the rest of the text of the e-mail indicates, in legal effect, that a condition precedent, of course, is to following the posting requirements in state law for the notice of the warrant of an annual town meeting which is found to be 7 days before the annual town meeting per M.G.L. Chapter 39, Section 10, which was unchanged by Chapter 53 of the Acts of 2020.

So, the analysis would appear to be correct. Town Meeting can be conducted under that procedure through June 30th so long as the warrant posting is done consistent with Section 10, (i.e. 7 days prior).

I should note that it has been said amongst municipal lawyers that those who drafted these emergency acts did not quite understand the standard and normal procedure under which Towns operate. That aside, again, this appears to be an acceptable procedure.

I have attached Chapter 53 of the Acts of 2020 for convenience purposes.

Respectfully submitted,
Aldo A. Cipriano
Town Counsel

From: Dykema, Carolyn - Rep. (HOU) <Carolyn.Dykema@mahouse.gov>
Sent: Tuesday, February 16, 2021 12:21 PM
To: Mark Purple <mpurple@southboroughma.com>
Cc: Eldridge, James (SEN) <James.Eldridge@masenate.gov>; Melly, David (HOU) <David.Melly@mahouse.gov>; Carr, Michael (SEN) <Michael.Carr@masenate.gov>
Subject: Town Meeting question

[EXTERNAL]

Dear Mark,

Please see below for the response that my office received from the Attorney General relative to your question about the town meeting warrant.

Best, Carolyn

From the Attorney General's Office:

Our first suggestion would be to ask your Town Administrator to please consult with Town Counsel as we would defer to their opinion here.

Second, if helpful, our take is that by state law, towns have through June 30, 2021 to conduct annual town meetings. So long as Southborough follows the warrant posting requirements in state law (7 days prior) the Selectboard could vote to conduct town meeting at a later date and post the warrant at least 7 days prior. In other words, Southborough can choose to ignore the town bylaw requirements regarding the date for town meeting.

As another option, Southborough can follow the declaration of recess and continuance process in MGL Chapter 39 section 10A:

> **(a)** Notwithstanding any general or special law, charter provision or by-law to the contrary, during and for a period of 5 days after the termination of any weather-related, public safety or public health emergency, the town moderator or person designated to perform the duties of town moderator may, in consultation with local public safety or public health officials and the board of selectmen, recess and continue a town meeting previously called pursuant to a warrant issued pursuant to section 10 to a time, date and place certain; provided, however, that any such recess and continuance period shall not exceed 30 days. The moderator or person designated to perform the duties of town moderator may renew the declaration of recess and continuance period for up to 30 days at a time but not more than 30 days following the date of rescission of a state of emergency declared by the governor. If a town does not have a moderator, the board of selectmen may recess and continue town meeting in accordance with this paragraph

But the Town Administrator is correct -- following this recess and continuance process assumes the warrant is completed and posted.

Carolyn C. Dykema

State Representative
8th Middlesex District

State House, Room 127
Boston, MA 02133
617-722-2680

carolyndykema.com

Lori Esposito

From: Mark Purple
Sent: Wednesday, February 24, 2021 2:29 PM
To: Lori Esposito
Subject: FW: Town Meeting question

Also for the packet on the ATM issue. Thx.

Mark J. Purple
Town Administrator
Town of Southborough
P: 508-485-0710
F: 508-480-1061

From: Dykema, Carolyn - Rep. (HOU) <Carolyn.Dykema@mahouse.gov>
Sent: Tuesday, February 16, 2021 12:21 PM
To: Mark Purple <mpurple@southboroughma.com>
Cc: Eldridge, James (SEN) <James.Eldridge@masenate.gov>; Melly, David (HOU) <David.Melly@mahouse.gov>; Carr, Michael (SEN) <Michael.Carr@masenate.gov>
Subject: Town Meeting question

[EXTERNAL]

Dear Mark,

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Best, Carolyn

From the Attorney General's Office:
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As another option, Southborough can follow the declaration of recess and continuance process in MGL Chapter 39 section 10A:

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> safety or public health officials and the board of selectmen, recess and continue a town meeting previously called pursuant to a warrant issued pursuant to section 10 to a time, date and place certain; provided, however, that any such recess and continuance period shall not exceed 30 days. The moderator or person designated to perform the duties of town moderator may renew the declaration of recess and continuance period for up to 30 days at a time but not more than 30 days following the date of rescission of a state of emergency declared by the governor. If a town does not have a moderator, the board of selectmen may recess and continue town meeting in accordance with this paragraph

But the Town Administrator is correct -- following this recess and continuance process assumes the warrant is completed and posted.

Carolyn C. Dykema
State Representative
8th Middlesex District

State House, Room 127
Boston, MA 02133
617-722-2680

carolyndykema.com

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

Thursday, February 25, 2021

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Town of Southborough Board of Selectmen,

Enclosed, please find the following donation made to the Town of Southborough in memory of Ronald Edgren for your acceptance.

RECEIVED FROM:	**AMOUNT:**	**ACCOUNT SPECIFIED:**
Mark and Susan Conti	$100	Ambulance Fund (2659-4-220-483-48310)
Tracy and John Sconyers	$100	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration in this request.

Sincerely,

Steven E. Achilles
Southborough Fire Chief

Lori Esposito

From: Claire Reynolds <ccr@ccr-consulting.net>
Sent: Thursday, February 11, 2021 1:28 PM
Cc: Lori Esposito
Subject: Requesting approval to award Downtown Wastewater feasibility study to Weston & Sampson

[EXTERNAL]

Dear Board of Selectmen,
As part of the Planning Assistance Grant (RFR Procurement ENV 20 DCS 11) from the Executive Office of Energy and Environmental Affairs, a feasibility study was needed to provide recommendations for an implementable wastewater solution. The solution must be consistent with the improved land use practices from the EO of EEA and the mandates of the Baker/Polito administration.

Four companies (engineering firms) were contacted and responses were received from 2 firms.
Documents provided are:

- Wastewater Feasibility Study.pdf
- Tighe & Bond WW Study.pdf
- Weston & Sampson WW feasibility Proposal 2020-11-16.pdf

Both response documents are straightforward and essentially providing the same scope of work for the same price.

After checking with several sources, John Parent had a very favorable experience (several years ago) working with W&S on water intrusion issues at the Library. He was pleased with the work that was done by the firm.

While I have no engineering nor related experience, I am recommending that Weston & Sampson be awarded the study. My recommendation is based on their work in Town and information that I received from other sources.

Please let me know what questions you have.

Claire

Claire C Reynolds

CCR Consulting
Solutions for your business

508-509-3506
ccr-consulting.net

July 20, 2020

Karen Galligan
Superintendent
Town of Southborough
Department of Public Works
147 Cordaville Road
Southborough, MA 01772

Subject: MA0142; Southborough, Worcester County, Massachusetts; Improvement project on Main St and Central St at CSXT grade crossing; 547119K & 547117W; Northern Zone, Fitchburg Subdivision; QBU-30.5 & QBU-31.66
Encroachment Coordination Letter #1

Dear Ms. Galligan;

Reference is made to the Bergmann Preliminary Engineering Plan Review Letter #2 dated April 23, 2020 for the subject project. Comment #1 from that letter stated:

1. CSXT Real Estate does not have any records of agreements for the existing parking areas occupying its right-of-way in the northwest, southwest, and southeast quadrants where its right-of-way intersects Main Street. As such, CSXT will not permit the temporary easements shown on the plans, or the work proposed within them, until these areas are properly documented. Agreements for existing driveways and parking areas outside of the highway easement must be coordinated through CSXT Real Estate.

CSXT Real Estate has been in contact with three of the four encroaching property owners, and proposes the following:

- Northeast Quadrant – CSXT will require curb along the entire property frontage of the vacant lot. Whether or not curb is adjacent to the proposed concrete walk depicted on the Construction Plans is dependent upon resolution of Comment #3 from Preliminary Engineering Plan Review Letter #2.
- Northwest Quadrant – CSXT will allow a curb cut for the Knights of Columbus driveway, to be located a minimum of 25'-0" from the centerline of CSXT's tracks. Additionally, a right-of-way barricade/barrier will be required 25'-0" from the centerline of CSXT's tracks through the length of the lot. Note that construction of the curb cut and barricade/barrier, and occupancy of the driveway on CSXT right-of-way is contingent on the execution of an easement agreement between the Knights of Columbus and CSXT.
- Southeast Quadrant – Property owner has indicated that it will cease use of the parking area and driveway on CSXT's right-of-way to the west of its property. CSXT will require curb along the entire property frontage, and a right-of-way barricade/barrier along the lot's western property line. Whether or not curb is adjacent to the proposed HMA walk depicted on the Construction Plans is dependent upon resolution of Comment #3 from Preliminary Engineering Plan Review Letter #2.

November 20, 2020

Karen Galligan
Superintendent
Town of Southborough
Department of Public Works
147 Cordaville Road
Southborough, MA 01772

Subject: MA0142; Southborough, Worcester County, Massachusetts; Improvement project on Main St and Central St at CSXT grade crossing; 547119K & 547117W; Northern Zone, Fitchburg Subdivision; QBU-30.5 & QBU-31.66
Encroachment Coordination Letter #2

Dear Ms. Galligan;

Reference is made to Encroachment Coordination Letter #1 dated July 20, 2020 for the subject project. Since the issuance of that letter, CSXT Real Estate has received subsequent correspondence from the property owner in the Northwest Quadrant (the Knights of Columbus), but no others. As such, CSXT will require the following:

- Northeast Quadrant – CSXT will require curb along the entire property frontage of the vacant lot. Whether or not curb is adjacent to the proposed concrete walk depicted on the Construction Plans is dependent upon resolution of Comment #3 from Preliminary Engineering Plan Review Letter #2.
- Northwest Quadrant – CSXT will allow a curb cut for the Knights of Columbus driveway, to be located a minimum of 25'-0" from the centerline of CSXT's tracks. Note that construction of the curb cut and barricade/barrier, and occupancy of the driveway on CSXT right-of-way is contingent on the execution of an easement agreement between the Knights of Columbus and CSXT.
- Southeast Quadrant – Property owner previously indicated that it will cease use of the parking area and driveway on CSXT's right-of-way to the west of its property. CSXT will require curb along the entire property frontage, and a right-of-way barricade/barrier along the lot's western property line. Whether or not curb is adjacent to the proposed HMA walk depicted on the Construction Plans is dependent upon resolution of Comment #3 from Preliminary Engineering Plan Review Letter #2.
- Southwest Quadrant – Property owner has been unresponsive to CSXT Real Estate. CSXT will require curb along the CSXT right-of-way, as well as a right-of-way barricade/barrier along the lot's eastern property line. Whether or not curb is adjacent to the proposed HMA walk depicted on the Construction Plans is dependent upon resolution of Comment #3 from Preliminary Engineering Plan Review Letter #2.

Please provide updated plans reflecting these requirements. Note that no work may commence on or adjacent to the CSXT right-of-way, or that could potentially impact CSXT operations, until the following have occurred:

- The plans have been reviewed by CSXT with no exceptions taken
- A fully executed Construction Agreement is in place with the appropriate parties
- The Outside Party provides to this office written notice to proceed with railroad force account work
- The contractor's insurance has been approved in writing by CSXT
- The necessary construction submissions have been submitted by the Outside Party with no exceptions taken by CSXT or its representative
- A pre-construction meeting has been held with CSXT and/or its representatives
- Railroad track protection of a form determined by CSXT is in-place and understood by all parties
- The contractor signs Schedule I of the Construction Agreement

Please do not hesitate to contact Kevin Lewandowski or me at (610) 834-4080 with any questions regarding the above matters.

Sincerely,



Erin M. Goglia, PE
Project Manager, CSXT GEC

CC: BA file 009363.50
Derek Mihaly, Project Manager – CSXT Public Projects
Jeff Everett – CSXT Real Estate

- Southwest Quadrant – Property owner has been unresponsive to CSXT Real Estate. CSXT requests the Town's assistance with facilitating contact/discussions with the property owner. Otherwise, it will require curb along the CSXT right-of-way, as well as a right-of-way barricade/barrier along the lot's eastern property line. Whether or not curb is adjacent to the proposed HMA walk depicted on the Construction Plans is dependent upon resolution of Comment #3 from Preliminary Engineering Plan Review Letter #2.

Please note that no work may commence on or adjacent to the CSXT right-of-way, or that could potentially impact CSXT operations, until the following have occurred:

- The plans have been reviewed by CSXT with no exceptions taken
- A fully executed Construction Agreement is in place with the appropriate parties
- The Outside Party provides to this office written notice to proceed with railroad force account work
- The contractor's insurance has been approved in writing by CSXT
- The necessary construction submissions have been submitted by the Outside Party with no exceptions taken by CSXT or its representative
- A pre-construction meeting has been held with CSXT and/or its representatives
- Railroad track protection of a form determined by CSXT is in-place and understood by all parties
- The contractor signs Schedule I of the Construction Agreement

Please do not hesitate to contact Kevin Lewandowski or me at (610) 834-4080 with any questions regarding the above matters.

Sincerely,

Erin M. Goglia

Erin M. Goglia, PE
Project Manager, CSXT GEC

CC: BA file 009363.50
Derek Mihaly, Project Manager – CSXT Public Projects
Jeff Everett – CSXT Real Estate

TOWN OF SOUTHBOROUGH

OFFICE OF THE BOARD OF SELECTMEN
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectmenoffice@southboroughma.com

February 22, 2021

Shawn M. Mauro, CRPC ®, CLTC, Managing Partner
144 Turnpike Road, Suite 215
Southborough, MA 01772

Dear Mr. Mauro,

This is to update you on the status of relevant infrastructure work to be performed on Main Street between approximately Park Street on the west to the Newton Street intersection on the east, and beyond.

Based on a review of existing court, assessor, and registry of deed records, the Board of Selectmen informally has determined that it is necessary to enter into an easement agreement with CSXT in order to make the infrastructure improvements. It is likely the Board will consider and potentially formalize this determination at its meeting on March 2. The work done pursuant to these easements likely will include curbing along the right-of-way that is requested by CSXT and identified by their architects, engineers, planners, the Bergmann firm, through red-line edits on a VHB plan dated 4/15/20 and attached to Bergmann's 7/20/20 letter and further revised in Bergmann's 11/20/20 correspondence. See attached.

Note that CSXT has indicated that an additional right-of-way barricade/barrier along your eastern property line may be installed. We understand that you dispute that property line, but we are not aware of any records or documentation that support your position. If you are aware of or believe any such records exist if would be helpful if you would provide them to our office.

Based on our current understanding of existing property rights, the Town remains willing to assist you in any way in discussions with CSXT to maximize your use of CSXT property beyond the eastern property line of your property and have informed CSXT of that. Please advise me or our Town Administrator, Mark Purple, if you would like the Town to assist with any such discussions.

Very truly yours,

Martin F. Healey
Chair, Board of Selectmen

c. Mark Purple, Town Administrator

Town of Southborough

Historical Commission
TOWN HOUSE – 17 COMMON STREET - SOUTHBOROUGH, MASSACHUSETTS 01772-1662
PHONE (508) 485-0710 - FAX (508) 480-0161 – EMAIL: historical@southboroughma.com

August 13, 2020

Dear Mr. Malinowski and Members of the Capital Planning Committee,

Thank you for your email and for your request for input. South Union School is of considerable historic significance, as noted by the National Register designation. I am attaching a document from the Massachusetts Cultural Resources Inventory describing the historical significance, but this quote sums it up:

The South Union School is eligible for listing on the National Register individually and as part of the Southville and/or Cordaville Historic District for its association with the development of the school system in Southborough, its position between the two named villages, figuratively and physically, and for its architecture as the only brick Classical Revival buildings in the southern part of Southborough. The School retains the integrity of location, setting, design, materials, workmanship, association, and feeling.

For the above reasons, the SHC strongly encourages that the town considers sale only to buyers who are committed to preserving the exterior of this structure. A Preservation Restriction would be ideal for this unique building and guarantee its place in Southborough's landscape and history for years to come.

The Commission will be meeting on August 18 and South Union School is on the agenda. Please don't hesitate to contact me with any questions.

Thank you,

Rebecca Deans-Rowe, Chair
Southborough Historical Commision

TOWN OF SOUTHBOROUGH

RECREATION DEPARTMENT

SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 229-4452 · FAX (508) 229-7969
WWW.SOUTHBOROUGHREC.COM

Attn: Board of Selectmen
CC: Recreation Commission
Mark Purple, Town Administrator

RE: Contract Award Requests – Mooney Field Lighting Installation

On February 26, 2021 the Recreation Department, with assistance from Traverse Landscape Architects, held a bid opening for the Mooney Baseball Field Lighting Installation project. Below please find the winning bid:

Systems Electrical Services Inc.
5 Wesley Street
Chelsea, MA 02150

Total Base Bid: $92,099.00

This bid comes within the budget approved by 2017 Town Meeting. Attached please find the bid recording sheets from the bid opening sessions. Speaking with our hired firm, Traverse, and reviewing references and past work – we are comfortable in awarding the projects to the above.

Regarding Neary/Richardson Tennis Court Lighting, please anticipate a consent agenda request of bid acceptance for your March 16th Meeting.

Thank you for your continued support on this project. I will continue to update you all on the progress of this project which is anticipated to complete in the Spring. If you have any other questions, please do not hesitate to contact my office at 508-229-4452 or email me at TDavis@southboroughma.com.

Respectfully Submitted,

Tim Davis, CPRP, CPSI
Recreation Director
Town of Southborough

February 26, 2021

Mooney Baseball Field Lighting Installation

Bid Opening ~~02/25/2021~~ 2/26/21

Base Bid Item	Island Lighting	Central Mass. Signal LLC	Sparks Co.
Earthwork and Erosion Control	20,700.	14,900.	41,809.
Electrical Distribution	34,299	49,800.	44,417
Musco Pole Installation	21,600	12,800.	38,850.
Light Pole Installation	5,360	11,000.	19,134.
Seeding and Surface Restoration	8,330	5,499.07	8,500.
Other Charges	5,913.36	∅	32,849.
TOTAL BID	96,202.36	93,999.07	185,559.

Mooney Baseball Field Lighting Installation

Bid Opening 02/25/2021

Base Bid Item	Coviello Landscape Contractors	Daigle Electrical	~~Systemp~~ Electrical Systems
Earthwork and Erosion Control	51,200.	40,000	18,216.
Electrical Distribution	68,955.	52,400	17,942.
Musco Pole Installation	55,950	24,000.	15,477.
Light Pole Installation	19,500.	32,000.	30,431.
Seeding and Surface Restoration	3500.	1600.	1,533.
Other Charges	∅	4,154.	2500.-
TOTAL BID	199,105.	154,154.	92,099.

Mooney Baseball Field Lighting Installation

Bid Opening 02/25/2021

Base Bid Item	Cullen		
Earthwork and Erosion Control	20,000.-		
Electrical Distribution	70,900.		
Musco Pole Installation	12,600.		
Light Pole Installation	11,500.		
Seeding and Surface Restoration	6,000.		
Other Charges	8,000.		
TOTAL BID	129,000.		

H 4598

Chapter 53.
of the Acts of 2020

THE COMMONWEALTH OF MASSACHUSETTS

In the One Hundred and Ninety-First General Court

AN ACT TO ADDRESS CHALLENGES FACED BY MUNICIPALITIES AND STATE AUTHORITIES RESULTING FROM COVID-19.

Whereas, The deferred operation of this act would tend to defeat its purposes, which are to make certain changes in law in response to a public health emergency, each of which is immediately necessary to carry out to accomplish important public purposes, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public health and convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Section 9 of chapter 39 of the General Laws, as appearing in the 2018 Official Edition, is hereby amended by striking out, in lines 13 to 14, the word ''thirtieth'' and inserting in place thereof the following words:- 30 except in the event of an emergency that poses an immediate threat to the health or safety of persons or property that prevents the completion of the business of the delayed town meeting on or before June 30 if the governor has declared a state of emergency with respect to such emergency.

SECTION 2. Subsection (a) of section 10A of said chapter 39, as so appearing, is hereby amended by striking out the first sentence and inserting in place thereof the following 2 sentences:- Notwithstanding any general or special law, charter provision or by-law to the contrary, during and for a period of 5 days after the termination of any weather-related, public safety or public health emergency, the town moderator or person designated to perform the duties of town moderator may, in consultation with local public safety or public health officials and the board of selectmen, recess and continue a town meeting previously called pursuant to a warrant issued pursuant to section 10 to a time, date and place certain; provided, however, that any such recess and continuance period shall not exceed 30 days. The moderator or person designated to perform the duties of town moderator may renew the declaration of recess and continuance period for up to 30 days at a time but not more than 30 days following the date of rescission of a state of emergency declared by the governor. If a town does not have a moderator, the board of selectmen may recess and continue town meeting in accordance with this paragraph.

SECTION 3. Said section 10A of said chapter 39, as so appearing, is hereby further amended by striking out subsection (c).

SECTION 4. Said section 10A of said chapter 39, as so appearing, is hereby further amended by striking out subsection (d) and inserting in place thereof the following subsection:-

(d) Within 10 days after the initial declaration of recess and continuance of a town meeting pursuant to this section, a local public safety or public health official designated by the board of selectmen shall submit a report to the attorney general providing the justification for the declaration.

SECTION 5. The first paragraph of section 31 of chapter 44 of the General Laws, as so appearing, is hereby amended by inserting after the second sentence the following 2 sentences:- If the declared emergency prevents the adoption of an annual budget by a town or district by the June 30 preceding the start of the fiscal year, the board of selectmen, town council or district commissioners shall notify the director and the director may approve expenditures, from any appropriate fund or account, of an amount sufficient for the operations of the town or district during the month of July not less than 1/12 of the total budget approved by the town or district in the most recent fiscal year pursuant to a plan approved by the board of selectmen, town council or district commissioners and such authority shall continue for each successive month while the emergency continues to prevent the adoption of a budget. The director may promulgate and revise rules or regulations regarding the approval of emergency expenditures described in this section and accounting with regard to such expenditures.

SECTION 6. Notwithstanding any general or special law to the contrary, if the adoption of an annual budget in a city, town or district is delayed beyond June 30, 2020, as a result of the governor's March 10, 2020 declaration of a state of emergency or the outbreak of the 2019 novel coronavirus, also known as COVID-19, the director of accounts of the department of revenue may authorize the appropriation from the available balance of the city's, town's or district's undesignated fund balance or ''free cash'' certified by the director under section 23 of chapter 59 of the General Laws as of July 1, 2019, as a funding source for the city's, town's or district's fiscal year 2021 expenditures, including, but not limited to, any such undesignated fund balance in an enterprise fund or special revenue account. The director of accounts may promulgate and revise rules or regulations regarding the implementation of this section.

SECTION 7. Notwithstanding section 31 of chapter 44 of the General Laws, section 23 of chapter 59 of the General Laws or any other general or special law to the contrary, a city, town or district may amortize over fiscal years 2021 to 2023, inclusive, in equal installments or more rapidly, the amount of its fiscal year 2020 deficit resulting from the outbreak of the 2019 novel coronavirus, also known as COVID-19, as described in the governor's March 10, 2020 declaration of a state of emergency, including, but not limited to, any

such deficit in an enterprise fund or special revenue account. The local appropriating authority as defined in section 21C of said chapter 59 and, in the case of a district, the prudential committee or commissioners, or as otherwise defined in the General Laws, shall adopt a deficit amortization schedule in accordance with the preceding sentence before setting the city's, town's or district's fiscal year 2021 tax rate. The commissioner of revenue may issue guidelines or instructions for reporting the amortization of deficits authorized by this section.

SECTION 8. Notwithstanding any general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, and the governor's March 10, 2020 declaration of a state of emergency, for fiscal year 2021, a city or town may expend from each revolving fund, established under section 53E1/2 of chapter 44 of the General Laws an amount not to exceed the amount authorized to be expended in fiscal year 2020 until the city or town adopts an annual budget for fiscal year 2021 at which time, the legislative body of the city or town shall also vote on the total amount that may be expended from each revolving fund in fiscal year 2021.

SECTION 9. Notwithstanding section 8 of chapter 61 of the General Laws, section 14 of chapter 61A of the General Laws, section 9 of chapter 61B of the General Laws or any other general or special law, charter provision, ordinance or by-law to the contrary, during and for a period of 90 days after the termination of the governor's March 10, 2020 declaration of a state of emergency, all time periods within which any municipality is required to act, respond, effectuate or exercise an option to purchase shall be suspended.

SECTION 10. (a) Notwithstanding any general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, and the governor's March 10, 2020 declaration of a state of emergency, for fiscal year 2020, the chief executive officer of a city or town, as defined in clause Fifth B of section 7 of chapter 4 of the General Laws, or a district may extend:

(i) for the purposes of the first paragraph of section 57 of chapter 59 of the General Laws, the date May 1 to a date not later than June 1, 2020;

(ii) for the purposes of the seventh and eighth paragraphs and the tenth and eleventh paragraphs of section 57C of said chapter 59, the date May 1 to a date not later than June 1, 2020;

(iii) for the purposes of the seventh paragraph of said section 57C of said chapter 59, the date April 1 to a date not later than June 1, 2020; and

(iv) for the purposes of the third paragraph of said section 59 of said chapter 59, the date April 1 to a date not later than June 1, 2020.

(b) Notwithstanding said sections 57, 57C and 59 of said chapter 59 or any other general or special law to the contrary, if municipal offices are closed as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, or the governor's March 10, 2020 declaration of a state of

emergency on the date that a tax payment, abatement or exemption application is due, the due dates shall not be extended except pursuant to this section.

SECTION 11. Notwithstanding section 57, 57A and 57C of chapter 59 of the General Laws, section 2 of chapter 60A of the General Laws or any other general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, or the governor's March 10, 2020 declaration of a state of emergency, the chief executive officer of a city or town, as defined in clause Fifth B of section 7 of chapter 4 of the General Laws, or the prudential committee or commissioners of a district may waive the payment of interest and other penalty in the event of late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments with a due date on or after March 10, 2020 and made after its respective due date but before June 30, 2020. Notwithstanding the forgoing, a city or town shall not terminate an essential service of a resident, including, but not limited to, water, trash collection or electricity, for nonpayment of taxes or fees with a due date on or after March 10, 2020, made after its respective due date but before June 30, 2020, if the nonpayment resulted from a demonstrated inability to pay due to circumstances related to the outbreak of COVID-19 or the governor's March 10, 2020 declaration of a state of emergency; provided that the inability to pay shall include a demonstrated financial hardship of a resident, which may include, but not be limited to, loss of employment, serious illness of someone within the home or death of someone within the home.

SECTION 12. Notwithstanding chapter 62C of the General Laws, all returns and payments for the 2019 calendar year otherwise due on April 15, 2020, under section 6 of said chapter 62C, shall be due on July 15, 2020.

SECTION 13. Notwithstanding any general or special law to the contrary, during the governor's March 10, 2020 declaration of a state of emergency, an establishment licensed to sell alcoholic beverages or only wines and malt beverages on-premises may sell wine or malt beverages only for off-premises consumption subject to the following conditions: (i) the wine or malt beverage shall not be sold to a person under 21 years of age; provided, however, that any delivery of wine or malt beverages for off-premises consumption shall not be made without verification that the person receiving the order has attained 21 years of age; (ii) the wine shall be sold in its original, sealed container and the malt beverage shall be sold in a sealed container; (iii) the wine or malt beverage shall be sold as part of the same transaction as the purchase of food; provided, however, that any order that includes wine or malt beverages shall be placed not later than the hour of which the establishment is licensed to sell alcohol or 12:00 midnight, whichever time is earlier; and (iv) a customer shall be limited to 192 ounces of malt beverage and 1.5 liters of wine per transaction.

SECTION 14. (a) Notwithstanding any general or special law to the contrary, subsections (b) and (c) of section 91 of chapter 32 of the General Laws shall not apply in calendar year 2020 to the following 2 categories of persons for hours worked and earnings received during the governor's March 10, 2020 state of emergency:

(i) any person who has been retired and who is receiving a pension or retirement allowance, pursuant to said chapter 32 or any other general or special law, from the commonwealth or a county, city, town, district or authority; or

(ii) any person whose employment in the service of the commonwealth or a county, city, town, district or authority has been terminated, pursuant to said chapter 32 or any other general or special law, by reason of having attained an age specified in said general or special law or by the rules and regulations of any department or agency of the commonwealth or a county, city, town, district or authority without being entitled to any pension or retirement allowance.

These 2 categories of persons may, during the state of emergency and subject to all other laws, rules and regulations governing the employment of persons in the commonwealth or a county, city, town, district or authority, be employed in the service of the commonwealth or a county, city, town, district or authority, including as a consultant or independent contractor or as a person whose regular duties require that such person's time be devoted to the service of the commonwealth, county, city, town, district or authority during regular business hours.

(b) This section shall not apply to individuals retired under a general or special law on disability.

SECTION 15. Notwithstanding section 7.08 of chapter 156D of the General Laws or any other general or special law to the contrary, as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19 and the declaration of a state of emergency issued on March 10, 2020, for the duration of said state of emergency and 60 days thereafter, a public corporation, as referenced in said section 7.08 of said chapter 156D and otherwise consistent with the other provisions of said section, may conduct an annual or special meeting of the shareholders solely by means of remote communication.

SECTION 16. Notwithstanding any general or special law or any bylaw of the corporation to the contrary, for the duration of the governor's March 10, 2020 state of emergency and 60 days thereafter and unless the articles of organization provide otherwise, the board of directors of a corporation defined in section 2 of chapter 180 of the General Laws may: (i) provide notice of a meeting of the board of directors: (A) only to those directors it is practicable to reach; and (B) in any practicable manner; (ii) cancel a meeting of the members, as defined in section 2 of said chapter 180, with notice of cancellation given in any practicable manner; (iii) allow a director

or officer to continue to serve during the governor's March 10, 2020 state of emergency and until the director's or officer's successor is elected, appointed or designated; provided that directors and officers whose term is extended pursuant to this section shall continue to serve until the director's or officer's successor takes office, despite the expiration of a director's or officer's term; (iv) allow a director to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all directors participating are able to simultaneously communicate with each other during the meeting; (v) allow members at a meeting of the members to vote in person or by proxy; provided that any member voting by proxy shall be considered present at the meeting for purposes of any quorum requirement; (vi) appoint successors to any of the officers, directors, employees or agents; (vii) relocate the principal office or designate alternative offices; and (viii) allow members to participate in any meeting of members by remote participation, even if not physically present at the meeting. Participation by remote communication at any meeting of the members shall constitute presence at such meeting only if: (i) reasonable measures are implemented to verify that each person deemed present and permitted to vote at the meeting by means of remote communication is a member or proxyholder; (ii) reasonable measures are implemented to provide such members and proxyholders a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to read or hear to the proceedings of the meeting substantially concurrently with such proceedings, pose questions and make comments, regardless of whether the members can simultaneously communicate with each other during the meeting; and (iii) if any member or proxyholder votes or takes other action at the meeting by means of remote communication, a record of such vote or other action shall be maintained by the corporation.

Directors who participate in a meeting of the board of directors pursuant to this section shall constitute a quorum. In a corporation with members, the corporation shall notify the members, as soon as reasonably practicable, of any action taken by the board of directors pursuant to this section.

SECTION 17. (a) As used in this section, the following words shall have the following meanings unless the context clearly requires otherwise:

''Permit'', a permit, variance, special permit, license, amendment, extension, or other approval issued by a permit granting authority pursuant to a statute, ordinance, bylaw, rule or regulation, whether ministerial or discretionary.

''Permit granting authority'', a local, district, county or regional official or a local, district, county or regional multi-member body that is authorized to issue a permit.

(b) Notwithstanding any general or special law, rule, regulation, charter, ordinance or by-law to the contrary, during the governor's March 10, 2020 declaration of a state of emergency:

(i) an application for a permit shall be deemed duly filed and accepted as of the date of the filing by the applicant if filed with and certified as received by the city or town clerk if a municipality, or with the secretary or other official established by law to receive such applications if a county or regional entity. Notwithstanding the foregoing, a permit granting authority may contest the completeness of an application at the time of filing if the application is ultimately denied by the permitting board on other grounds or if the permit is ultimately appealed by the applicant. An application for a permit may be filed electronically, through an electronic submission website established by the permit granting authority or through attachment of the requisite forms and supplemental materials to electronic mail sent to the clerk, secretary or official. Certification of receipt for purposes of this paragraph may be provided electronically to the applicant and shall be provided electronically if the permit application is submitted electronically and electronic certification of receipt is requested by the applicant;

(ii) a requirement of a statute, ordinance, bylaw, rule or regulation that a hearing commence within a specific period of time after the filing of an application or request for approval of a permit shall be suspended as of March 10, 2020; provided, however, that the applicable period shall resume 45 days after the termination of the state of emergency, or by a date otherwise prescribed by law, whichever is later;

(iii) a permit in effect or existence as of March 10, 2020, including any deadlines or conditions of the permit, shall not lapse or otherwise expire and the expiration date of the permit, or time period for meeting a deadline or for performance of a condition of the permit, shall toll during the state of emergency;

(iv) no permit shall be considered granted, approved or denied, constructively or otherwise, due to a failure of the permit granting authority to act within the time required by a statute, ordinance, bylaw, rule or regulation; provided, however, that the permit granting authority acts within 45 days of the termination of the state of emergency or by a date otherwise prescribed by law, whichever is later; provided further, that the applicant and permit granting authority may agree to alternative timing in writing;

(v) notwithstanding the time periods by which a permit is to be heard or acted upon, a permit granting authority may, by a declaration of its chair, schedule or reschedule on 1 or more occasions the hearing or decision deadlines on a permit application; provided, however, that the chair may make such declaration whether or not a quorum is present to vote on such matter; provided further, that no such date or deadline is rescheduled for more than 45 days after the termination of the state of emergency or after a date

otherwise prescribed by law, whichever is later. The chair shall provide written notice of any applicable rescheduled dates or deadlines to the applicant at the applicant's address and to the general public by posting electronically on the website of the city or town clerk or the website of the county or regional entity;

(vi) if a permit is required to be recorded with the registry of deeds or filed with registry district of the land court, as applicable, for the county or district in which the property subject to the permit is located, within a certain period of time after its issuance in order to remain in force and effect or as a condition to exercising the permit: (A) the period of time for recording the permit shall be suspended during such time that the relevant registry of deeds or registry district of the land court is closed or subject to rules and procedures restricting public in-person access; and (B) the failure to record the permit shall not preclude the permit holder from applying for, obtaining and commencing construction activities pursuant to other required permits and approvals, including, but not limited to, a building permit; provided, however, that such a building permit may be issued and, if issued, shall be considered duly issued pursuant to section 6 of chapter 40A of the General Laws; and

(vii) a hearing on a pending application for a permit opened by a permit granting authority before March 10, 2020, which has not been concluded as of March 10, 2020 or has been continued by the permit granting authority as of March 10, 2020, shall be automatically tolled and continued to the first hearing date of the permit granting authority following the termination of the state of emergency or to a date otherwise prescribed by law, whichever is later; provided, however, that the date is not later than 45 days from of the termination of the state of emergency or the date otherwise prescribed by law, whichever is later.

(c) Nothing in this section shall affect the ability of a permit granting authority, subject to applicable notice and hearing requirements, to revoke or modify a permit if that permit or the law or regulation under which the permit was issued authorizes the modification or revocation thereof; provided, however, that the permit granting authority shall not revoke or modify the permit where the permit holder fails as a result of the state of emergency to exercise or otherwise commence work pursuant to the permit or where such work commenced on or before March 10, 2020 but has stopped as a result of the state of emergency or actions taken by an agency or political subdivision of the commonwealth in reliance thereon. The limitations set forth in this subsection shall apply as long as the state of emergency is in effect and for a period of 60 days following the termination of the state of emergency; provided, however, that a permit holder shall be entitled to a further extension of reasonable length to exercise or otherwise commence work pursuant to the permit at the discretion of the permit granting authority for

good cause shown; provided further, that the chair of any permit granting authority may grant such further extension whether or not a quorum is present to vote on the matter.

(d) Notwithstanding section 20 of chapter 30A of the General Laws, a permit granting authority, during the state of emergency, may conduct meetings and public hearings remotely, consistent with the governor's March 12, 2020 order entitled, ''Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20'', as the order may be amended, supplemented or replaced.

(e) Nothing in this section shall preclude or prohibit a permit granting authority from issuing decisions on permit applications for which duly held public hearings or meetings have been held or preclude or prohibit any building commissioner, inspector of buildings or other permit granting official, as applicable, from issuing permits, including, but not limited to, demolition or building permits.

(f) Notwithstanding any general or special law to the contrary and without limiting the foregoing, this section shall apply to the conduct of public meetings, public hearings or other actions taken in a quasi-judicial capacity by all local boards and commissions.

SECTION 18. Nothing in this act shall be construed or implemented in such a way as to modify a requirement of law necessary to retain federal delegation to, or assumption by, the commonwealth of the authority to implement a federal law or program.

SECTION 19. Sections 2 to 4, inclusive, shall take effect as of March 10, 2020.

House of Representatives, April 2, 2020.

Preamble adopted, Paul J. Donato, Speaker.

In Senate, April 2, 2020.

Preamble adopted, Walter F. Timilty, President.

House of Representatives, April 2, 2020.

Bill passed to be enacted, Paul J. Donato, Speaker.

In Senate, April 2, 2020.

Bill passed to be enacted, Walter F. Timilty, President.

April 3, 2020.

Approved,

at 12 o'clock and 23 minutes, P. M.

Charles D. Baker

Governor.

Massachusetts Cultural Resource Information System

Scanned Record Cover Page



Inventory No:	SBR.164
Historic Name:	South Union School
Common Name:	Southborough Cultural Arts Center
Address:	21 Highland St
City/Town:	Southborough
Village/Neighborhood:	Cordaville; Southville
Local No:	03-3
Year Constructed:	1911
Architect(s):	Cooper and Bailey; Hurley, Thomas P.
Architectural Style(s):	Classical Revival
Use(s):	Art Gallery; Auditorium; Community Center; Library; Meeting Hall; Other Governmental or Civic; Public School
Significance:	Architecture; Art; Community Planning; Education; Military; Politics Government; Social History
Area(s):	SBR.B: Southville
Designation(s):	Nat'l Register Individual Property (02/18/2011)
Building Materials(s):	Wall: Brick; Concrete Unspecified; Wood Foundation: Brick; Concrete Unspecified

The Massachusetts Historical Commission (MHC) has converted this paper record to digital format as part of ongoing projects to scan records of the Inventory of Historic Assets of the Commonwealth and National Register of Historic Places nominations for Massachusetts. Efforts are ongoing and not all inventory or National Register records related to this resource may be available in digital format at this time.

The MACRIS database and scanned files are highly dynamic; new information is added daily and both database records and related scanned files may be updated as new information is incorporated into MHC files. Users should note that there may be a considerable lag time between the receipt of new or updated records by MHC and the appearance of related information in MACRIS. Users should also note that not all source materials for the MACRIS database are made available as scanned images. Users may consult the records, files and maps available in MHC's public research area at its offices at the State Archives Building, 220 Morrissey Boulevard, Boston, open M-F, 9-5.

Users of this digital material acknowledge that they have read and understood the MACRIS Information and Disclaimer (http://mhc-macris.net/macrisdisclaimer.htm)

Data available via the MACRIS web interface, and associated scanned files are for information purposes only. THE ACT OF CHECKING THIS DATABASE AND ASSOCIATED SCANNED FILES DOES NOT SUBSTITUTE FOR COMPLIANCE WITH APPLICABLE LOCAL, STATE OR FEDERAL LAWS AND REGULATIONS. IF YOU ARE REPRESENTING A DEVELOPER AND/OR A PROPOSED PROJECT THAT WILL REQUIRE A PERMIT, LICENSE OR FUNDING FROM ANY STATE OR FEDERAL AGENCY YOU MUST SUBMIT A PROJECT NOTIFICATION FORM TO MHC FOR MHC'S REVIEW AND COMMENT. You can obtain a copy of a PNF through the MHC web site (www.sec.state.ma.us/mhc) under the subject heading "MHC Forms."

Commonwealth of Massachusetts
Massachusetts Historical Commission
220 Morrissey Boulevard, Boston, Massachusetts 02125
www.sec.state.ma.us/mhc

This file was accessed on: Thursday, August 13, 2020 at 1:38: PM

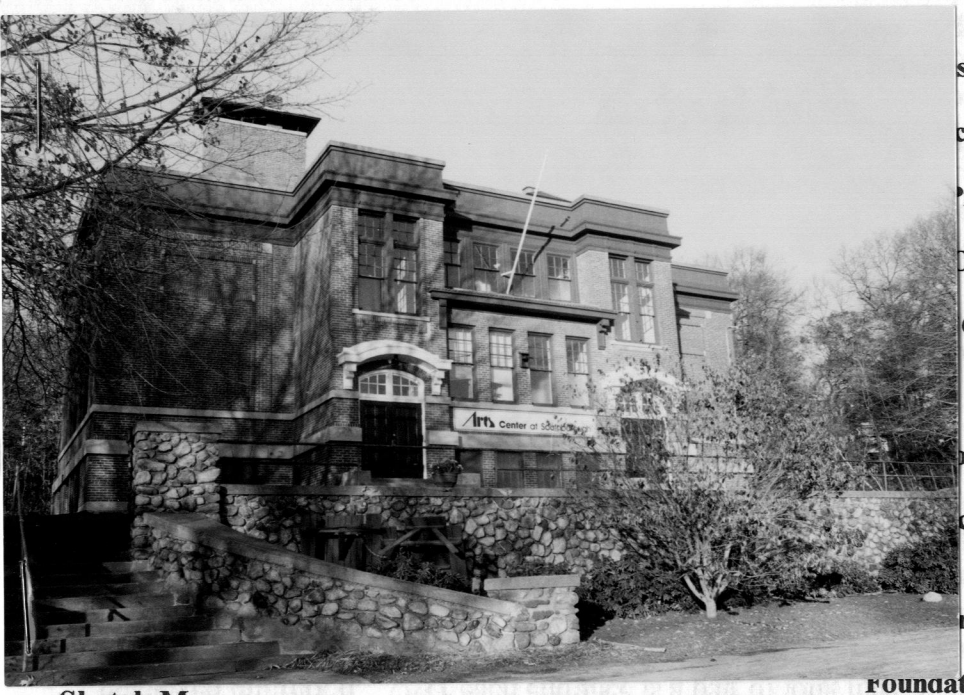
FORM B – BUILDING

MASSACHUSETTS HISTORICAL COMMISSION
MASSACHUSETTS ARCHIVES BUILDING
220 MORRISSEY BOULEVARD
BOSTON, MASSACHUSETTS 02125

Assessor's Number	USGS Quad	Area(s)	Form Number
03-3	Marlboro	B	164

Town SOUTHBOROUGH

Place *(neighborhood or village)* Southville /Cordaville



s 21 Highland Street

c Name South Union School

Present institutional / educational

Original institutional / educational

Construction 1912

Town Annual Report - School Committee Reports

rm Classical Revival

ct/Builder Cooper & Bailey - Architect
Thomas P. Hurley - Contractor

r Material:

Foundation brick and concrete

Wall/Trim brick/wood trim

Roof unknown - flat roof

Outbuildings/Secondary Structures none

Major Alterations *(with dates)* Vents and caps on chimneys.

Condition good

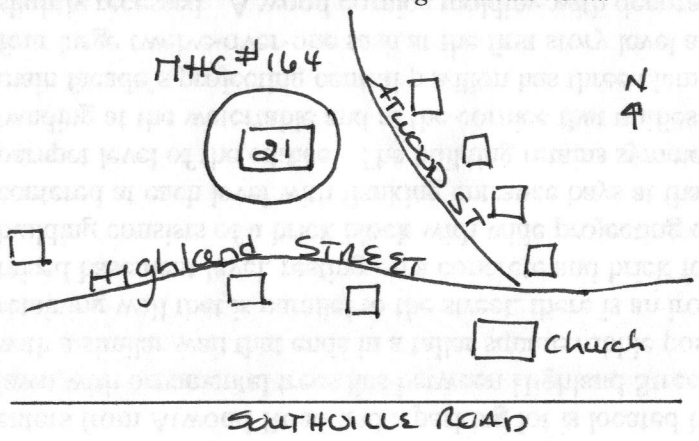
Moved ☒ **no** ☐ **yes** **Date** n/a

Acreage 130,680 square feet/ ca. 3 acres

Setting In between two villages of Southville and Cordaville, high on hill overlooking Highland St. and Southville Road with low steps approaching lined with low rubble wall - open sloping lawn in front separated by rubble wall with iron railing marking plateau on which school and play ground and parking sits, mature trees surrounding.

Sketch Map

Draw a map showing the building's location in relation to the nearest cross streets and/or major natural features. Show all buildings between inventoried building and nearest intersection or natural feature. Label streets including route numbers, if any. Circle and number the inventoried building. Indicate north.



Recorded by Schuler/Forbes

Organization Southborough Historical Commission

Date *(month / year)* 03/00

RECEIVED
JUL 0 3 2000
MASS. HIST. COMM

Follow Massachusetts Historical Commission Survey Manual instructions for completing this form.

BUILDING FORM

ARCHITECTURAL DESCRIPTION ☐ *see continuation sheet*

Describe architectural features. Evaluate the characteristics of this building in terms of other buildings within the community.

One of few brick buildings in the southern villages of Southborough this important Classical Revival school sits high on a hill overlooking the two villages of Southville and Cordaville. The top of the steep sloping lot is terraced and has symmetrical stairs that ascend from Highland Street to the school site on top. Vehicular traffic enters from Atwood Road and a parking lot is located behind the school and playground on the west side. A lawn with ornamental trees lies between Highland Street and the rubble stone retaining wall. The stairs are lined with a similar wall that ends in a taller square rubble post with a flat coping similar to the wall. On top of the retaining wall that is parallel to the street, there is an iron railing. The School is a two story building with a raised basement level, resting on a concrete and brick foundation, that is oriented in a southerly direction. The building consists of a brick block with wide projecting central pavilion in which there are strings of four windows centered at each level with flanking entrance bays at that project slightly at the second story and wide cornice or parapet level of the edifice. The building retains symmetrical massing and design details with concrete and brick banding at the watertable and at the cornice that unifies and accentuates the horizontality of the building. The main facade's projecting central pavilion has three elements, a center section with four raised basement windows, four large twelve-over-one sash at the first story level and four six-over-one second story windows that are slightly recessed. A wood cornice molding with decorative brackets lines the top of the first story windows accentuating the recess of the second story windows. A sign, naming the Arts Center, has been added to the wide brick band between the basement and first story windows that is framed by the watertable and first story concrete belt course. Flanking the centered windows are the entrance bays with paired paneled doors at the raised basement level topped by segmental arched multi-light transoms and a decorative segmental arched bracketed doorhood. Over each entrance is a pair of long nine-over-one sash with six-light transoms. These stairhall window bays stretch between the first and second story windows. This facade's wall surfaces on each side of the projecting centered pavilion have decorative brick paneling with square cast inlay articulating the rectangular paneled surfaces. On each end of the building there are strings of five first and second story windows with decorative square panels between to two levels. Windows have nine-over-one sash and the second story windows stretch up into the cornice band and are framed by the projecting element of the parapet wall. The flat roof is topped with two large rectangular brick chimneys.

HISTORICAL NARRATIVE ☒ *see continuation sheet*

Discuss the history of the building. Explain its associations with local (or state) history. Include uses of the building, and the role(s) the owners/occupants played within the community.

The South Union School was constructed in 1912 as a consolidation of three schools; one grammar and two primary schools in the two villages of Southville and Cordaville. From the 1860s there were seven ward schools and the Peters High School in Southborough. Two of the wards were Cordaville and Southville. In 1860 when all of the outlying grammar schools were repaired or built, Cordaville's was newly built and Southville's was repaired. The 1910 School Committee Report recommended the consolidation of and new construction for Southville and Cordaville due to the poor condition of the old village schools that lacked sanitation and had inadequate water supplies. The recommendation was the result of the findings of a Special Committee appointed by the 1909 Town Meeting. The schools to be replaced included the **Southville Grammar** at 28 Highland Street and the **Southville Primary School** at 236 Parkerville Road, both of which were converted to residences and the **Cordaville School** at the site of 193 Woodland Road. The planning process included receipt of sketches and plans from H.G. Ripley, Warren & Gerrish, and James F. Bigelow. The 1911 Town Meeting appropriated

INVENTORY FORM CONTINUATION SHEET

Town: SOUTHBOROUGH

Property Address: 21-31 HIGHLAND STREET

Area(s): | Form No.: 164

MASSACHUSETTS HISTORICAL COMMISSION
MASSACHUSETTS ARCHIVES BUILDING
220 MORRISSEY BOULEVARD
BOSTON, MASSACHUSETTS 02125

HISTORICAL NARRATIVE (Continued)

$17,000 for the construction of the new school. Expenditures showed payments to Cooper & Bailey, Architects. This architectural firm is known to have designed at least fourteen other public schools in eastern Massachusetts and plans for the South Union School are on file at the State Archives. The school lot came from the Cordaville Woolen Company and was ideal due to the location between the two villages and opposite the Southville Grammar School. Thomas P. Hurley of Marlborough was the general contractor. The name articulated the union of the two industrial villages under one school roof. South Union School from its opening in December 1912 to its closing in 1980 housed Grades 1 through 8. The plan included three large class rooms, a special 'Domestic Science' room, a public hall seating 265, and a public library space to hold 2,000 volumes. During World War II there was an Aircraft Warning Observatory constructed on the school roof which was manned by the Southborough's Ground Observer Corps. When the public school classes were disbanded in the South Union School it was taken over by the Southborough Cultural Arts Center in 1982. This was an outgrowth of the Southborough Arts Council established in 1978 in response to the Massachusetts Megabucks lottery program.

The South Union School and **St. Matthew's Church** at 105 Southville Road are located in between the two villages of Cordaville and Southville and were built to serve both communities. However, previous survey projects listed both properties in the Southville area form, thus for consistency of MHC numbering they will be included in the Southville Area Form. It is important to recognize the relevance of the property to both Cordaville and Southville.

BIBLIOGRAPHY and/or REFERENCES ☐ *see continuation sheet*

Maker Index, MACRIS. Massachusetts Historical Commission
Noble, Richard. Fences of Stone, 1990.
School Committee Reports. 1860, 1910, 1911, 1912.
Public Buildings Safety Inspection File. Plan Record, 9/20/1911. State Archives

☒ Recommended for listing in the National Register of Historic Places. *If checked, you must attach a completed National Register Criteria Statement form.*

MASSACHUSETTS HISTORICAL COMMISSION
MASSACHUSETTS ARCHIVES BUILDING
220 MORRISSEY BOULEVARD
BOSTON, MASSACHUSETTS 02125

Community	**Property Address**
SOUTHBOROUGH	21 HIGHLAND STREET

Area(s)	Form No.
B	164

National Register of Historic Places Criteria Statement Form

Check all that apply:

☒ Individually eligible ☐ Eligible **only** in a historic district

☒ Contributing to a potential historic district ☐ Potential historic district

Criteria: ☒ **A** ☐ **B** ☒ **C** ☐ **D**

Criteria Considerations: ☐ **A** ☐ **B** ☐ **C** ☐ **D** ☐ **E** ☐ **F** ☐ **G**

Statement of Significance by Schuler/Forbes, Consultants
The criteria that are checked in the above sections must be justified here.

The South Union School is eligible for listing on the National Register individually and as part of the Southville and/or Cordaville Historic District for its association with the development of the school system in Southborough, its position between the two named villages, figuratively and physically, and for its architecture as the only brick Classical Revival buildings in the southern part of Southborough. The School retains integrity of location, setting, design, materials, workmanship, association, and feeling.



Pl. Sville 164

B

Southborough

dress Highland St.

South Union School

ginal & present School

owner Town

public Yes

Style

Literature Indians
Music Other
Development of town/city
Architectural reason for inventorying:
Sc. Union School

Source of date

Architect

OR part of Area #

3. CONDITION Excellent Good Fair Deteriorated Moved Altered Added

4. DESCRIPTION

FOUNDATION/BASEMENT: High Regular Low Material

WALL COVER: Wood Brick Stone Other

ROOF: Ridge Gambrel Flat Hip Mansard
Tower Cupola Dormer windows Balustrade Grillwork

CHIMNEYS: 1 2 3 4 Center End Interior Irregular Cluster Elaborate

STORIES: 1 2 3 4 ATTACHMENTS: Wings Ell Shed

PORCHES: 1 2 3 4 PORTICO Balcony

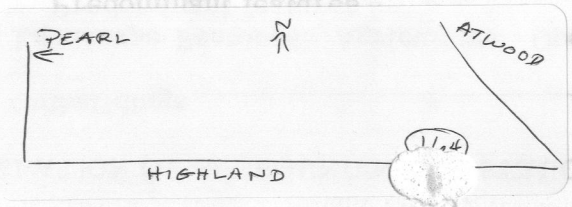
FACADE: Gable end: Front/side Ornament

Entrance: Side Front: Center/Side Details: double

Windows: Spacing: Regular/Irregular Identical/Varied

Corners: Plain Pilasters Quoins Cornerboards

5. Indicate location of building in relation to nearest cross streets and other buildings



6. Footage of structure from street
Property has feet frontage on street

Recorder

For

Photo # 8-16 Date 1971

SEE REVERSE SID

SBR.164

RELATION OF SURROUNDING STRUCTURE

1. Outbuildings _____

2. Landscape Features: Agriculture Open Wooded Garden: Formal/Informal
   Predominant features _____
   Landscape architect _____

3. Neighboring Structures
   Style: Colonial Federal Greek Revival Gothic Revival Italian Villa Lombard Rom.
   Venetian Gothic Mansard Richardsonian Modern

   Use: Residential Commercial Religious Conditions: Excellent Good Fair Deteriorated

---

GIVE A BRIEF DESCRIPTION OF HISTORIC IMPORTANCE OF SITE (Refer and elaborate on theme circled on front of form)

BIBLIOGRAPHY AND/OR REFERENCE

RESTRICTIONS _____

Original Owner: _____
Deed Information: Book Number _____ Page _____, _____ Registry of Deeds

SBR. #164

BUILDING INSPECTION DEPARTMENT—DISTRICT POLICE

PLAN RECORD

CASE B RACK 4 APART. 14 NO. 9294

BUILDING Cordaville School STORIES 2B

CITY OR TOWN Southboro STREET

TO BE USED FOR Public School CLASS School Brick

OWNER Town of Southboro

ARCHITECT Cooper & Bailey

CERTIFICATE APPROVAL—SPECIFICATION REQUIREMENTS—REFERRED

DATE Sept 20, 1911

INSPECTOR Penniman

FORM 41. 5,000. 2-25-

Original yellow form: Eligibility file ___
Copies: Inventory form ___
Town file(w/corresp.) ___
Macris ___
NR director ___

Community: Southborough

MHC OPINION: ELIGIBILITY FOR NATIONAL REGISTER

Date Received: 5 September 2007 Date Due: Date Reviewed: 3 October 2007

Type: x Individual ___District (Attach map indicating boundaries)

Name: South Union School Inventory Form: SBR.164

Address: 21 Highland Street

Requested by: Southborough Historical Commission

Action: ___Honor ___ITC ___Grant ___R & C ___Other:

Agency: Staff in charge of Review:

INDIVIDUAL PROPERTIES

X Eligible
X Eligible, also in district
___ Eligible only in district
___ Ineligible
___ More information needed

DISTRICTS

___ Eligible
___ Ineligible
___ More information needed

CRITERIA: x A ___B x C ___D

LEVEL: x Local ___State ___National

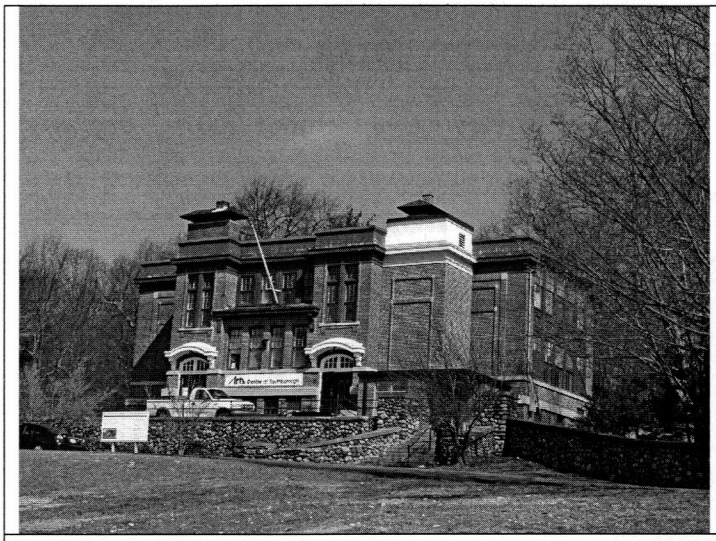
STATEMENT OF SIGNIFICANCE by Peter Stott

The South Union School is a 2-story brick school building constructed in 1912 to the designs of Cooper and Bailey, Architects. Centrally located between the mill villages of Southville and Cordaville, it represents the union of the two school districts. In use as a school building until 1980, it has more recently housed Southborough Cultural Arts Center.

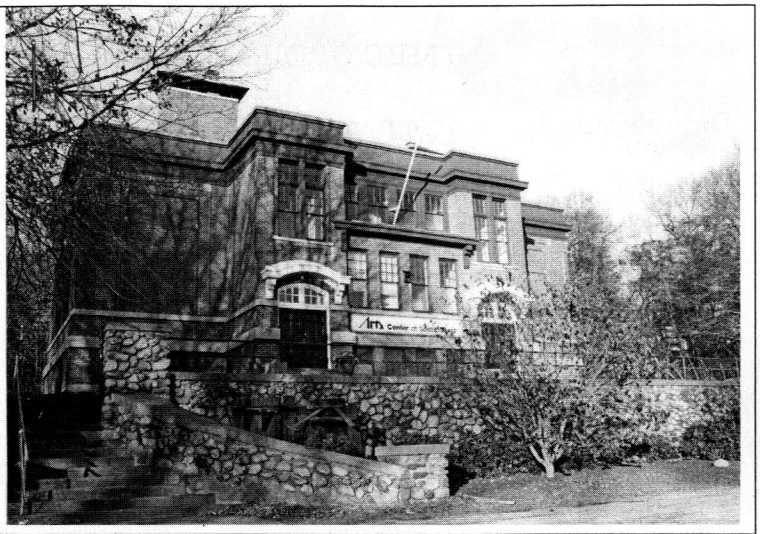
The South Union School meets criteria A and C at the local level, both individually and as a contributing element in a potential Cordaville and/or Southville historic district. The brick Classical Revival structure reflects the evolution of Southborough's school system in the late 19th and early 20th centuries from a network of ungraded wood-frame district schoolhouses to a modern school system of graded regional elementary schools housed in substantial masonry buildings and providing education according to a uniform community-wide curriculum. Architecturally, the school is the only brick Classical Revival building in the southern part of Southborough. Frank Irving Cooper (1867-1933) was widely known in New England as a school architect, and 17 buildings are credited to his work in the MACRIS database. The school retains integrity of location, setting, design, materials, workmanship, association and setting. The one significant change to the building, the introduction in 2003 of an elevator tower on the east corner of the principal facade was not found unduly intrusive.

Both Cordaville (SBR.C) and Southville (SBR.B.) were evaluated in 1996 by MHC and determined eligible for the National Register under criteria A and C at the local level.

SBR.164



David Hart photo, 2007, showing 2003 elevator tower



Inventory photo, 2000.

Town of Southborough

Municipal Technology Committee

Technology Strategy

February 2021

Draft 3.0

Outline

1. Introduction and Purpose of this Document
2. Goals for the Southborough Technology Strategy
3. Customer Journey Vision
4. Guiding Principles for Southborough Technology Standards
5. Developing a Data Driven Approach to Strategy
6. Snapshot of Current Southborough Technology Systems
7. Town Technology Staff Members
8. A Five-Year Plan and Timeline
9. Technology Trends
10. Key Metrics
11. Conclusion

1.) Introduction and Purpose of this Document

The Town of Southborough, MA has created a Municipal Technology Committee (MTC) to assist the town in the evaluation, selection and implementation of technology infrastructure and products. A primary responsibility of the Technology Committee is to create a 5-year technology strategy for the town. This strategy will help guide the direction, decisions and investment in the coming years.

The purpose of this document is to outline that technology strategy, including major milestones and how the strategy will be implemented. This document is intended to be directional in nature and will be updated each year, as more information is gathered and validated.

2.) Goals for the Southborough Technology Strategy

The Southborough Technology Strategy is aligned with the Southborough Master Plan. In such, our goal for the technology strategy is to further the goals of the Master Plan, create goals distinct from the Master Plan and look for ways to implement these goals in efficient and modern ways.

Southborough is a small New England town with a population of 10,169 (2018.) Southborough is known for its physical beauty, extraordinary views and distinct rural character. Southborough has a small town atmosphere with a focus on giving back. (1)

The goal of the Master Plan is to “preserve Southborough’s classic rural New England character and charm while enhancing the village centers and neighborhoods.” (1)

The Master Plan lays out specific goals across a number of areas including:

- Land use and zoning
- Housing
- Economic development
- Open space and recreation
- Natural, historic and cultural resources
- Transportation, transit and circulation
- Municipal facilities and services
- Southborough villages

In today’s high tech world, there are many opportunities to further our town’s goals by leveraging technology. The goal of the Technology Strategy is to work in conjunction with the Master Plan to build towards this future state vision of Southborough.

3.) Customer Journey Vision

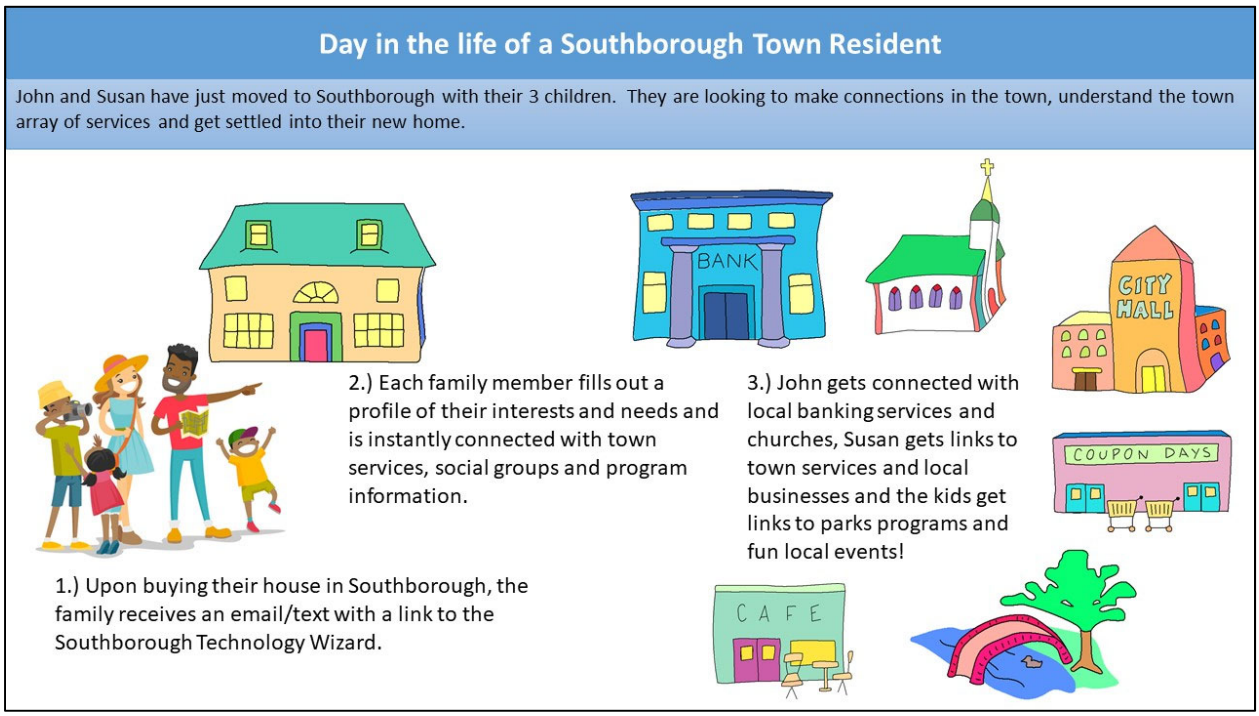
Southborough has a diverse number of technology stakeholders. Each of these stakeholders has unique needs and requirements from the town. The stakeholders can be summarized into the following groups:

- **Southborough Residents**- individuals and families who reside in Southborough and who leverage the town's services
- **Southborough Town Employees\Town Departments**- individuals who work for the town of Southborough and require technology to perform their roles and activities
- **Southborough Contractors and Vendors**- individuals and companies who may provide outsourced services to the town in an on-going or one-time fashion

The Southborough school technology requirements for student learning are outside the scope of the MTC and handled separately. However, the administrative technology is within the MTC scope.

Within each stakeholder group, there are varying degrees of technology knowledge, competence and comfort. As we think about the town technology strategy going forward, we must address the needs those who are fluent with emerging technology, as well as those who may be less familiar.

By leveraging the proposed town technology survey, we can build out unique and individual customer journey maps, like the one below.



4.) Guiding Principles for Southborough Technology Standards

It is also our intention to establish a set of guiding principles for the way the town thinks about and evaluates technology options and investments.

Town of Southborough technology guiding principles:

- **Evaluate all technology from a customer-first vantage point**- within our limited town technology budget, it is important that we are providing services for the town employees, but also for the town residents. Consider technology impact across all stakeholder groups and what new services can enable for larger populations of residents.
- **Adopt a cloud-first approach for all services and applications**- we want to move away from town owned and maintained technology, instead focusing on SaaS (software as a service) based models where we pay a subscription fee, but the vendor handles upgrades, maintenance and incident response.
- **Create a shared-services model of core functionality across departments**- work across all town departments to understand common requirements and provide central systems for these needs vs. having each department create their own solution. Consistently look to simplify architecture, with an eye towards flexibility and speed.
- **Look for opportunities to automate**- Review areas of heavy manual processing and look for opportunities to automate and increase efficiency.
- **Evaluate all technology options for data privacy and security**- conduct regular audits of security services for all providers and insure they are adhering to security best practices. Focus on the basics, such as good backups/restoration and industry standard security authentication.
- **Partner with vendors who are familiar with town government**- look for partners who can help us leverage key resources, discounts and learnings. Obtain multiple quotes for services to insure competitive pricing. Consider total cost of ownership for technology investments- not just one time costs, but on-going cost to operate.

5.) Developing a Data Driven Approach to Strategy

It is difficult to develop strategy without the input of major stakeholders. Any strategy would be remiss to plan in a vacuum and without a deep understanding of the primary consumer's values and needs. For this reason, the first step in our technology strategy development is the administration of a town-wide technology survey.

This survey will solicit the input of all Southborough residents across a key set of questions.

Survey questions would include the following (as examples):

1.) What town technology services do you currently leverage? (choose all that apply)
- town website
- view committee meetings on YouTube
-specific websites, like recreation department
-pay bills on-line
-town calendar of events
-specific forms
-town's Facebook page
-town department Facebook pages (police, fire)
-other- Please list

2.) Do you use any technology services not sponsored by the town but with a town focus?
-Facebook groups about Southborough (MySouthborough, Southborough Babysitting Network, Southborough Freecycle, etc.)
-MySouthborough blog
-other: Please list

3.) What information are you seeking when you use these services?
4.) Where do you find the best information? Why?
5.) What other technical services do you wish the town would offer?
6.) Rate the quality of the town web site (1-10)
7.) Rate the quality of the town's Wi-Fi services (1-10)
8.) Rate your ability to pay for town fees, services on-line (1-10)

By establishing a baseline of technology services used, quality view of services and constituent's view of needs, we can then begin to map out a strategy for the overall improvements we would like to see for Southborough.

While the scope of this committee is focused on technology, many departments may be interested in running this type of data collection. Ultimately, we would recommend that Southborough run an annual town survey that looks at all areas of the town.

Other cities have had success with programs of this type.

Kansas City, Missouri Annual Survey Instrument
https://www.kcmo.gov/home/showdocument?id=5476

Kansas City, Missouri Annual Survey Constituent Dashboard
https://dashboards.mysidewalk.com/kansas-city-mo-citizen-survey/home

6.) Snapshot of Current Southborough Technology Systems

In order to plan for the future, it is important to take stock of Southborough's current technology inventory and the state of that inventory.

The town of Southborough Technology Department is responsible for operating the town's technology systems for all town departments except the school learning systems. This includes 6 buildings, support for ~200 town employees, 110 computers, technology infrastructure and a host of software applications.

At the time of this writing, most of the technology infrastructure has been replaced in the past four years- with a small number of servers, printers and other technology components coming due for replacement in 2021.

Most of the software systems are leveraged via a SaaS (software as a service) model, where the vendor is responsible for the provisioning of the infrastructure and software and we act as consumers only. Where we do maintain servers and infrastructure are for systems where no SaaS equivalent exists or where privacy and security prevent moving the application to the cloud. Systems that are not cloud based at this time should be regularly evaluated to understand the vendor roadmap and their plans to move to the cloud.

In our highly evolving and continually virtual world, we would recommend the following steps be taken as part of the on-going technology strategy:

- For each town application and technology component, create a software/hardware lifecycle plan that outlines current setup, evaluates competing products and services and forecasts end of life and transition plans
- For current in-house systems, continue to look for options to move these services, securely, to the cloud- including evaluating competing products and government certified cloud options
- Continue to enhance and expand virtual collaboration options
- Continue focus on cyber security and create a small, security focused working team to create a security policy and recommendations for the overall technology strategy
- Appoint a member of the Municipal Technology Committee as liaison to the Technology Department, with weekly meetings and to support the strong connection between the town's Technology Department and Technology Committee

We would also recommend that for all future investments, the town abide by the Massachusetts guidelines on technology purchasing. (Link? Reference?)

7.) Town Technology Staff Members

Technology is an ever-evolving area. Add to this the fact that the scope of technology is both broad and deep. For this reason, it is essential that the town invest in high quality technology resources that not only have the appropriate knowledge to run the town's technology on a day to day basis, but can also have the personal bandwidth to deep dive into the requirements of each town department and assist these groups with critical technology issues. A single resource, expected to cover everything from assigning new email addresses to creating a town security strategy is not feasible. The MTC

recommends that Southborough invest in the required personnel to effectively run the town's technology infrastructure. In addition to the Town IT Manager, we support the hiring of an additional IT resource for redundancy, vacation and sick time coverage and to allow focus in different areas. This will also help prevent burn-out of the singular resource, so we are not in a position to replace the role repeatedly.

8.) A Five-Year Plan and Timeline

Technology changes significantly every year. In order for the town of Southborough to stay current with the best uses of technology, we will use this Technology Strategy as a tool to help guide us. This includes reviewing the latest technology trends that are impactful for our town.

Year	2021	2022	2023	2024	2025
Data driven strategy activities	Draft Technology Strategy document for discussion and input	Add survey results into Technology Strategy Focus on town efficiencies.	Measure quality improvements for major town technology services	Move to smart city vision for town services, facilities	Continued implementation of smart city services
Data driven execution activities	Run first town wide technology survey- analyze and assess results	Run 2nd town wide technology survey	Target first town wide survey for all town services, with technology as one component	Annual town survey now in place each year and part of planned town budget	Target first citizen dashboard for survey results

9.) Technology Trends

Through a collection of techniques, skills, methods, and processes technology can help us improve the daily life of employees, volunteers, and citizens. It is the responsibility of the Town of Southborough to continually evaluate its use and efficacy. Most notably, the areas of technology that the Town can immediately benefit from are those in wired and wireless connectivity, mobile access to services, communication and social networks, security, privacy, cloud and Software-as-a-Service applications, the internet of things, and green energy.

Smart Cities
Evolution of the "Smart City"- "A smart city is one that leverages technology to increase efficiencies and improve the quality of services and life for its residents. Smart city initiatives can cover anything from power distribution, transport systems, street lights, and even rubbish collection. The idea is to use data and technology to make everyday life easier and better for the people who live and work in the city, while maximizing the use of resources."

"…This is all possible thanks to a "perfect storm" of technology trends – trends that allow us to create spaces in which humans and technology interact in a more

connected, intelligent, and automated way. Think of trends such as artificial intelligence, big data, the Internet of Things (IoT), and autonomous vehicles. Combined, advances like these are changing the world and how we live in it. Our cities are no exception." [(2)]

One report by McKinsey Global Institute found smart city technology can improve key quality of life indicators – such as the daily commute, health issues, or crime incidents – by 10 to 30 percent. [(3)]

"*One of the really exciting things about smart city technology is that it encourages residents to get more involved. Common examples include apps that allow citizens to report local issues more easily, or community networking platforms that allow neighbors to connect and share resources. In another example, a low-cost environmental testing kit is encouraging residents to collect local environmental data. The Smart Citizen Kit can be placed in locations like balconies and window sills to gather data on the local environment, including air pollution and noise. The data is streamed to an online platform, effectively creating a crowdsourced map of data from all over the world."* [(2)]

Connectivity
As network infrastructure continues to improve, the speed at which we are able to transfer data increases. As network hardware begins to age and/or degrade, the Town's ability to implement new and efficient technologies becomes inhibited. Technology providers will often consider outdated hardware as end-of-life, declining to maintain existing hardware to previously accepted standards.

Communication and Social Networks
A majority of the population of Southborough has internet access, and an ever-increasing number of citizens expect to receive most of their news and updates electronically. It is cost-effective, and oftentimes more accessible, for most to receive important notifications via e-mail, social media, or a Town-hosted website. Through the use of surveys, the Town should keep a finger on the pulse of its citizens to understand how best to communicate. Another important measure is the availability of multiple internet providers, in order to provide options for citizens and promote price and service competition.

Security and Privacy
The increase of reliance on electronic communications and cloud software applications provides a challenge for data security and privacy. The Town must continue to stay on top of security trends and protect its data through the use of physical access restrictions, proper use of firewalls and software security systems and education. Proper data security also includes a robust data backup process and tested data restoration process. The town departments house critical and sensitive data which must be protected from threats but also common data loss due to hardware failure.

Cloud and Software-as-a-Service Applications
The technological landscape has seen a significant shift from applications hosted on-servers behind Town firewalls to applications hosted on vendor-managed systems in

the cloud. Applications hosted off-site provide a tangible benefit in terms of scalability, redundancy, and cost-effectiveness.

Internet-of-Things
Many Town services are offered by isolated departments that are separated both logically and physically. This presents a challenge when attempting to gather information on the use of technology throughout the Town. With the rise of innovations in Internet-of-Things, improvements to monitor usage and access of technology will generate data that can be used to make more informed purchasing decisions.

10.) Key Metrics

Improving Citizen Experience and Engagement with Town Technology

Description:

One of the goals of the MTC is to provide guidance to town departments on how to improve their service to our citizens through the use of technology. In order to do this, we need to determine both how our citizens use technology, their engagement and how satisfied they are with the technology-based resources available in town.

Our method of collecting this information is to use questionnaires — both on paper and on line. We have developed an initial set of questionnaires for several constituencies in town: citizens, town employees, small businesses, etc. These initial questionnaires are fairly broad and general, since we don't yet know where the "hot buttons" and "pain points" are yet. They try to identify what technologies are being used, how they are accessed, which municipal technology capabilities are being accessed, etc.

The information that we collect in the questionnaire will be used to:
A. Understand the current "pain points" and "hot buttons". What (technology) issues are causing problems for our residents or are seen as lacking by our residents. This will allow us to begin working with Town departments to try to address some of these issues.
B. Measure the effectiveness of initiatives created to address the issues (after the first year)
C. Tune the questionnaire. The first questionnaire is intended to collect information. Subsequent questionnaires will have the dual purposes of collecting new information and determining how well the Town is addressing issues that have been raised.

Key Stakeholders (including those who execute the plan and those that benefit from the plan):

Objectives and Key Metrics:

Objective	**Key Metrics**	**2020 (estimate only)**	**2022**	**2025**[VA1][VA2]
Improve Citizen Satisfaction with interaction with town Services	% of town services covered via a single phone number with voice and digit based-routing to the appropriate department/individual.	40%	50%	100%
	% of town services covered via a single web domain with law compliant governance.	80%	85%	100%
	% of committee services covered via a single web domain	20%	35%	100%
	% of town and committee services contributing to common public-facing knowledge base. (common search)	10%	30%	100%
	% of town emitted bills covered via a single accounting, invoicing, reporting, payment system	30%	45%	100%
	% of town and committee public meetings streamed live and recorded on one or more free streaming platforms (SAM, YouTube live, etc.)	15%	25%	100%

Recommendations to achieve key metrics:
Our primary goal is to become a data driven town. Our population is diverse. There is a broad range of technical expertise and technical comfort among our residents and it is important to ensure that we consider the gamut as we contemplate technology initiatives in the town. By putting out a questionnaire and soliciting participating from all residents we hope to be able to gain the necessary broad exposure.

Our documented/measured goals will change over time. Some of them will be achieved and become moot. Some of them will drop off the and new items will be added as our residents react/adapt to technology trends.

Improving Employee and School Admin Experience with Town Tech

Description:
Everything described for Residents in the previous section also apply to Town Employees including School Administrators. This area is more focused however since most Residents interact with the Town technology resources on a sporadic basis whereas Employees do it every day—they use Town networks, Town computers, Town equipment, software acquired by the Town, etc. So, in this case, not only is the Town interest in personal satisfaction of the targeted group, but there is a direct impact on Town efficiency and effectiveness.

The approach for Town Employees is the same as for Residents. Annual questionnaires will be developed to focus our attention on the issues and put initiatives in place to address “pain points”.

Key Stakeholders (including those who execute the plan and those that benefit from the plan):

Objectives and Key Metrics:

Objective	**Key Metrics**	**2020 (estimate only)**	**2022**	**2025**
Improve Mobility and Accessibility for employee facing town IT services	% of employee facing town IT services with mobile app or browser accessibility (as appropriate)	No Data	20%	100%
	% of employee facing town IT services with remote accessibility	No Data	20%	100%
	% of employee facing town IT services covered in a semi-annual employee satisfaction survey	0%	50%	100%

Recommendations to achieve key metrics:
Goal: The goal for this section is the same as the previous section. Collect data, initiate programs to address issues, measure the effectiveness of these programs.
4.3 Principle: Achieving Cost Savings through Consolidation/Efficiency
Description:
The town of Southborough currently employs a vast array of technologies that serve to facilitate the day-to-day lives of town employees, officials, and citizens. Since town

departments largely operate in virtual silos, with minimal sharing of resources, it is important that we, as a town, perform a continuous evaluation of the efficiency, cost-effectiveness, usefulness of technological services and resources. The Municipal Technology Committee has determined, and will iterate upon, a set of metrics that will serve to track progress towards the consolidation of resources, an increase in the awareness of new technologies, and a net gain of efficiency of employees and officials in each governmental department. The following metrics seek to serve this purpose:

Key Stakeholders (including those who execute the plan and those that benefit from the plan):

Objectives and Key Metrics:

Objective	**Key Metrics**	**2020 (estimate only)**	**2022**	**2025**
Maximize sharing of technology assets maintained by the town	% of buildings with at most 1 printer/copier/fax/scanner per 5000 sq. ft. or per floor (where possible)	0%	20%	100%
	% of fax numbers converted to electronic fax	0%	20%	100%
	% of town sites that are using the main internet connections.	42%	50%	100%
Minimize energy use	% of square footage of town buildings with smart (example: auto-off motion activated and natural light cognizant) interior lights.	0%	20%	100%
	% of square footage of town buildings with smart thermostats	0%	20%	100%
	% of exterior lights on town buildings that are smart lights	0%	20%	100%
Increase overall technological awareness	% of technology plans reviewed by the MTC	25%	40%	100%

Recommendations to achieve key metrics:
In order to achieve success against these key metrics, the Town of Southborough must:

- Attempt to break down silos created between departments by increasing inter-departmental communication

- Dedicate resources to migrating existing systems to more efficient providers, ideally in the cloud.
- Continually inform employees and officials of the latest trends in technological innovation.
- Continuously evaluate new software and systems for possible use by the town. It is far too easy for software systems to become stagnant, out-of-date, and insecure if there is no continuous evaluation process.

The Southborough Municipal Technology committee is dedicated to improving efficiency by increasing awareness, facilitating inter-departmental communication, and providing continuous technological evaluation.

Improving Communications and Processing Infrastructure & Connectivity

Description:
Improving communications and processing infrastructure and connectivity involves selecting the local and cloud-based process equipment and services that provide the best mix of initial investment, functionality, reliability, usability, and on-going costs and integrating those processing resources into the appropriate communications systems (phone, physical mail, email, text messages, voice calls, browser-based access to information and transactions, payment systems, and computer-to-computer interactions) that allow the key stakeholders served by, employed by, or interacting with Southborough government. Key objectives in this area are to:

1. Improve inbound and outbound internet connectivity to, from, and between key stakeholders and town processing resources hosted locally or remotely
2. Improve the processing infrastructure required to run the Southborough government in terms of lowered initial and ongoing costs, greater ease of use by all stakeholders, and greater reliability and resiliency to recover from unavoidable outages or unexpected increases in processing volumes.
3. Improve the integration between different Southborough processes and applications
4. Improve specialty communications channels used by public safety officials such as public safety radio
5. Improve other communications channels employed for Southborough government affairs such as phone, physical mail, email, text messages, voice calls, browser-based access to information and transactions, and payment systems that allow for communications to, from, and among Southborough stakeholders related to Southborough government affairs

Key Stakeholders (including those who execute the plan and those that benefit from the plan):

- Southborough citizens (ease of use, increased functionality, increased efficiency and effectiveness in interacting with Southborough government, increased reliability, improved connectivity with other Southborough citizens, Southborough government employees and systems)

- Southborough tax payers (lowered on-going operations costs from more streamlined, efficient, and effective Southborough government processes)
- Southborough government employees (ease of use, increased functionality, improved job efficiency and effectiveness, increased reliability, improved connectivity with citizens, tax payers, other Southborough government employees and systems, state and federal government entities, businesses, and vendors)
- Southborough public safety officers such as police and fire fighters
- Businesses interacting with Southborough government (ease of use, more streamlined, effective, and efficient interactions with Southborough government)
- Communications infrastructure and services providers (key stakeholder for implementation)
- Vendors of local and cloud-based processing capabilities (key stakeholder for implementation)

Objectives and Key Metrics:

Objective	**Key Metrics**	**2020 (estimate only)**	**2022**	**2025**
Improve Internet connectivity	% of square feet of occupied town building space covered by public Wi-Fi with annual heat map review and validation	50%	70%	100%
Improve integration among town applications and processes	% of applications reviewed for possible integration (process integration and/or consolidation).	0%	100%	100%
Improve Specialty Communications for Public Safety Officials	% of town covered by Redundant Safety Radio repeaters (each with UPS/generator protection)	Unknown	TBD	100%
Improve Other Communications Channels	% of outbound communication channels that are integrated	0%	20%	100%

Recommendations to achieve key metrics:
(Who should do what, where should the funding come from, ask from citizen).

Increasing Citizen and Employee Privacy and Cyber Security

Description:

It is critical that data stored and/or processed on town governed systems is protected with best-practice Privacy and Security controls. In this section we propose key objectives and 5 year strategic goals with respect to security and privacy.

Ensure appropriate levels of **security**, **privacy**, and **data integrity** for all data collected/used.

- Access controls
- Data validation
- Disclosure via 3rd parties
- Collect minimum PII necessary to accomplish tasks - resist "nice to have".
- Data de-anonymization resistance
- Clear, accurate and complete disclosures of any data sharing, retention, logging, data breach - and user responsibilities
- Authentication/ID verification (citizens using automated services as well as employees)
- Safe disposal of used equipment
- Audits - internal and external

Key Stakeholders (including those who execute the plan and those that benefit from the plan):

Objectives and Key Metrics:

Objective	**Key Metrics**	**2020 (estimate only)**	**2022**	**2025**
Maximize Authentication Security for Employees and Committee members	Percent of town tech services covered by Single Sign-On (SSO)	0%	0%	100%
	Percent of town tech services covered by Multi-Factor Authentication (MFA)	0%	0%	100%
	% of former employee and committee members who had their access revoked to all IT systems within 4 hours of notice of discontinuing their role	50%	100%	100%
Physical Security	% of network and server components in locked locations only accessible by electronic key card	0%	20%	100%

	% of local network and server spaces that are monitored 24x7 via motion activated security cameras with off-site storage.	0%	10%	100%
	% of critical town infrastructure (water towers, etc.) that is monitored 24x7 via motion activated security cameras and alerting.	0%	10%	100%
	% of general door locks in town facilities that are electronic (key card)	1%	5%	100%
Audit/Accounting	% of Town IT services feeding user and admin access (accounting) logs to a tamper-proof log repository.	0%	20%	100%
	% of electronic door locks that are feeding access logs to tamper-proof offsite log repository.	0%	20%	100%
Availability	% of Town IT services meeting an monthly SLA of 99.9% or higher	Unknown but high	100%	100%
	% of public internet facing Town IT services with Anti-DDOS protection	0%	100%	100%
Data Durability	% of Town services with HA replication across 2 or more geo-diverse locations	Unknown	20%	100%
	% of Town maintained files/documents with replication across 2 or more geo-diverse locations	100%	20%	100%
Confidentiality	Achieved goal of 0 non-approved data disclosure incidents over last year.	0%	100%	100%

	% of town workstations and servers protected by anti-malware software	100%	100%	100%
	% of town devices scanned weekly by a vulnerability scanner	0%	20%	100%
	% of town devices patched within 3 days of all critical level vulnerabilities (CVSS scoring)	0%	20%	100%
	% of town devices patched within 7 days of all high level vulnerabilities (CVSS scoring)	50%	60%	100%
	% of town devices patched within 30 days of all medium and low level vulnerabilities (CVSS scoring)	100%	100%	100%
	% of public internet facing Town IT services with Web Application Firewall (WAF) protection	0%	50%	100%
	% of public internet facing Town IT services with TLS enabled and required	10%	50%	100%
	% of town IT services passing annual PCI-DSS audits (including 3rd party pen-testing)	20%	40%	100%

Recommendations to achieve key metrics:
We propose the creation and execution of a proactive town-wide security strategy focused on protecting sensitive data and services.

- Evaluate the current state of security practices.
- Identify opportunities to improve the management of cyber security threats.
- Identify security controls necessary for supporting the stated goals of the Strategic Tech Plan.
- Achieve consistent application of security controls.
- Continually track and measure the effectiveness of the town's security strategy.

11.) Conclusion

It is the goal of the Southborough Technology Committee to create a town Technology Strategy in alignment with our overall town Master Plan. This strategy will be data-driven, with input from Southborough residents on an annual basis. We will begin by benchmarking the use and quality of current technology services. Ultimately, we recommend that the survey broaden to include data collection for all town departments and services.

(1) **Southborough Master Plan-**
https://www.southboroughtown.com/planning/pages/2008-master-plan-project-deliverables

(2) https://www.forbes.com/sites/bernardmarr/2020/07/02/the-smart-cities-of-the-future-5-ways-technology-is-transforming-our-cities/?sh=350b001e73f8

(3) https://www.mckinsey.com/mgi/overview

Other Resources:
https://www.southboroughtown.com/
https://www.thedrum.com/news/2013/12/13/welcome-tech-town-how-technology-will-begin-change-way-our-towns-and-cities-work
https://www.clearpointstrategy.com/technology-local-government-transparency/
https://www.strategy-business.com/article/10-Principles-for-Modernizing-Your-Companys-Technology?gko=6ff05
https://oit.ncsu.edu/governance-strategy/strategic-planning/it-guiding-principles/

Southborough Municipal Technology Committee

SOUTHBOROUGH TOWN TECHNOLOGY STRATEGY SUMMARY

FEBRUARY 2021

Agenda

- Purpose of our session today
- Objectives of the town technology strategy
- Key components of the technology strategy
- Feedback and input collected
- Next steps
- Questions & open discussion

Purpose of our session today

- Provide an overview of the key recommendations in the Technology Strategy document
- Obtain feedback from the Board of Selectman on the Technology Strategy direction and recommendations
- Discuss how to operationalize the recommendations in the Technology Strategy

Objectives of the town technology strategy

- Guide the direction, decisions and investment for town technology
- Align with the Southborough Master Plan
- Outline customer journeys for each town stakeholder persona
- Establish guiding principles for the town's technology services
- Move to a data driven approach for services and measurements
- Make recommendations for key technology pain points
- Lay out a 5 year plan that takes technology trends into account
- Establish key metrics by which we can measure the strategy's success

Key components of the technology strategy- customer journey

- Customer Journeys- Southborough has many groups that rely on our town's technology
  - Southborough Residents
  - Southborough Town Employees/Town Departments
  - Southborough Contractors and Vendors
- We want to create a distinct user journey for each of these stakeholder groups to develop a clear vision for our town technology services
- Data for these customer journey's will come from the town technology survey

Key components of the technology strategy- guiding principles

- It is our intention to establish a set of guiding principles to help the town evaluate technology options and investments
  - Evaluate technology from a customer-first vantage point
  - Adopt a cloud-first approach for services and applications
  - Create a shared-services model of core functionality across departments
  - Look for opportunities to automate
  - Evaluate all technology options for data privacy and security
  - Partner with vendors who are familiar with town government

Key components of the technology strategy- data driven approach

- A town-wide survey will provide much needed input into the services and requirements of each customer segment
  - Understand the needs of distinct customer groups
  - Help prioritize which issues are most important to Southborough
  - Provide a baseline for service evaluation
  - Collect annual feedback to understand service progress or decline

Key components of the technology strategy- current pain points

- The work on the Strategy document has uncovered some pain points that should be solved as we move forward
  - We need a detailed review and evaluation of each town department technology inventory and requirements, looking for shared requirements where we can provide centralized solutions
  - We need to evaluate current in-house systems to understand if and when they could be candidates to move to the cloud
  - We need to continue to enhance and expand virtual collaboration options
  - We need to focus on cyber security and create a small sub-committee that comes up with specific recommendations
  - Add second technology position for the town to support redundancy, vacation, sick time and allow segmented focus across technology administration and longer term projects

Key components of the technology strategy- 5 year plan

Year	2021	2022	2023	2024	2025
Data driven strategy activities	Draft Technology Strategy document for discussion and input	Add survey results into Technology Strategy Focus on town efficiencies.	Measure quality improvements for major town technology services	Move to smart city vision for town services, facilities	Continued implementation of smart city services
Data driven execution activities	Run first town wide technology survey- analyze and assess results	Run 2nd town wide technology survey	Target first town wide survey for all town services, with technology as one component	Annual town survey now in place each year and part of planned town budget	Target first citizen dashboard for survey results

Key components of the technology strategy- technology trends

- Smart Cities- a smart city is one that leverages technology to increase efficiencies and improve the quality of services and life for its residents.
- Connectivity- continue to keep pace with bandwidth increase and provider options.
- Communications and Social Networks- utilize on-line services and sites to provide citizens with news, events and services.
- Security and Privacy- protect town data and that of our citizens.
- Cloud and Software-as-a-Service Applications- cloud based applications offer better total cost of ownership and lower administration.
- Internet of Things- the interconnection via the internet of computing devices embedded in everyday objects, enabling them to send and receive data.

Key components of the technology strategy- key metrics

- The following metrics would be used to evaluate the success of the technology strategy
  - Improved citizen experience and engagement with town technology
  - Improve employee and school admin experience with town technology
  - Improve communications and processing infrastructure and connectivity
  - Increase citizen and employee privacy and cyber security

Feedback and input collected

- The following individuals have provided feedback on the town Technology Strategy document:
  - MeMe Luttrell, Master Plan Committee
  - Martin F. Healy, Board of Selectman
  - Roger W. Challen, School Committee
  - John Parent, Facilities Department
  - Steven Achilles, Fire Department
  - Mark Purple, Town Administration
  - Sarah Cassell, Youth and Family Services
  - John Butler, Al Hamilton, John Gibson- Citizens
- We continue to solicit feedback from town departments and citizens as the Technology Strategy draft evolves

Next steps

- Obtain feedback from the Board of Selectman on the Technology Strategy direction and recommendations
- Discuss how to operationalize the recommendations in the Technology Strategy

Questions & open discussion



TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, February 16, 2021, 6:00 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:00 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Chairman Healey acknowledged the Scouts who were observing the meeting and working towards earning their rank of Eagle Scout. He welcomed them to the meeting and asked if anyone would like to speak. There were no volunteers.

I. Public Comment

None

II. Scheduled Appointments

Brian Ballantine, Finance Director; Carla McAuliffe, Town Accountant

i. Quarterly Financial update

Mr. Ballantine gave the financial quarterly update and described revenues as $35,000 less than last year and the first excise commitment is down about 6%. He added that revenues were impacted this year but are staying stagnant. He added that the water fund had a large increase due to the rate structure being revisited. He stated that most departments are on track to stay within their budgets and the Town will be spending about 98-99% of the benefits this year. Ms. McAuliffe gave a financial overview by department which included the Town Clerk, Board of Health and the DPW. She described how each are using FEMA and the CARES ACT to cover expenses due to the pandemic. Ms. Malinowski asked if there were any expenses the Town requested payment or reimbursement through the CARES ACT or FEMA that was denied by both. Ms. McAuliffe explained how the two work and stated that she suspects audits will not be completed until 12/31/21. Ms. Braccio asked about the Board of Selectmen deferred compensation and Mr. Purple explained that the overage is once a year. Mr. Ballantine further

explained that it is calculated based on a contractual obligation of percentage of base and he does not foresee this changing over the next six months. Ms. Braccio asked about the contracted services for the DPW and if there may be a shortfall for fiscal year 2021. Mr. Ballantine stated the DPW budget will be tight this year and he suspects the last four months of the year will be even tighter. Ms. Braccio stated that she would like to ensure the DPW has the funds they need for fiscal year 2022.

Mr. Shea asked if there are any adjustments needed to be made for fiscal year 2022 based on where revenues will be at the end of the year. Mr. Ballantine explained that revenues are set during the fall and there is not enough now to justify changing them in either direction at this time. Mr. Stivers asked if the Mortgage Assistance Program will be renewed and if there were funds to offer this in 2021. Ms. Malinowski stated she will be working with Ms. McAuliffe to renew this and will be looking into the Trust which serves as the back up if the funds are denied through the CARES ACT. Mr. Stivers suggested expanding the Trust and Ms. Malinowski agreed and added she will be discussing this with Ms. McAuliffe as well.

ii. FY22 Budget update

Mr. Ballantine gave an overview of the 6% tax rate decrease which was due to dental and the schools budget. He stated that most departments have resubmitted their budgets as requested and the Personnel Board has voted and approved their budget. Mr. Ballantine stated the Capital Planning Committee is still discussing capital items and will continue to work with the Board regarding their recommendations. He added that the schools are still working on their budgets.

Ms. Malinowski asked about the internal fee reviews departments were asked to conduct. Mr. Ballantine stated he reached out to all departments and received responses from almost all of them. He stated there were no surprises and he will send the document to the Board this week for review. Mr. Stivers asked about the funding of the Historical Museum by the Historical Society. Mr. Ballentine stated that the Society had put money into their budget to assist in funding the Museum for next year but he will look into it. Mr. Stivers explained the changes to the MWRA rater rates after the fiscal year 2022 assessment.

<u>7:00PM: Verizon Pole Hearing – install stub pole and guy for P33-84, Pine Hill Road</u>

At 7:00 P.M. Chairman Healey opened the public hearing and read the public hearing notice into the record. Al Gavin from National Grid gave an overview of the project he is seeking approval for which included installing a thirty-five-foot stub support pole across from lot P33-5 with an anchor to keep the pole from leaning in the future. He stated this is a safety measure and would prevent future power outages. He added that overhead crew supervisors survey local areas and have found this to be needed to ensure proper support for this equipment and will strictly be a support pole. Mr. Shea asked if a line could be run off this pole in the future. Mr. Gavin replied that if a home were built in that area a line could be run from it or there could be a service drop. Mr. Stivers asked for clarity in regards to the location of the stub pole and Mr. Galvin explained that it is all on Town owned land. Mr. Purple stated that Ms. Galligan approves of the proposal and she has been concerned about the leaning of these poles. Mr. Litt (148 Woodland Road) requested that the Board include that the placement will not impede any future sidewalks in their approval. Mr. Gavin stated there is no sidewalk currently and no concern for a future one. Mr. Shea explained the steps that would need to be taken to include a sidewalk in this area which would include widening the road. Mr. Shea made a motion to close the public hearing at 7:10

P.M. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

There was discussion regarding including a statement regarding a future sidewalk in this area and Mr. Shea stated there is a stonewall here that should not be disturbed. Chairman Healey made a motion to approve the installation of stub pole and guy for P33-84, Pine Hill Road as requested by Mass Electric and Verizon New England. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

7:30PM: Public Forum on Downtown District bylaw

i. Sponsorship of warrant article

Ms. Braccio and Ms. Connelly of the EDC presented the document titled "EDC Downtown Initiative Proposed Zoning Changes" from the packet. John Walter (Newton Street) stated his concerns over stormwater drainage and stated that an extensive and deeper water management plan is needed. Mr. Shea stated that this could be addressed during the CSX discussion later in the evening and added that a solution to the infrastructure issues are a key component. Chairman Healey agreed and stated there should be more thought on the type of housing is provided within the community along with the focus on drainage and wastewater issues. Tom Gittins raised his hand to speak but there was no audio connection. Kevin Miller spoke as an abutter to the project and raised concerns about the district map. He questioned the inclusion of the southern and western boundaries that begin at Park Street and runs through private backyards to Latisquama Drive. He felt these should not be included in the downtown district. Ms. Braccio explained the map is the current downtown district and there were no changes proposed to it. She added this will be discussed at the Planning Board public hearing.

Dianna Bell spoke as a new resident in Town and asked if there was any consideration for the types of businesses that will be allowed in this district. Ms. Connelly replied that she has not seen zoning language that includes language that limits the number of specific businesses but it is healthy to have a diversity of businesses. She stated this will be brought up with their zoning consultant.

Ms. Malinowski read the quested from Mr. Gittins in the Zoom chat regarding wastewater issues in the downtown area. Ms. Connelly explained the EDC Wastewater Feasibility Study and next steps for moving forward with this. Mr. Shea stated that solving the infrastructure issues in this area should be reviewed in conjunction with reviewing what types of businesses will locate in the downtown district. Ms. Malinowski read a question from Mr. Gittins that was submitted through the Zoom chat regarding liquor licenses for the public house/pub listed in the zoning bylaw as allowed by right. Ms. Connelly explained options.

Mr. Radler raised his hand to speak but audio was not available. Ms. Braccio stated Mr. Radler left a comment in the Zoom chat function regarding the pole hearing from earlier in the evening. Chairman Healey stated this would be addressed after this discussion.

Mari Quirk (11 East Main Street) stated her concerns about updating the downtown area before fixing the groundwater issues. She stated the downtown needs more parks, walkways, bike paths and sidewalks. Chairman Healey stated these concerns will be considered as the process moves forward. Ms. Quirk stated her concerns the type of buildings that could be created in this area could negatively impact the neighborhood. Chairman Healey explained that the allowable uses

will limit the types of businesses that could negatively impact the neighborhood and more feedback through forums will help uncover potential issues. Tim Litt stated that using floor area ratio to address building size does not serve a purpose. He asked about room for parking and open space per lot. He suggested looking at a different metric to limit the size of building on a lot. Ms. Connelly thanked him for his feedback and stated she will confer with the consultant. Ms. Braccio read a comment from Caitlin Boland submitted through the Zoom chat regarding the limited walkability and open space in the downtown. Ms. Connelly explained the work the Master Plan Committee is doing to address these issues. Ms. Braccio read a comment from Dianna Bell submitted through the Zoom chat regarding collaborating boards, committees and departments downtown to enhance the area using skills from these various groups. She used the creation of murals downtown through an art group as an example. Chairman Healey replied with an enthusiastic "yes." Ms. Braccio read a second chat comment from Ms. Bell regarding traffic impact on East Main and accounting for green space and parking in the bylaw. Ms. Braccio read the draft bylaw that describes a solution to these issues.

Ms. Malinowski asked for next steps moving forward and Ms. Braccio explained. At 8:50 P.M. Ms. Braccio suggested the Board close the public hearing. Chairman Healey thanked all those who participated.

Mr. Shea addressed Mr. Radler's question regarding the pole hearing and stated the pole will be on Town land and not on private property. Chairman Healey suggested that any further questions be directed to Mr. Purple.

III. Reports

Chairman's Report

Chairman Healey stated that for the Scouts to earn another merit badge, they must interview a member of Town government. Ms. Braccio nominated Mr. Shea to work with the Scouts. Mr. Shea agreed.

i. Update on Shared Streets & Spaces grant award

Chairman Healey stated that Mr. Purple, Ms. Galligan and he met with a representative from VHB and St. Mark's the previous week and due to the need to spend the funds by the end of May, the process has been fast-tracked. He added Ms. Galligan will be put out RFPs soon and explained the project details with the grant. Ms. Braccio asked about the playgrounds and urged the Board to ensure there is a playground in the southside of Town if any changes happen to South Union property. Ms. Braccio asked about the trees that may be removed and Chairman Healey replied that it was agreed by all representatives to preserve as many as they can. He explained the work covered by Chapter 290 and Chapter 90 funds.

ii. Town Meeting Scheduling

Chairman Healey stated that the information from Mr. Hegarty and the Attorney General's Office has already been reviewed and explained options for holding Town Meeting. He asked the Board to set a date to discuss and felt the Board has the authority to vote to have Town Meeting on a date different than March 20th. He asked that the Moderator discuss with the Board at the next meeting. Ms. Malinowski stated she did not receive the information Chairman Healey was referring to. Mr. Purple confirmed it was sent to Chairman Healey and Ms. Braccio only and forwarded the documents to the rest of the Board. Chairman Healey explained Mr. Hegarty's proposal and the Attorney General's statute that states the Board of Selectmen can select a

different date during a State of Emergency not withstanding the bylaw. He asked that the Moderator attend the meeting on March 2nd to discuss.

Members' Reports

i. MMA updates

Ms. Braccio gave an update from the MMA/MSA Board meeting which included the January tax revenues for the State, the amount earmarked by the State for the Stabilization Fund, the fiscal year 2022 budget being viewed by the Governor as a recovery budget and explained the Climate Bill that the Governor vetoed will be refiled.

Ms. Braccio offered condolences to the family of Jim McCaw who was the Town Electrical Inspector for thirty-four years and was a Korean War veteran of the United states and went on to work as the director of buildings and grounds for the Fay School in Southborough. She thanked him for his service to Town and Country.

ii. Master Plan Committee update

Mr. Stivers stated that the Master Plan Committee is making strong progress toward updating the 2008 Plan. He stated that all plan components have been reviewed, drafts have been made by various members and he hopes initial drafts will be done in the coming months. Mr. Stivers added that he hopes to have the Master Plan Committee on an agenda next month for a specific update.

iii. BOS office hours update

Ms. Malinowski stated that Ms. Braccio and she hosted Office Hours this week and it was asked if the audit management report could be published to the website. Mr. Stivers suggested past audit reports be published as well. Chairman Healey stated he will be at the next Office Hours held on February 23rd at 7:30 P.M. with Mr. Shea.

Town Administrator Report

i. COVID-19 vaccination updates

Mr. Purple commended Ms. Le Francois and her staff at the Senior Center for their efforts reaching out and making calls to their lists of seniors to inform them about vaccination options. He explained the collaborative vaccination clinic the Town participated in with Hopkinton and stated several hundred doses were given to Southborough seniors. He thanked Ms. Amico for helping facilitate that partnership.

Mr. Purple stated the Veteran's Agent informed him that the Bedford Medical Center is offering vaccines to Veterans registered with VA Health Care. He urged those who qualified to call the Center and register for a vaccine.

He stated Charles River Medical Association in Hudson has 200 Moderna vaccinations for seniors 75 years and older. He asked those who want to call or register on their website as vaccinations will be held tomorrow from 1:00 – 5:00 P.M. and February 20th from 9:00 A.M. – 3:00 P.M. He thanked Ms. Chamberlain for her assistance in facilitating this.

IV. Consent Agenda

a. Mr. Stivers asked to hold consent agenda "a." Mr. Stivers asked that in line 65-67 the company name "GHB" be revised to "VHB." Ms. Malinowski requested changes on row 84

and 225 as sent in her email. Chairman Healey made a motion to approve Open Session Minutes: February 2, 2021 with the revisions described. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

b. Chairman Healey made a motion to accept the total of $850.00 in donations for the Fire Dept. Ambulance Fund. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.
c. Chairman Healey made a motion to accept the $150.00 donation for Southborough Youth and Family Services donation account. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.
d. Mr. Shea asked to hold agenda item "d," to Award the bid for Wastewater Study under EEA Grant. He informed the Board he will be recusing himself from this matter and asked that the record reflect this. Ms. Braccio stated that the EDC managed the wastewater study and they did not vote to award this bid at their January 15th meeting. She added that she is not comfortable moving forward until the EDC has signed off and agreed to award the contract. Claire Reynolds of the EDC explained that the EDC had not thought they needed a vote and she reached out to DPW Superintendent Galligan for her opinion and did not receive a response. Ms. Reynolds informed the Board that this item could be held until next meeting. Chairman Healey stated Mr. Purple will ask Ms. Galligan for her opinion and he asked the EDC to vote on the matter and report back to the Board for next meeting.
e. Chairman Healey made a motion to approve the request to extend term of Capital Planning - School Research Subcommittee to June 30, 2021. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.
f. Mr. Stivers asked to hold agenda item "f." Mr. Stivers asked that the word "liability" be added to Ms. Braccio's statement in paragraph two. Chairman Healey made a motion to approve Executive Session Minutes: February 2, 2021 with the described edit. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Chairman Healey acknowledge Gloria Radler who was a participant with their hand raised. Audio was unable to be connected. Chairman Healey informed Ms. Radler that the Board will be moving on.

V. Other Matters Properly Before the Board

<u>South Union School – Next steps</u>

Mr. Malinowski, Chair of the Capital Planning Committee, asked the Board if they would like to move forward with this as a Board sponsored article or if they are interested in pursuing a disposal of this property. He further asked if the Board was interested in looking for a proposal to offer at Town Meeting or waiting to entertain offers until Town Meeting authorizes going out to bid for the property. He stated if the Town could generate a one-time revenue from this property, it could offset some cost of capital items on the tax base. Mr. Stivers stated that he is in support of bringing a specific offer to Town Meeting. He voiced his concern about the timing of doing so and ability to include this in the Town Meeting Warrant. Ms. Malinowski agreed with Mr. Stivers. Mr. Shea stated he agreed and asked about timeframes for complying with procurement laws. He added that language would need to be included in the offer that it was applicable for a period of time after Town Meeting. Mr. Purple explained the procurement timeframes. Chairman Healey asked for a larger discussion on March 2nd and asked Mr. Purple to

look into the timeframes and legislation newly passed about requirements for zoning near Mass Transit stations. He added this property is close to the train station and it may behoove the Town to begin working towards these guidelines. Mr. Stivers agreed and suggested Town Counsel or other legal experts look into this new legislation and bring suggestions to the Board. Chairman Healey spoke to the future cost incurred by the Town to continue to operate in the building and moving the Town offices located there. Ms. Malinowski stated that the South Union Playground is the only playground on the south side and the only fenced in playground in Southborough. She stated she would not want to take that asset away without a replacement. Mr. Malinowski outlined the discussions the Capital Planning Committee has had regarding the options for the South Union School and asked for an opinion from the Board. Chairman Healey asked Mr. Malinowski to have his Board take a position on either including the entire parcel in a bid to a developer or whether to limit the bid to include only the school with the maintaining of the façade. Mr. Malinowski stated he will take this back to the Committee and Ms. Braccio will update the Board with their position.

Review draft of RFP for Legal Services

Chairman Healey stated there will be additional drafting done for the March 2nd meeting. He asked any Board member to send feedback on the drafts to Mr. Purple.

Discussion of CSX easement and Downtown portion of Main Street reconstruction project

Chairman Healey stated he met with CSX and gave an update on the four properties impacted by CSX exercising their property rights. He stated that the Knights of Columbus have agreed to a lease agreement that both sides are satisfied with. He stated that CSX has declared that Mr. Bemis's property which is in land court would need to address any plans in the future that may encroach CSX property but as of now they do not see this property as an issue. Chairman Healey stated that Mr. Lamy has decided that his property on the southeast corner does not need access to CSX owned land and they will not be seeking an easement. Chairman Healey summarized the current status of easement negotiations between CSX and Mauro's Café on the southwest side of the tracks. He stated that the Town cannot fix the infrastructure problems in this area without an easement from CSX and the owner of Mauro's Café has denied the lease agreement offer with CSX at this point. He stated that CSX has agreed to give the Town an easement as part of the work done on Main Street as long as curbing is put in that protects their property. This would adversely affect the CSX property used by the Café. He added that property will be blocked off by CSX regardless if any easement agreements are made or not. He stated the Board could enter into an easement agreement and have access to fix infrastructure issues on Main Street or decide not to enter the dispute and lose the opportunity for an easement and thus lose the ability to fix the infrastructure issues. He added either way, the Café will not have access to the CSX owned land when CSX exercises their property rights. Mr. Shea stated that there are more owners adversely impacted by not addressing the infrastructure needs than this one landowner and the Board must think of the greater good. Ms. Braccio agreed and urged for another attempt to facilitate a discussion between CSX and the landowner. Ms. Malinowski stated that the Board should take the majority of property owners into account and a decision cannot be made in favor of one. Mr. Shea clarified where the parking would be adversely impacted. Chairman Healey stated Ms. Galligan would like to put out an RFP for the infrastructure work by the end of March and he will be adding this topic on the March 2nd agenda. He stated he will attempt to have a conversation with the land owner and an update to the Board by then.

VI. Public Comment

Tim Litt (148 Woodland Road) stated that he walks in Town and many sidewalks have telephone poles in the middle which makes it hard to navigate. He stated it should be a matter of policy to avoid poles being placed in the middle of sidewalks and it should be addressed before approving installations.

VII. On a motion made by Mr. Stivers, seconded by Ms. Braccio and voted all in favor (5-0-0) by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 9:38 P.M.

Upcoming Meetings *March 2, 2021* *March 16, 2021*

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the February 16, 2021 BOS Meeting:

- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator
- FY22 Budget Update and Quarterly Financial Update
- Legal Notice of Public Hearing 2.2.21
- Petition for Join Pole Relocations 1.8.21
- EDC Downtown Initiative Proposed Zoning Changes
- Shared Spaces Park and History Walk Presentation
- Draft Regular Session Minutes 2.2.21
- Donations to the Fire Department dated 2.1.21, 2.4.21 and 2.9.21
- Donation to Youth and Family Services 2.8.21
- EDC Wastewater Feasibility Study
- Term Extension Request - Capital Planning School Research Subcommittee
- Draft RFP for Town Counsel Services
- Letter from Claire Reynolds to Lori Esposito re: Request to Award Downtown Wastewater Feasibility Study to Weston and Sampson
- Donation to Youth and Family Services dated 2.8.21

DRAFT

OFFICE OF THE BOARD OF SELECTMEN
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TOWN OF SOUTHBOROUGH
REQUEST FOR PROPOSALS
FOR TOWN COUNSEL SERVICES
February 2021

I. Objective

The Town of Southborough, Massachusetts ("the Town"), acting through its Board of Selectmen ("the Board") , seeks to appoint an attorney or law firm as Town Counsel effective July 1, 2021, and invites a legal firm or individual attorneys to submit a proposal and costs for services to provide general town counsel legal services for the Town. The successful appointee ("appointee") must meet or exceed the qualifications stated herein, be readily accessible to authorized public officials, exceptionally experienced in appropriate areas of municipal law, scrupulous in adhering to required standards of professional conduct and ethics, and committed to rendering sound legal advice with suitable objectivity and professional detachment.

II. Background

Town by-laws call for the Board, annually, to appoint an attorney at law as Town Counsel for the term of one-year. Per **(newly adopted?)** Board policy **(practice?),** a request for proposals for such appointment will be made at least every five years.

III. Minimum Qualifications

A. Bar Admissions

The appointee and all those who serve as back-up to the appointee (see below) must be a member in good standing of the Massachusetts Bar and of the Federal Bar for the District of Massachusetts. The appointee must have Professional Liability Insurance in the

amount of at least $1,000,000 and must produce a certificate of insurance prior to appointment.

B. Experience

The appointee must represent or have represented as general town counsel a Massachusetts municipality for not less than five (5) years, or possess equivalent experience. References for all municipalities currently represented or represented in the past ten (10) years by the appointee must be furnished. The appointee also must have substantial experience in appropriate areas of municipal law, including but not limited to labor, land use - zoning and planning, Conflict of Interest and Open Meeting Law, public construction, public contracts, environmental law, municipal finance, litigation and open town meeting.

C. Accessibility

The appointee must commit to returning all calls and electronic correspondence from the Town Administrator or authorized town officials as appropriate, either himself/herself or through a qualified back up . The appointee must also commit, as a general rule, to responding to requests for written opinions within one week unless the circumstances of the opinion warrant a shorter or longer time frame for a response. Electronic communications such as PDF documents are preferred when appropriate. The appointee must commit to preparing a brief quarterly written summary of all open issues at no cost to the Town and to preparing a report for the Town's Annual Report.

The Town expects Town Counsel attendance at the following:

- All sessions of Annual Town Meeting (on Saturday in late March) and Special Town Meetings (scheduled as necessary).
- Board of Selectmen meetings for quarterly update, and other meetings on request .
- Meetings of other Town boards or committees on request (approved by the Board).

D. Lead and Back-up Counsel

Appointment of an individual attorney automatically will designate that attorney as Lead Counsel for the Town. If a firm is selected by the Town, the firm shall identify a Lead Counsel as the primary contact for services, and the Lead Counsel will be responsible for coordinating the performance of all legal services provided by his or her firm. The Town shall have the right to approve the appointment of such Lead Counsel. The appointee, whether an individual attorney or a firm, must have, within his or her firm or through an established relationship, at least one (1) other qualified attorney available to render advice and otherwise represent the interests of the Town of Southborough when the

appointee is unavailable. In this context, "qualified attorney" shall mean another lawyer who substantially meets the minimum qualifications set forth herein for the appointee.

E. Billing

The appointee must commit to providing invoices for services rendered on a monthly basis. Each invoice, if based on an hourly rate for services, must disclose, at a minimum, the date of the service, the identity of the lawyer or staff person performing the service, the subject matter reference for the service, a description of the service performed, The time required to perform that function, the hourly rate for the individual performing the function and the total fee for that service event. Expense items must also be itemized, with any relevant receipts available for inspection upon request by the Town.

IV. Fees and Expenses

The Town's budget for legal expenses for FY 2022 is anticipated to be $150,000. This budget includes fees and expenses for Town Counsel and special and labor counsel as necessary; the Board of Selectmen strongly desires to stay within this budgeted amount. Other budgets may contain amounts to be expended on legal services.

Towards this end, the Board will consider alternatives to the traditional hourly rate fee arrangement with counsel. For example, responding attorneys may propose a fixed retainer for a specified scope of services, with an hourly rate for work outside the established scope of services. Responding attorneys should feel free to be creative in this regard so long as the proposal is workable and reasonable.

Whether or not an alternative fee arrangement is proposed by the responding attorney, the attached fees and expenses response sheet must be completely filled out.

V. Selection

In seeking and evaluating the proposals requested , the Board is not bound by M.G.L. c.30B or by any other constraints apart from the sound judgment of its members. This process is being used to communicate the desired qualifications of Town Counsel and to solicit information in an orderly fashion for rough comparative purposes. Ultimately, though, the Board will select the candidate that they deem to be in the best interests of the Town, in its sole discretion. Consequently, the Board, Town Administrator, and the Town of Southborough reserve the right to waive any irregularities in the RFP process and to accept or reject any or all proposals.

Below are the projected dates for this process. The Town reserves the right to modify this schedule as it determines convenient:

_____, 2021	RFP issued
_____, 2021	Proposals due by 12:00 PM
_____, 2021	Search Committee screening*
_____, 2021	Board of Selectmen's decision
July 1, 2021	Effective date of appointment

*Date of Public interview to be determined.

VI. Application

Qualified attorneys/firms interested in responding to this RFP should fill out the attached forms completely, attach copies of all documents requested therein, and return the same in an envelope, clearly **labeled "Town Counsel RFP"** to:

Town of Southborough
Board of Selectmen Office
17 Common Street
Southborough, MA 01772

Please provide three (3) copies of the RFP response and all associated documentation on 8½ x 11 paper. All materials also should be provided electronically (PDF copies) to the Town Administrator at mpurple@southboroughtown.com.

All responses to this RFP must be received at the Office of the Board of Selectmen at the above address no later than ____PM on _____, 2021.

RESPONSE TO REQUESTS FOR PROPOSALS FOR SOUTHBOROUGH TOWN COUNSEL

NAME: _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

Please respond to each of the following:

1. Please identify by name (address and phone number if different than above) the proposed Town Counsel and each proposed back-up counsel. The Board of Selectmen wants to know the specific individual attorney who will serve as Lead Counsel.

2. Please attach resume or *curriculum vitae* for each attorney identified above.

3. Do each of the attorneys identified above meet the minimum bar admission requirements of the RFP? If other than "yes", please explain.

4. With respect to each attorney identified, please list each and every Massachusetts municipality represented by the attorney within the past ten years, the years of such representation, and the name, address and phone number of at least one contact person in each municipality with knowledge of the attorney's representation. (See attached sheet)

5. Please describe each identified attorney's experience in the municipal law, including but not limited to the following areas: labor, land use - zoning and planning, Conflict of Interest and Open Meeting Law, public construction, public contracts, environmental law, municipal finance, litigation and open town meeting. areas

6. Has any of the above identified attorneys had a complaint filed with the Board of Bar Overseers in the past five (5) years? If yes, provide applicable details.

7. Please describe how you propose to satisfy the Accessibility requirements of the RFP.

8. Please describe how you propose to satisfy the back-up requirements of the RFP.

9. Please explain how you plan to meet the billing requirements of the RFP, and whether you have used alternative fee arrangements with previous municipal clients and/or would propose using an alternative fee arrangement regarding services to the Town?

10. State whether you have represented a client in the preceding three (3) years who has or had a
matter pending before any officer, agency board or committee of the Town.

11. Please identify any past or current clients that may give rise to conflict of interest as a result of representing the Town of Southborough.

12. Confirm that you will not, during the time of your representation of the Town, represent any client in any matter in which the interests of the client are adverse to those of the Town, or in any matter seeking action by any officer, agency, board or committee of the Town, in accordance with MGLA 44A c268A s17.

13. Provide a general description of the firm, its history, significant changes in its makeup over the last three years (3) and its range of business.

14. For Municipal Clients identified in paragraph 4, above, have you or the firm:

    A. Exceeded the municipal legal budget appropriation (general fund) in the last three (3) fiscal years (FY2018, FY2019, FY2020) and if so, by what percent?

    B. If you have a retainer arrangement with the above clients, please note the retainer amount vs. total amount billed for the last three (3) fiscal years.

15. Provide details of any criminal investigation, regulatory or disciplinary proceedings or material litigation against your firm or members of your firm, which is either pending or has been completed in the preceding five (5) years.

16. Provide details as to the nature and amounts of your firm's professional insurance and of any claims asserted or made against such coverage in the preceding three (3) years.

By my signature, I certify that the information contained in this Response to Requests for Proposals are complete and accurate, to the best of my knowledge and belief.

Signed:_____ Date:_____

Print Name and Firm_____

NAME/FIRM NAME_____
Lists of Municipalities represented during the last 10 years/References:

Municipality	**Contact Name and Title**	**Contact Information (Telephone and/or email)**

RESPONSE TO REQUESTS FOR PROPOSALS FOR SOUTHBOROUGH TOWN COUNSEL
Fees and Expenses Response Sheet
(To be attached to and made a part of the overall Response to Requests for Proposals)

1. Please list the name and hourly rate for proposed Town Counsel and for each attorney intended or likely to serve as back-up.

2. If you propose to bill for services provided by paralegals, clerical staff, or other non-attorney personnel, please list by title and by hourly rate each position for whom you may bill.

3. Please provide a complete listing of all charges for expenses you intend to impose as incurred (i.e. any and all copy charges, telephone charges, fax charges, mileage charges and the like, but excluding any fees for stenographers, court fees, service fees and the like).

4. In what hourly increments do you intend to bill?

5. Do you bill for attorney time out of the office on a portal-to-portal basis or some other basis? Please describe.

[Note: I deleted this entirely. Not sure what it's intended to get at]

6. Do you intend to propose an alternative fee arrangement? Yes____ No____ If "yes", please attach additional sheet(s) fully describing and explaining your proposal.

SOUTHBOROUGH
MAIN STREET
CONSTRUCTION PLANS
SHEET 10 OF 85

13812-HD(GEN).DWG Plotted on 15-Apr-2020 5:04 PM

N

CONTINUED ON SHEET NO. 11

CONTINUED ON SHEET NO. 9

NOTE: CURB CUT AND BARRICADE IN NORTHWEST QUADRANT CONTINGENT ON EXECUTION OF EASEMENT AGREEMENT BETWEEN KNIGHTS OF COLUMBUS AND CSXT

INSTALL RIGHT-OF-WAY BARRICADE 25'-0" FROM CENTERLINE OF TRACK

BEGIN CURB CUT 25'-0" FROM CL OF TRACK

BEGIN CURB CUT AT PROPERTY LINE

INSTALL RIGHT-OF-WAY BARRICADE

INSTALL CURB

EXIST RAILROAD LAYOUT

MEET RUBBERIZED PAD (BY CSX)

EXIST RAILROAD LAYOUT

PROP CONCRETE APRON

EXIST TOWN LAYOUT

PROP CEM CONC WALK (TYP)

PROP HMA WALK

SAWCUT MEET EXIST

PROP CEM CONC WCR (TYP)

PROP TEMP EASEMENT

PROP PERM EASEMENT

158+97.90 MAIN STREET= 300+00.00 NEWTON STREET

PROP FULL DEPTH PVM'T

PROP CEM CONC WCR (TYP)

PROP CEM CONC WALK (TYP)

PROP HMA DRIVE

PROP GRAN CURB (3" REVEAL)

RET

PROP GRAN CURB

PROP HMA DRIVE

PROP CEM CONC WCR (TYP)

PROP HMA DRIVE

R&R UP (BO)

EXIST RAILROAD LAYOUT

PROP CONCRETE APRON

PROP TEMP EASEMENT

PROP HMA WALK

SAWCUT MEET EXIST

PROP HMA DRIVE

EXIST RAILROAD LAYOUT

EXIST TOWN LAYOUT

PROP GRAN CURB CORNER TYPE A

PROP TEMP EASEMENT

PROP GRAN CURB CORNER TYPE A

PROP PERM EASEMENT

PROP CEM CONC WALK

PROP LOAM & SEED

RET

RET Bit. Berm

PROP MILL & OVERLAY

RET GRAN CURB

PROP 5' HMA WALK

PROP TEMP EASEMENT

PROP TRANSITION CURB

END CURB +00

PROP 6' TRANSITION CURB

PROP GRAN CURB

SAWCUT

SAWCUT MEET EXIST +60

PROP GRAN CURB (3" REVEAL)

RET

PROP TEMP EASEMENT

PROP PERM EASEMENT

PROP 20' PVM'T TRANSITION

PROP SAWCUT

PROP TRANSITION CURB

PROP TEMP EASEMENT

PROP 20' PVM'T TRANSITION

SAWCUT MEET EXIST

MEET EXIST CURB

SAWCUT MEET EXIST

PROP 20' PVM'T TRANSITION

PROP TEMP EASEMENT

PROP PERM EASEMENT

PROP SAWCUT

SAWCUT MEET EXIST

PROP 20' PVM'T TRANSITION

PROP LOAM & SEED

PROP HMA DRIVE

PROP TEMP EASEMENT

201+90.00 BOSTON ROAD= 159+38.83 MAIN STREET

PROP HMA WALK

RET

SAWCUT MEET EXIST

SAWCUT MEET EXIST

PROP 5' CEM CONC WALK

REM CONC WALL

PROP STONE WALL

REM EXIST PVM'T AND LOAM & SEED

PROP MILL & OVERLAY

END FULL DEPTH PVMT BEGIN PROP MILL & OVERLAY +55

SAWCUT

SAWCUT MEET EXIST

PROP HMA DRIVE

PROP TREE PROTECTION (TYP)

EXIST TOWN LAYOUT

EXIST TOWN LAYOUT

EXIST TOWN LAYOUT

LIMIT OF WORK
STA 161+40.00
N: 2936700.0756
E: 650030.2501

LIMIT OF WORK
STA 200+60.00
N: 2936495.1499
E: 649914.6340

PI +50.00

PI +25.00

161+50

NEWTON STREET

MAIN STREET (ROUTE 30)

EAST MAIN STREET

LYMAN STREET

BOSTON ROAD (ROUTE 30)

WINCHESTER STREET

0 20 50 100

SCALE: 1" = 20'

LEGEND:

X WCR NUMBER

X DRIVEWAY NUMBER

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

DECLARATION OF EMERGENCY

WHEREAS, the 2019 novel Coronavirus ("COVID-19") has been declared a Pandemic Public Health Emergency by the World Health Organization; and

WHEREAS, COVID-19 is a highly contagious, and in some cases, a fatal respiratory disease; and

WHEREAS, on March 10, 2020, the Governor of Massachusetts declared a State of Emergency to respond to COVID-19 and has determined that immediate public action is needed to prevent, minimize, or mitigate damage to public health, safety, or general welfare of the people of the Commonwealth and/or property which may otherwise result from the above described emergency; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency concerning the novel Coronavirus Disease (COVID-19) Outbreak; and

WHEREAS, on March 23, 2020, there is one positive case of COVID-19 afflicting a resident of the Town of Southborough; and

WHEREAS, on March 23, 2020, the Governor of Massachusetts issued COVID-19 Order No. 13 to assure continued operation of essential services, the closing of certain workplaces and prohibition of gatherings of more than ten (10) people; and

WHEREAS, the Southborough Board of Selectmen and its Board of Health have determined that immediate public action is needed in order to prevent or minimize the spread of COVID-19 by and among the people of Southborough as it can be expected to greatly impact the health and welfare of residents and employees of the Town of Southborough; and

WHEREAS, it is critical to take additional steps to prepare for, respond to, and mitigate the spread of COVID-19 to protect the health and welfare of the residents of Southborough; and

WHEREAS, the Board of Selectmen and the Board of Health, in the Town of Southborough, Massachusetts, upon advice from the Town Administrator and other advisors, have determined that the situation poses a present, reasonable and imminent danger to public health, safety, and general welfare of the residents or their property so that it has become necessary for the Town Administrator with the authorization of the Board of Selectmen, with such assistance and staff as he deems necessary, to utilize and coordinate the services, equipment, supplies and facilities of existing departments, offices, and agencies or the community, both locally, regionally, statewide and nationally, and if necessary, including the taking or ordinary and extraordinary actions for the purposes of emergency management and emergency functions to protect the public; and

WHEREAS, declaring a state of emergency will facilitate and expedite the use of resources to protect persons from the impacts of COVID-19, including but not limited to emergency expenditure pursuant to Massachusetts General Laws, Chapter 44, Section 31 and limitations on operating hours and access to public buildings.

NOW THEREFORE, we, the Town of Southborough, Board of Selectmen and Board of Health, pursuant to our respective powers under Chapter 639 of the Acts of 1950 (the "Civil Defense Act"), Chapter 111 of the Massachusetts General Laws and the regulations promulgated thereunder and all other applicable laws and regulations, issue this Declaration of Emergency in the Town of Southborough, and further, pursuant to Section 13 of the Civil Defense Act, hereby appoint the Board of Selectmen, Town Administrator and Director of Health of the Town of Southborough as the "Local Civil Defense Organization".

This declaration of emergency in the Town of Southborough is effective immediately and shall remain in effect until further notice is given by the Board of Selectmen and Board of Health and Director of Health that the Emergency no longer exists.

Nothing herein is intended to impede or interfere with the achievement of any and all goal set forth in the President's Declaration of National Emergency, the Governor's Declaration of State Emergency including the most recent gubernatorial order COVID-19 Order No. 13.

Dated: March 24, 2020 at 8:23 P.M.

BOARD OF HEALTH

By:

Mary Lou Woodford, Chairperson,

Daniel P. O'Rourke, Vice Chairman,

Nancy A. Sacco, Clerk

BOARD OF SELECTMEN

By:

Brian E. Shea, Chairman

//s// Martin F. Healey

Martin F. Healey, Vice Chairman

Daniel L. Kolenda, Selectman

Lisa M. Braccio, Selectman

Sam Stivers, Selectman

RECEIVED
By OB at 1:11 pm, Apr 02, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, March 16, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

I. Public Comment

None

II. Scheduled Appointments

Volunteer Interviews

i. Rachael E. O'Day – Recreation Commission, term 6/30/23

Ms. O'Day described her professional background and her desire to be involved in the community. She explained she has a young daughter and is excited to be a part of creating the opportunity for children to socialize and participate in sports. Mr. Stivers asked if she has watched any Recreation Commission meetings and she stated she had not but reviewed recent meeting minutes and had a conversation with Ms. Hansen. Ms. Hansen stated the they had a great conversation and she is looking forward to adding more energy to the Commission. Chairman Healey made a motion to appoint Rachael E. O'Day to the Recreation Commission, term 6/30/23. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

ii. Ira Schild – Golf Committee, term 6/30/21

Mr. Schild gave a background of his time living in Southborough and patronizing the Southborough Golf Course. He explained his passion for the sport and his desire to volunteer as he nears retirement. Mr. Stivers outlined goals to improve the course.

Chairman Healey made a motion to appoint Ira Schild to the Golf Committee, term 6/30/21. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

iii. David Nixon – Golf Committee, term 6/30/21

Mr. Nixon gave a background of his experience with golf course management at Framingham Country Club. The Board agreed Mr. Nixon's experience perfectly positions him to assist in the future success of the Southborough Golf Club. Chairman Healey made a motion to appoint David Nixon to the Golf Committee, term 6/30/21. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

iv. Jay Dietz – Golf Committee, term 6/30/21

Mr. Dietz gave a background of his experience managing golf tournaments and volunteering in Southborough youth sports. The Board agreed Mr. Dietz would be a good fit for this Committee. Chairman Healey made a motion to appoint Jay Dietz to the Golf Committee, term 6/30/21. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

<u>Brian Ballantine, Finance Director</u>

i. FY22 budget update

Mr. Ballantine stated that the estimated tax rate increase is now at 4.04%. The adjustments made since last update included a change to a Fire Department line item, the Algonquin debt has been finalized and the interface program for Youth and Family Services is now being funded through outside sources. The next step is for the Board to meet with the Advisory Committee and to provide any funding source questions regarding the budget. Ms. Braccio asked if there were any other adjustments that could bring the tax rate lower. Mr. Ballantine stated that other than minor items, the biggest item would be how capital items are funded. Mr. Stivers asked if there were any items from the State that could increase the tax rate. Mr. Ballantine replied local aide could increase the tax rate and he believes the State will be late with final numbers but does not expect a negative impact. Mr. Stivers asked if the newly passed stimulus package included any opportunity for budget relief. Mr. Ballantine stated that they will be meeting tomorrow to discuss this. Mr. Purple explained how funds could be dispersed and the intricacies included in qualifying for relief.

ii. Results of fee review

Chairman Healey asked if there were any items he would like to discuss outside of what is included in the budget. Mr. Ballantine stated that departmental fees are being reviewed on a regular basis internally and were presented to the Advisory Committee. He stated it was decided to follow up with the Fire and Building Departments for potential fee increases. Chairman Healey stated that most fees are set by statute or regulations and the Board has little control. Ms. Malinowski asked for a timeline for fee increase submittal from the Fire and Building Department. Mr. Ballantine replied that it would not take more than a few weeks. Mr. Stivers suggested a regular review session of all fees every two years. Mr. Ballantine agreed. Ms. Braccio asked Tim Davis, Recreation Manager if it was the appropriate time to increase the rent fees for the 9/11 Field. Mr. Davis stated that he has not been here a full year where seasons have been fully open due to the pandemic. He added that the fees are on the higher side and they are hoping for a successful spring season

which is slated to bring in $30,000 - $35,000 in fees. Chairman Healey asked that a Town of Southborough fee sheet be added to the website for public reference. Mr. Ballantine agreed.

Steve Achilles, Fire Chief – FY22 Capital – Fire tender (tanker)

Chief Achilles introduce Tom Durkin, the newly hired firefighter, to the Board. Mr. Durkin gave a brief overview of his experience with the Bolton Call Fire Department. The Board welcomed him to Southborough.

Chief Achilles gave an overview of the need for the fire tender and the grant applied to assist in the funding. Ms. Braccio asked about the number of quotes. Chief Achilles explained the process of receiving a quote and moving forward to entering into an agreement. He stated they have received strong estimates all around $400,000. Ms. Braccio stated the Capital Committee has reviewed this item and said she was in support of purchasing the fire tender. Mr. Ballantine explained that the first payment will not be made until 2023. Ms. Malinowski stated she supported the purchase of the tender. Mr. Shea agreed and asked about proper staffing for the vehicle. Chief Achilles explained his approach and how it will benefit response time and increase available water during active fires. Chief Achilles added they will be more prepared to assist mutual aid partners with the tender.

Karen Galligan, DPW Superintendent

i. Surplus designation DPW pickup truck

Chairman Healey asked the Board if there were any questions on this topic and topic three. The Board had no questions. Chairman Healey made a motion to approve the surplus designation of the DPW pickup truck and to award the grounds bid as recommended by Ms. Galligan. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

ii. Update on CSX/Main Street project

Ms. Galligan stated she received a quote of $44,000 from the CSX engineer to design sidewalks and a pedestrian crossing over the train tracks on Main Street. She stated the first pieces will be funded out of Chapter 90 funds designated from the Main Street project and Mr. Purple needs authorization to sign the engineering agreement for the Board. She outlined the next steps and timeline for the sidewalk and pedestrian crossing. Chairman Healey asked if the March 23rd meeting was an acceptable time to vote on the authorization of a document and Ms. Galligan replied that it was. There was discussion regarding cost and Ms. Galligan informed the Board that she has heard the high-end estimate is $580,000.

Chairman Healey asked about funds directed towards cities and towns from a federal level for annual road maintenance and if there should be a three to five-year plan for bonding. Ms. Braccio asked about shovel ready projects in order to receive the federal funding. Mr. Purple explained that the Board allocated Chapter 90 money to get a priority list of projects shovel ready for federal funding. He explained the priority list for the Complete Streets Grant and timing of projects with funding schedules. Ms. Braccio asked about the wastewater feasibility study and Ms. Reynolds explained the next steps. She added that the plans could change if the downtown zoning warrant article is not passed at Town Meeting. Ms. Reynolds explained the piping that could be done on Main Street by the Fay School

which could be part of the feasibility study. Mr. Shea explained the details of a sleeve pipe and gravity pipe and added that it would make sense to do this work while Main Street is being worked on.

iii. Award of Grounds bid

This item was voted in item "i." above.

iv. Water Rates recommendation

Ms. Galligan explained that the Town must pay MWRA for water use for the last calendar year. She explained how the rates are set based on usage in Boston and due to the pandemic, rates will be increasing. She stated that discussion with the Finance Team yielded a proposed water rate increase of 5% for fiscal year 2022. She added that because of the uncertainty of businesses and the economy, the analysis done concluded it would be advantageous to have money in retained earnings to pay for any shortfalls. Mr. Stivers explained in detail how Boston's water usage impacts the Town and surrounding towns. Ms. Galligan explained how rate tiers were created and what they mean. Ms. Braccio stated she was concerned that this and the proposed increases could cause sticker shock for residents. Ms. Malinowski asked how the Newton Street project could affect water rates and Ms. Galligan explained. Chairman Healey clarified that MWRA sets the water rates and not the Town. Mr. Stivers explained that the only way to decrease cost is to substantially cut back on water flow. Chairman Healey stated that since increases were due to the pandemic there could be relief from other avenues. Ms. Malinowski added that there are capital projects that could impact water rates and the Capital Planning Committee would like to know these impacts before the Selectmen vote on a water rate for 2022. There was discussion on timeframes for approving a water rate increase. There was discussion regarding the timing of the Newton Street project. Chairman Healey suggested the Capital Planning Committee review the information and report to the Board for a decision at the March 30th meeting. The Board decided to vote on the rates this evening and to assign the Capital Planning Committee to look into how the Newton Street project impacts these rates. Mr. Shea made a motion to set the fiscal year 2022 water rates with a 5% increase. Mr. Stivers seconded. Ms. Malinowski stated she agreed though it may change due to findings from the Capital Committee and a review of first quarter bills. Ms. Malinowski asked to amend the motion. Mr. Shea amended his motion to set the fiscal year 2022 water rate by 5% subject to further review after the first quarter. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

v. Newton Street water project

This item was discussed in item "iv" above.

vi. Update on the cost of recycling

Ms. Galligan explained the cost of recycling and the volatile stage at which the costs are currently. Mr. Stivers added that because of the instability of the recycling world, it would be best to look at long-term recycling opportunities and controlling the stream of recyclables. He added there are companies that could manage the recyclable flows to help redirect collected recyclables to get more value from them. Ms. Braccio added that the Public Works Planning Board and DPW should start thinking about a potential sticker fee increase. Ms. Galligan stated that is usually done in April or May and they will look into it.

vii. Update and discussion re: Chapter 90 planning

Ms. Braccio explained the discussions being had by the Capital Planning Committee and asked the Board to work in conjunction with them on this topic. She added this was discussed under item ii."

viii. Update on Shared Streets project – Award of bid

Ms. Galligan recommended that the Board not award the contract and go back out to bid and award in April. She explained that separating the projects into multiple bids would likely yield better pricing and save the Town money. Mr. Purple explained that he spoke with Representative Dykema who felt confident that MASSDOT would allow an extension after sending in a letter of request. Ms. Galligan stated she would like to request Chapter 90 funds for the sidewalk maintenance and explained how in doing so they would receive more funds. She explained the timeline for funding and work to begin. Ms. Galligan explained the Chapter 90 funds allotted for Newton Street and downtown sidewalks. Mr. Shea made a motion to reject the bid for the Shared Streets project in the best interest of the Town. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

ix. Complete Streets priority list

Ms. Galligan asked the Board to accept the policy as it needs to be submitted to MASSDOT by April 1st. Chairman Healey asked if the Public Works Planning Board had reviewed the document and Mr. Stivers said they had and there is one project he would like to add. Ms. Braccio suggested mothers in Town be included in the group for feedback and stated only seventeen of the projects listed are on the southside of Town. Ms. Braccio spoke about the train station and connectivity, playgrounds and the recreation field at Liberty Estates all located on the southside. There was discussion about the addition of sidewalks in Town and the now disbanded Sidewalk Committee. Mr. Stivers proposed to add a pedestrian bridge at Oak Hill Road and Central Street. Chairman Healey made a motion to approve the proposed Complete Street Priority list for submission to the State with the amendment proposed by Mr. Stivers. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

III. Reports

<u>Chairman's Report</u>

i. Cemetery/Old Burial Ground Issues: Veterans and Historical Commission Communications

Chairman Healey summarized the communications regarding the flags at the Old Burial Ground and communications between veterans and Michael Weishan, the Chairman of the Historical Commission. He summarized Mr. Weishan's previous similar conduct which resulted in a two-year hiatus from the Historical Commission. He added that the Board was assured by him at his reappointment months ago that the conduct will not be repeated. Chairman Healey summarized Mr. Weishan's conduct with members of the Building Department earlier in the week. He then explained the conversation he had with Mr. Weishan regarding the complaints regarding the flags that Mr. Weishan brought to the veterans. Chairman Healey stated that the jurisdiction over the Old Burial Ground lies with the Board and not Mr. Weishan and explained incomplete and misinformation distributed by Mr. Weishan. He stated that this is not an isolated issue as it occurred two years ago and

twice this week. He stated that he would like the Board to add an agenda item to a future meeting regarding the flag complaints at the Old Burial Ground which would include the opportunity for Southborough veterans to speak. He also asked that the Board discuss the status of the Historical Commission at a future meeting as well. Chairman Healey invited Dan Kolenda to speak.

Mr. Kolenda thanked the Board for bringing this issue forward. He stated that the manner in which the complaints regarding flags at the Old Burial Ground had been handled offended many members of the veteran community and explained the history of the Gadsden Flag. He stated the veterans are looking for respectful discussion about issues from Town officials. He stated that threats to go to a Board or the media is unacceptable. He asked that the flag complaints be included on a future agenda with input from the veteran community and hopes that the conduct of issuing threats and coerciveness be addressed by the Board.

Mr. Whynot explained that Mr. Weishan told him, "I hope we can come to an understanding so it doesn't have to go to the Board of Selectmen or media" and he felt this was egregious and ludicrous. He stated that the call with Mr. Weishan was not pleasant and he was taken aback. He asked that this topic be added to a future meeting to be handled appropriately. He stated that he did not feel the flags were in the wrong place and stated he would like to speak about the flags at a future meeting as well.

Mr. Weishan stated that the veterans are not a monolithic group and the Historical Society voted 7-1 to remove the flags. He stated that everyone was allowed to join this Zoom meeting and that if you polled the average person, they would agree the flags are not representative all the people of Southborough. He added that he would not speak to his conduct and stated he is disappointed in the Board and Marty Healey in particular. Mr. Weishan stated that he is ready to work with the Board and that any accusations that he was threatening are incorrect. Chairman Healey told Mr. Weishan he tends to misstate occurrences and stated these topics will be addressed at a later meeting where the veterans would be invited to participate.

Chairman Healey stated that Mr. Purple's evaluation will be on the agenda for March 23, 2021.

<u>Members' Reports</u>

ii. Update on Downtown District project and scheduling of public forum

Ms. Braccio asked that the Board commit to a public forum in order to begin to move forward with a document to include in the warrant. She explained to the Board updates made by Ms. Barrett and Attorney Costa. The Board agreed to hold a public forum on March 30 and Ms. Braccio will reach out to Ms. Barrett and Attorney Costa to invite them to attend.

iii. Update on BOS Office Hours

Ms. Malinowski stated there was one attendee and due to the frequency of upcoming meetings, she suggested Office Hours be held closer to Town Meeting to discuss the articles.

Ms. Malinowski stated that the Rent and Mortgage Program has restarted yesterday and is included on the website. She stated that the Stockwell Lane property is now on the market.

iv. Board of Health update

Mr. Stivers stated there are open issues relative to the Board of Health and their need of a full-time director and full-time administrative assistant. He stated that Advisory has not come to a decision about these positions and asked the Board prepare for a future discussion regarding this. Ms. Braccio asked about the status of regionalizing health services. Chairman Healey stated that there is a back and forth with the Board of Health and their budget for next year. He added that he would like them to attend the April 6th meeting for a discussion.

Town Administrator Report

i. COVID update

Mr. Purple stated there was a vaccination clinic conducted at Colonial Gardens on March 5th and another set of doses will be coming in the beginning of April for their second shot. He stated that a regional vaccination site has been approved by the state for the boroughs and other communities. He thanked Representative Dykema for her help to move this forward. He stated that the clinic should be ready in two weeks and will be located at the DoubleTree in Westborough. He stated that he is meeting with CERT volunteers, paramedics and others to coordinate staffing.

Mr. Purple told the Board that the Board of Health is moving forward to implement their proposal to increase their staffing hours in fiscal year 2022 from 57-120 hours. He stated that Advisory feels they can achieve a more collaborative approach to fill any gaps and explained the Shared Services Grant that is available. He added that he spoke with Ms. Woodford, Chair of the Board of Health, who stated that the track record for regionalization has not been a good one. He added that he received a phone call from the Northborough Town Administrator before the meeting informing him that Ms. Woodford told him they were not interested in moving forward with regionalization. Chairman Healey asked that the Board of Health attend the April 6th meeting to discuss regionalization. Ms. Braccio agreed and stated that the decision to regionalize or not should be based on what is best for the tax payers. Ms. Malinowski asked if the Board of Health met to vote on regionalization and Mr. Purple replied that he does not believe they did. She asked about a timeline for the grant application and Mr. Purple explained a letter of intent was due yesterday and could have already been submitted. Mr. Shea and Mr. Stivers both agreed that a discussion regarding regionalization should be had to come to the right solution for the Town.

IV. Consent Agenda

a. Approve Open Session Minutes: March 2, 2021

Ms. Malinowski asked to hold item "a." Ms. Malinowski asked that "draft RFP" be added to line 119. The Board agreed. Chairman Healey made a motion to approve Open Session Minutes: March 2, 2021 with the amendment stated by Ms. Malinowski. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

b. Ms. Malinowski asked to hold item "b." Ms. Malinowski explained the funding in regards to the bid proposal. She stated there is potential that the budget could exceed a $15,000 overage without using contingency money and it could be more if contingency

funds are needed. She stated that she is not in favor of using the revolving fund to source the $15,000. She added that the project is subject to the Capital Policy previously approved by the Board. Chairman Healey asked if Ms. Malinowski's request is to not approve this tonight and to bring this item to the Capital Committee for consideration. Ms. Malinowski replied in the affirmative. Chairman Healey asked Mr. Davis if this would impact his timeline and Mr. Davis explained. Chairman Healey suggested that they proceed to review the contract and work in parallel during the Capital Committee review process. Ms. Braccio suggested reaching out to the Capital Committee to schedule a meeting so as not to hinder the progress of the project. Chairman Healey made a motion to award the Richardson Tennis Court Lighting project to Island Lighting and Power Systems contingent on approval by the Capital Planning Committee. Mr. Stivers seconded. Ms. Malinowski stated that this is an example of how the Board could resolve overages and future oversight of projects. She stated that as the Board reviews projects in the future, they need to remember this process and where there were failures and delays. Ms. Braccio suggested Mr. Davis reach out to the Capital Planning Committee to move this forward in an expedited manner. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

c. Chairman Healey made a motion to approve the donation to Recreation Department. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

V. Other Matters Properly Before the Board

Chairman Healey pointed out that the scheduling of Board meetings has already been discussed and agreed upon. He stated that the discussion of committee vacancies will be pushed to a future meeting. Chairman Healey asked the Board to think about whether a bicycle committee should be a freestanding committee or whether it should be included in a pedestrian/transportation committee.

<u>Review of RFP for disposition of 21 Highland Street</u>

Ms. Malinowski thanked Ms. Esposito for her work on the RFP and explained the weighted point system. There was discussion regarding the categories, the point system and the potential bids received. Mr. Purple explained the proposed schedule included in the document and explained the timeline requirements. He told the Board this needs to be decided upon this evening. Ms. Braccio stated she supports the document and Chairman Healey added that conceptually, the system makes sense. Mr. Stivers stated he would make more changes to the document. Ms. Malinowski explained that the Adaptive Reuse of Historic Buildings bylaw adopted in 2017 is included in the document and added as this property is located in the Residence B district, there is more allowed by right. Mr. Purple asked if the appraisal should be included in the RFP and the Board agreed it should. Mr. Purple stated Town Counsel will review this document if it is approved tonight. Chairman Healey made a motion to approve the RFP for South Union School subject to Town Counsel's review and it will not need to come back to the Board for any non-substantive changes. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

<u>Review of RFP for Legal Services</u>

Chairman Healey stated the changes he made to the draft RFP were typo corrections and structure revisions and nothing substantive. Chairman Healey made a motion to approve

the RFP for legal services. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Scheduling of ATM warrant articles review & department budget reviews
This item was discussed under Members' Updates.

Update on One Stop Grant Expression of Interest submission for projects
Ms. Hale said that included in the packet are a memo and two correspondences regarding the One Stop Grant Program. She described the projects proposed by the EDC, DPW and SHOPC. Ms. Hale explained the process and the letter of intent deadline of April 1st. Chairman Healey stated he was impressed by the coordinated effort here and he is completely in favor. Ms. Braccio explained that there can be up to five letters of intent and there are two opportunities still available. Ms. Malinowski asked about the next steps and Ms. Hale explained. Chairman Healey volunteered to be the Board liaison for the One Stop Grant process.

Mr. Stivers stated there is a list of sixty projects on the Complete Streets Project and hoped there could be some that apply for the One Stop Grant. He stated that Route 9 development would help stimulate tax income and suggested there could be opportunities within housing and transit within the Stimulus Act. Chairman Healey stated he hopes to have draft letters of interest for the next meeting.

Discussion of committee vacancy update Golf Course, Recreation, Arts Council
This item was moved to a future meeting as stated by Chairman Healey.

New committees - Bicycle, Southborough 300th
This item was moved to a future meeting as stated by Chairman Healey.

VI. Public Comment
None

VII. On a motion made by Chairman Healey, seconded by Ms. Braccio and voted all in favor (5-0-0) by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 11:04 P.M.

Upcoming Meetings			
March 23, 2021	*April 6, 2021*	*April 13, 2021*	*April 20, 2021*

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the March 16, 2021 BOS Meeting:

- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator
- Citizen Activity Form, Rachel O'Day
- Citizen Activity Form, Ira Schild

- Citizen Activity Form, David Nixon
- Citizen Activity Form, Jay Dietz
- Advisory Fee Request 2.3.21
- Departmental Fee Submissions 2021
- Capital Purchase Request - Water tender
- Letter from Karen Galligan to BOS re: Surplus Equipment 3.10.21
- Letter from Karen Galligan to BOS re: Grounds Maintenance Contract - Award Request 3.10.21
- Letter from Karen Galligan to BOS re: Water Rate Increase 3.12.21
- Letter from Karen Galligan to BOS re: Complete Streets 3.12.21
- Draft Regular Session Minutes, March 2, 2021
- Letter from Tim Davis to BOS re: Contract Award Requests – Neary/Richardson Tennis Court Lighting Installation
- Letter from Tim Davis to BOS re: Consent Agenda Request - Donation Acceptance
- Draft RFP For South Union School
- Draft RFP For Town Counsel Services
- Letter from Vanessa Hale to BOS re: One Stop Grant Application. Includes letters of intent
- Active Transportation and Safety Committee Charge, Westborough
- Transportation Advisory Committee Charge, Concord
- Bicycle Advisory Committee, Lexington
- Letter from Mark Purple to BOS re: ATM warrant placeholders 3.12.2021
- Letter from Jason Malinowski to Vanessa Hale re: One Stop Grant 3.9.2021

Active Transportation and Safety Committee

The committee is organized to work to improve bicycling and pedestrian conditions in the Town of Westborough. It will strive to create a comprehensive view of bicycle and pedestrian related activities in Westborough. The committee will make it possible for all town groups and departments to coordinate activities that involve or affect cycling and walking in Westborough.

The committee will perform the following activities:

- Advise the Board of Selectmen and other town officials, boards, commissions, committees, and departments on matters related to proposed recreational paths and physical improvements to street infrastructure.
- Work with the Open Space Preservation Committee and other town departments and boards to develop a "Rail Trail" along an old trolley line.
- Work with local businesses to encourage a bicycle community and community investment in bicycle racks, signage, and other mutually beneficial amenities.
- Coordinate with the Massachusetts Bay Transit Authority (MBTA), the Central Massachusetts Regional Planning Commission (CMRPC), and the Worcester Regional Transit Authority (WRTA) to develop intermodal transportation solutions.
- Work with the Police Department and the Department of Public Works to encourage safe biking and walking.
- Encourage bicycle education and riding skills development to improve safety for cyclists of all ages.
- Coordinate with neighboring communities to provide inter-town opportunities for cycling and walking.

Department	Comment
Accounting	None
Treasurer	Most controlled by statute. Two fees are by Town Meeting - do not recommend change as they are in line with other communities.
Building	Plumbing, gas, electrical recently reviewed and are found to be low compared to other communities.
Building	Building Permits reviewed for 2019 - costs are reasonable compared to other Towns, some room for movement
Police	Some set be Collective bargaining, others by either bylaw (burglar alarm fees) or State Law
Assessors	Only fee is abutters list - Assessors will maintain current fee as it is appropriate.
BOH	Reviewed every two years. Soil test fees recently adjusted. Some further adjustments being considered (pool inspections).
Youth-Family	None
EDC	None
Veterans Dept	None
Fire Dept	Have reviewed recently and Department is raising eight fees - estimated revenue of 12K.
Facilities Dept	None
Conservation	Any adjustments would be change to regs. Stormwater bylaw & order of conditions may be adjusted but new revenue will be minor. Commission discussing.
DPW	Trench fee is set however Department does not recommend changing - fee is appropriate.
Planning	No recommended change in current fees. May add new application fee.
Recreation	No immediate change however rates to be reviewed next year.

BICYCLE ADVISORY COMMITTEE

The Bicycle Advisory Committee (BAC) is an advisory committee to the Board of Selectmen. It replaces the Minuteman Commuter Bikeway committee which was established in 1992 and has since been dissolved.

The functions to be performed by the reorganized committee are listed below. These functions are to be performed consistent with the terms of the License Agreement of December 1987 between the Massachusetts Bay Transit Authority (MBTA) and the Town of Lexington. The agreement specifies, "Lexington agrees that it will use the line segment as 'a Bikeway', a way established for the passage of bicycles and other conveyances which operate without motor power."

Members:	9
Liaisons:	Selectmen, Conservation Commission, Planning Board and Recreation Committee
Appointed by:	Board of Selectmen
Length of Term:	3 years, staggered appointments
Appointments Made:	September 30

Description:

The Committee shall advise the Selectmen on all matters relating to bicycle routes and general bicycle policy to serve the best interests of the Town of Lexington and its citizens and those of neighboring communities affected by these facilities. These functions include but are not limited to:

1. Monitoring and advising on the Minuteman Commuter Bikeway and on other approved routes in Town with attention to such factors as safety, landscaping, drainage, signage, and other related factors.
2. Monitoring and advising on the operation, maintenance, and security of the Lexington bicycling facilities with the objective of encouraging their harmonious use and enjoyment by a variety of patrons, including all non-motorized users.
3. Working with Town officials, State agencies and representatives of nearby towns to develop connecting bikeways and bicycle routes, agreed upon rules of the road and consistent policies and procedures for the operation, maintenance and security of the Bikeway and other bicycle routes.
4. Collaborating with non-government groups and associations to encourage and coordinate participation in the care and maintenance of Lexington bicycle facilities, safety programs, and other educational efforts.
5. Working with Town committees and employees and with commercial interests to promote bicycling activities and amenities that will benefit Lexington and other communities.
6. Articulating and responding to the concerns and interests of abutters, commuters, and other users of the Lexington bicycling facilities.
7. Reviewing and advising on proposals for the extension of the Minuteman Commuter Bikeway and its linkage to bikeways in adjacent towns.

Criteria for Membership:

The citizens should be committed to the functioning of the Committee. Citizen members will serve for three-year terms on a staggered basis, with three to be appointed or reappointed each year at the end of September.

A position of honorary membership shall be given for life to individuals by unanimous committee vote for their extraordinary service to committee goals and to the community at large.

Policies and Procedures:

Meetings will be held bimonthly throughout the year, alternating with Friends of the Minuteman Bikeway and at a specific date, time and place announced in advance. All meetings will be open to the public.

Minutes will be taken at each meeting.

On its first meeting following the appointment process, the Committee will elect one of its members to serve as Chair for the following year. The Chair can be removed for cause at any time by a majority vote of members present in public meeting, providing a quorum of seven (7) Committee members are present.

The Chair may appoint ad hoc subcommittees from the membership from time to time to study specific issues of concern to the Committee. Such ad hoc groups shall serve for periods not exceeding one year, unless formally extended, and their work will deal exclusively with the purpose announced when created.

Reference:

Original charge adopted by the Selectmen on October 21, 1992; revised November 1994.
Charge revised November 2001.
Board of Selectmen voted to designate as Special Municipal Employees on 1/18/06.
Revised charge reflecting correction to membership and liaisons on October 6, 2014.

CAPITAL PURCHASE REQUEST - WATER TENDER (TANKER)

Project Description and Budget

The Southborough Fire Department is seeking to receive favorable consideration for funding to purchase a Type 1 Water Tender. The department does not currently maintain or own a water tender. The amount requested for this project is $400,000.00 and will cover the vehicle and all required equipment to meet the qualifications of a Type 1 Water Tender. No facility modifications will be required to properly house the water tender.



Representation of a Type 1 Water Tender

Although 85% of the occupancies in the town are covered by hydrants, the remaining 15% represent high to significant risk according to the findings of the department's 2020 Community Risk Analysis / Standard of Cover program. These areas are considered "off-hydrant" and include residential neighborhoods in the northeast section of the town, forest and open lands around the Sudbury Reservoir, Interstates 495 and 90, and isolated areas within the current hydrant district. Factors considered that elevated the community risk in these locations include 1) the required fire flows, 2) access to occupancies, 3) lack of fire protection systems, 4) impact to life safety, 5) distance to available fire hydrants and static sources, and 6) the extended response time of available automatic and mutual aid water tenders.

32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508)-485-3235 (508)-485-3887 (FAX)

The acquisition of a Type 1 water tender would provide an additional 2000 gallons or more to supplement the initial arriving engine's 1000 gallons tank water to a total of 3000 total gallons; extending offensive, 1 ¾ " hand line fire operations from 5 to 15 minutes of uninterrupted extinguishment capabilities. As the closest automatic aid water tender is 20 minutes total response time from a majority of off-hydrant areas, the department could significantly improve fire operations and firefighter safety. The project, if not awarded through AFG, is proposed to be added into the town's capital improvement plan with a date to be determined.

This request is consistent with the department's mission to "provide prompt and highly effective public safety and prevention services to our citizens, businesses and visitors" and the goal to "strengthen reliable delivery of essential emergency and non-emergency services". The request will also support risk reduction measures to areas identified in the department's 2020 Community Risk Analysis / Standard of Cover Report.

Operations and Safety Cost Benefit

The department apparatus and vehicle inventory is comprised of two Type 1 engines with 1000 gallon tanks each, one Type 1 tower-aerial-pumper with 300 gallons, one Type 6 forestry with 300 gallons, two Type 1 advanced life support ambulances and three non-typed response vehicles. The department's apparatus inventory does not include a water tender of any size or type. As noted earlier, the plan to add a Type 1 water tender to the available inventory would address identified community risks. The department and town recognize that the most dependable source of fire suppression water comes from fire hydrants near an incident. Recently the town reviewed the opportunities to extend the municipal water supply to the largest area of the community without fire hydrants. This area is located in the northeast corner of the town and contains 120 large, single family residential occupancies. The town's preferred approach is to collaborate with two adjacent communities (Framingham and Marlborough) and extend their water lines to cover the area. The cost estimate to complete such a project including hydrants is $2.5 million dollars. As this area is isolated and at the end of both communities' systems, an elevated storage tank will likely be required to improve static pressure. The cost for this has not be estimated or included. Based on the aforementioned, both the town and department strongly believe that compared to the time and cost to extend the municipal water supply to cover the lack of fire protection water supply, the cost effectiveness of this grant request is evident and straightforward. Related to sharing assets, with only four (4) Type 1 water tenders with 25 minutes response time and eight (8) total within the department's mutual aid district, a water tender would provide a valuable and much needed automatic and mutual aid regional fire suppression resource. The department has also received favorable and strong support from adjacent fire departments as a Type 1 water tender would improve the available mobile firefighting water supply to high risk areas of their jurisdictions.

Statement of Effect on Operations

A Type 1 water tender will be deployed as the 2nd due unit to all reported structure, vehicle, refuse, and wildland fires in off-hydrant areas in place of a Type 1 engine. The unit will also be deployed to the same call types in the hydrant areas to support initial operations hampered by access to or availability of fire hydrants. A Type 1 water tender will be staffed with on-duty personnel or with recall members as required and be immediately available to respond to any and all mutual aid requests. The Southborough Fire Department strongly believes that any delay in the acquisition of Type 1 water tender will impact the department's ability to meet the published service level objectives of 1) conducting search and rescue, confining fire damage to the floor of origin, and limiting extension of fire, smoke and heat damage to the building of origin for moderate to significant risk structure fires in off -hydrant areas and 2) controlling the fire to the area of origin on a high fire danger day without spread to adjacent structures or escalating to a size requiring significant additional resources including mutual aid for moderate to significant risk wildland fires in off-hydrant areas.

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	March 7, 2021
Name:	David A. Nixon
Home Address:	9 Admiral's Lane SOUTHBOROUGH, MA 01772
Mailing Address:	9 Admiral's Lane SOUTHBOROUGH, MA 01772
Current Occupation/Employer:	Retired
Narrative:	Was a Member at Framingham Country Club for 40 years. During that time I served on the Course Design Committee with Ed Mezitt (Owner of Weston Nurseries), Co-Chaired many charity tournaments, Chaired the locker room redesign program and worked out a program through my business to supply new hardwood lockers and carpeting at cost. I also served on the Clubhouse and Proshop Redesign Committee (with Kevin Giblin). In addition, I belonged to the Sliver Club (made up of Owners of Wholesale and Retail Lumber Companies) that played at Courses throughout New England that were home courses of the Sliver Club Members.
Board(s) / Committee(s):	___GOLF COURSE COMMITTEE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	March 6, 2021
Name:	Ira D Schild
Home Address:	11 John St. Southborough, MA 01772
Mailing Address:	11 John St. SOUTHBOROUGH
Current Occupation/Employer:	Consultant / Dell Technologies
Narrative:	I have sufficient time available to serve on this committee, a background in business and technology, and began my 25+ years as a golfer at the then-St. Marks golf course.
Board(s) / Committee(s):	___GOLF COURSE COMMITTEE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	March 10, 2021
Name:	Jay Dietz
Home Address:	5 David Henry Gardner Lane Southborough
Mailing Address:	5 David Henry Gardner Lane Southborough
Current Occupation/Employer:	Human Resources
Narrative:	I am currently on the Town of Southborough Personnel Board and have been for a few years. I have lived in Southboro since 2004 I have been golfing for over 30 years I have the availability to attend meetings as scheduled
Board(s) / Committee(s):	___GOLF COURSE COMMITTEE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	February 23, 2021
Name:	Rachael E O'Day
Home Address:	12 Sadie Hutt Lane Southborough MA 01772
Mailing Address:	12 Sadie Hutt Lane Southborough MA 01772
Current Occupation/Employer:	Attorney / Ropes & Gray LLP
Narrative:	I just moved to Southborough in September with my family (husband Mike and children Anna-3 and Charlie-10 months). We would love to get involved in the town and help out our new home in any way that we can. I am generally available on nights and weekends and am an attorney. I started out my career in public service (Assistant District Attorney) and although I now work in the private sector, would like to get back to public service in a volunteer capacity. I handle ethics law currently at a large private firm, but am well-versed in Massachusetts law and am skilled at research and writing and would be happy to use these skills to help the town.
Board(s) / Committee(s):	___COMMUNITY PRESERVATION COMMITTEE ___RECREATION COMMISSION ___SCHOLARSHIP ADVISORY COMMITTEE

Brian Ballantine

Subject: FW: Town Fee Review
Attachments: fee_schedule_-_2015.pd.pdf

From: Karina G. Quinn
Sent: Tuesday, February 16, 2021 2:49 PM
To: Brian Ballantine <bballantine@southboroughma.com>
Cc: Sarah Hoecker <shoecker@southboroughma.com>
Subject: RE: Town Fee Review

Hi Brian:
Sorry late getting back to you on this. I anticipate that planning will not be changing their current fees already listed for their application fees, see attached. We might however add the Special Permit for Adaptive Reuse of Historic Buildings to the list but would be the same application fee as the other special permits listed anyway. A new application fee we might want to add is for "Scenic Road Stonewall and Tree Removal" which might be in the $50 to $100 range per application (usually have 2-4 of these per year, so about $200-$400 estimated per year, not big revenue but something), right now I don't believe we charge an application fee for that, still need to do some research on appropriate application fee for this.

There may also be a need in the future to add an application fee for a "Public Shade Tree Removal" once the draft Public Shade Tree Policy is finalized.

Thanks,

Karina G. Quinn, P.E.
Town Planner
Town of Southborough
17 Common Street
Southborough, MA 01772
T: (508) 485-0710 ext.3028
www.southboroughtown.com

Be advised that the MA Secretary of State considers email a public record.

SOUTHBOROUGH PLANNING BOARD

FEE SCHEDULE

Effective September 21, 2015

Application	Fee
Preliminary Subdivision Plan	$1040 + $156/lot + Engineering Consultant review
Definitive Subdivision Plan	$1040 + $208/lot (if prelim); $2080 + $364/lot (if no prelim) + Engineering Consultant review
Special Permit for Major Residential Development	$1040 + $156/lot + Engineering Consultant review

(Unused consultant fees will be used to fund Roadway Construction Inspection account; otherwise returned if no Definitive Subdivision Approval is granted.)

Modification/Amendment to a Definitive Subdivision	$416 + $78/lot affected + Engineering Consultant review
Common Driveway	$520 + $104/lot affected + Engineering Consultant review (if required)
Lot Release	$208/lot + Engineering Consultant review (if required)
ANR Plan	$104 for confirmatory plan; $208 + $104/lot affected + Engineering Consultant review (if required)
Major Site Plan Review	$780 + Engineering Consultant review
Solar Site Plan Review	$780 + Engineering Consultant review
Minor Site Plan Review	$364 + Engineering Consultant review (if required)
Modification to an approved major site plan	$520 + Engineering Consultant review (if required)
Special Permit – BV district	$520 + Engineering Consultant review (if required)
Special Permit – Lower Impact Development	$520 + Engineering Consultant review
Special Permit – Solar Project	$520 + Engineering Consultant review

TOWN OF SOUTHBOROUGH

RECREATION DEPARTMENT
SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 229-4452 · FAX (508) 229-7969
WWW.SOUTHBOROUGHREC.COM

Attached please find the 2020 Spring/Summer program brochure for an example listing of our program fees as were anticipated before the pandemic shut down. Also, field reservation forms for 911 Field and Town grass fields to view the pricing and policies.

If you have any other questions, please do not hesitate to contact my office at 508-229-4452 or email me at TDavis@southboroughma.com

Respectfully Submitted,

Tim Davis, CPRP, CPSI
Recreation Director
Town of Southborough

TOWN OF SOUTHBOROUGH

RECREATION DEPARTMENT
SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 229-4452 · FAX (508) 229-7969
WWW.SOUTHBOROUGHREC.COM

Attn: Advisory Committee
CC: Recreation Commission
Mark Purple, Town Administrator
Brian Ballantine, Finance Director

RE: Recreation Department Fee Assessment

Program Fees

The Recreation Department charges fees for all activity programming sponsored by the department. The fees assessed vary program to program, season to season, and year to year. Fees are determined based on the structure of the offering. For example, if the program is run in house by recreation staff, fees are lower as our expenses are fewer. For contracted programming, we must recoup the per student cost, plus operating costs (credit card fees, staff salaries, etc). Our programs can span a cost of $30-$200 for 1-6 week programs. Program fees are adjusted on a rolling basis. Any profits are collected and held in the Department's revolving account for future use.

Summer Camp programming is the most expensive given the amount of staff, operating costs, supplies, and extracurricular activity that is involved (field trips, transportation, on site entertainment, etc). For 2021, Summer Camp fees are anticipated at $150-$200 a week. This fee is re-evaluated yearly based on planned expenses each summer.

Free programs to the community include Summer Nights, Heritage Day, Summer Concert Series, and Summer Movie Series. These are funded from programming profits and assistance from grants and support from the Friends of Southborough Recreation organization.

Field Rental Fees

Field Rental fees are set for resident and non-resident user groups. Fees are applied to use of outdoor recreation fields, school gymnasiums, and pavilions. Set by the Recreation Commission, fees vary from hourly rates to price per user dependent on the make up of the organization.

9/11 Memorial Turf Field operates solely on a per hour rate of $85.00 for all user groups with the exception of the School Department (free use). The last study to set the turf rate was conducted late 2016-2017. It is anticipated that this rate will be again re-evaluated once a full calendar year is successfully executed. Public health emergencies have cut season short consistently since 2019 and our ability to view this fee as viable has been disrupted.

Brian Ballantine

From: Melissa Danza
Sent: Tuesday, February 9, 2021 11:50 AM
To: Brian Ballantine
Subject: RE: Town Fee Review

Hi Brian,

The Conservation Commission issues fees under two bylaws: Wetlands Protection & Stormwater & Erosion Control Bylaw

The last time fees were reassessed was in 2015 for the Wetlands bylaw only. In order to change any fees it would require a change to the regulations (Town Meeting not required). The Commission has discussed updating the regulations and bylaw to reflect recent information regarding nature resource preservation. The Commission has been hesitant to increase fees due to the burden on homeowners. One area that the Commission may increase is peer review fees which is solely used to pay for third party reviews and unused funds are returned at the end of the project (thus no impact on town revenue). The Commission could consider issuing fees for an amended Order of Condition or Extension Request but have found that typically these are being requested already because of cost burdens. The fees would be minor, most likely $25-50 per request and the Commission receives maybe 5 a year.

The fees under the Stormwater bylaw have not yet been discussed but there is a possibility to increase the residential fee from $50 to $100 which is more consistent with surrounding communities with a similar bylaw. Other towns also have more than 2 types of applications and fees that expand more on commercial development versus residential projects. We receive roughly 5-10 applications a year that range from small residential projects to large subdivisions and commercial property changes. Changes to these fees would allow the town to see possibly $200-$400 per year if we were to increase residential applications by $50. Again, the Commission has been concerned with directly the cost directly to homeowners as the fee increase would bring in a small amount of revenue but is taken directly out of homeowner pockets versus developers or large commercial properties. Most of the projects that would be affected would be homeowners that are rebuilding or renovating their existing home or single lots that are now being built for their own homes.

Sincerely,

Melissa Danza
Conservation Agent
Town of Southborough
17 Common Street
Southborough, MA 01772
(508)-281-8984

General Hours:
Monday, Wednesday, Thursday: 8:00AM – 5:00PM
Tuesday: 8:00AM-7:00PM
Friday: 8:00AM-12:00PM
Please call or email to make an appointment or confirm availability

Please note that the Secretary of State has deemed e-mail a public record

Table 1

	Southborough	Southborough	Auburn	Concord	Maynard	Midfield	Westborough	Sudbury	Wayland	Framingham
	Proposed Changes	Current								
Black Powder		$10.00	$25.00 annual	$50.00	$25.00	$50.00	$50.00	$10.00	$10.00	Unknown
Blasting	$50.00	$25.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$100.00	$25.00
Cannon and mortar firing		$10.00	$25.00	$50.00	$50.00	Unknown	Unknown	Unknown	Unknown	Unknown
Cutting/ welding	$50.00	$25.00	$50.00	$50.00	$0.00	$50.00	$50.00	Unknown	$50.00	$25.00
Dust/explosion prevention		$25.00								
Fire alarm non residential	$50.00	$25.00	$50.00	$50.00	$175.00	$50.00	$50.00	$50.00	$100.00	$25.00
Sprinkler 0-50		$50.00	$50.00	$50.00	$50.00	$100.00	$50.00	$50.00	$100.00	$25.00
Sprinkler 51-100		$100.00	$50.00	$50.00	$75.00	$100.00	$50.00	$50.00	$150.00	$25.00
Sprinkler 101-200		$150.00	$50.00	$50.00	$100.00	$100.00	$50.00	$50.00	$200.00	$25.00
Fireworks Display		$50.00	$50.00	$50.00	$50.00	$100.00	$50.00	Unknown	Unknown	Unknown
Flammable/combustible liquid storage										
0-1000 gallons	$50.00	$25.00	$50.00	$50.00	$25.00	$100.00	$50.00	$50.00	$50.00	$25.00
1001-10,000 gallons		$50.00	$50.00	$50.00	$50.00	$125.00	$50.00	$50.00	$250.00	$25.00
Over 10,000		$100.00	$50.00	$50.00	$100.00/3 years	$175.00	$50.00	$50.00	$450.00	$25.00
Flammable gas/solid storage		$50.00								
LP gas above ground	$50.00	$25.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$25.00
LP gas underground		$50.00	$50.00	$50.00	$50.00	$125.00	$50.00	$50.00	$50.00	$25.00
Oil burn euip	$50.00	$25.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$25.00
Open air/brush		$10.00	$10.00		$0.00	$0.00			$0.00	
Smoke/CO	$50.00	$25.00	$50.00	$50.00	$50.00/unit	$50/unit to $500.00	$50.00	$50.00	$50.00	$50.00
Tank removal		$50.00	$25.00	$50.00	$65.00	$50.00	$50.00	$50.00	$50.00	$25.00
Tank install	$50.00	$25.00	$25.00	$50.00	$50.00	$50.00	$50.00	$50.00	$100.00	$25.00
Tar Kettle		$25.00	Unknown	$50.00	$25.00	Unknown	Unknown	Unknown	$50.00	Unknown
Sprinkler 201+		$200.00	$50.00	$50.00	$150.00	$150.00	$50.00	$50.00	$250.00	$25.00

Brian Ballantine

From: Paul Pisinski
Sent: Thursday, February 4, 2021 9:46 AM
To: Brian Ballantine
Subject: Re: Town Fee Review

Hello Brian:
The Southborough Board of Health continually reviews its FEE SCHEDULE every two years or so. I just presented a revision to our Fee Schedule for Soil Tests witnessing which was formally voted and adopted by the Board of Health. The Board's staff regularly make recommendations for Fee adjustments. All fee adjustments are voted upon by the Board of Health.
I have had discussions with Dennis Costello concerning adjustments for the Summer Camps and semi-public swimming pool inspections and I believe we will be make adjustments for those fees. The adjustments are always to increase the FEE to reflect the actual cost to administer and conduct the inspection. Some of the cost increases are tied to newer State Code requirements as well as staff hourly pay rate increases.
I will have Barbara Spiri send you our latest revised FEE SCHEDULE. There should be a date on these fee sheets reflecting the latest date of revision or adoption.

Paul Pisinski
BOH Agent

Get Outlook for iOS

From: Brian Ballantine <bballantine@southboroughma.com>
Sent: Thursday, February 4, 2021 8:24:46 AM
To: DL_Department Managers <deptmanagers@southboroughma.com>
Subject: Town Fee Review

Hello All,

Advisory has recommended a review of Town fees and charges assessed throughout all Departments. We last did this many years ago and it is prudent we review them periodically for any adjustment.

Can all of you review any fees you assess and let me know by next Friday whether you would recommend changing any of the fees you charge, and if so and you have an idea on how much additional revenue that would realize please add that. Any recommended changes should, of course, be justified (consistent with other communities, etc).

If you do not assess any fees, or you do recommend keeping all your fees the same, please advise.

Many thanks and Happy Budget Season -

Brian Ballantine
Finance Director – T/C
Town of Southborough
508-485-0710 x3009
508-480-0161 (Fax)

January 19, 2021

Regarding Plumbing, gas, and electrical permit fees

Over the last two years of my employment I have routinely received several phone calls from electrical and plumbing contractors who question our permit fees because they do not believe that our fees that they see online are truly accurate. They are so low that the contractors cannot believe they are accurate. Currently, the Building Department charges a flat fee of $52 per inspection for residential properties and $156 flat rate for commercial properties.

In researching surrounding communities, I have found that we are, in fact, under-charging. For example, for a new residential home constructed, the Town of Westborough charges $100 plus an additional $20 per fixture for plumbing and gas permits. Electrical fees are $50 plus $10 per $1000 of the cost of the electrical construction cost. The Town of Southborough, for a new construction for electrical, plumbing and gas, only $104 flat rate is charged for electrical and plumbing with an additional $52 if there are underground conduits and/or piping being installed. To further illustrate the point, consider the difference in fees charged for the exact same project the only difference is the town that the project is done in.

New construction single family home, 3500 sq ft. two car garage

- Electrical fixtures to be installed: 35 Cost of electrical construction: $25,000
- Plumbing fixtures to be installed: 15
- Gas fixtures to be installed: 8

In the Town of Westborough fees would be charged as follows:

- Electrical permit fee: $300
- Plumbing permit fee: $400
- Gas permit fee: $260
- Grand total: $960

In the Town of Southborough, fees would be charged as follows (maximum possible amounts shown):

- Electrical permit fee: $156
- Plumbing permit fee: $156
- Gas permit fee: $156
- Grand total of $468

Total lost possible revenue lost: $492.00

Similar charges of a flat rate with an additional cost per fixture installed are charged for additions and alterations.

Many of the permit applications received are for single fixture replacement, such as a water heater, new sink in a kitchen or bathroom, or an electrical outlet installation. Westborough charges a flat rate of $60 for a single fixture replacement. Southborough charges $52. We receive roughly 500 or more single fixture replacements permits for electrical, plumbing and gas combined. The difference between what Southborough would charge and what Westborough would charge for the same 500 permits would be $4,000 in opportunity cost.

Attached are the fee schedules for surrounding communities.

Enjoy ☺

TOWN OF WESTBOROUGH
MASSACHUSETTS
01581

BUILDING DEPARTMENT
FORBES MUNICIPAL BUILDING
45 WEST MAIN STREET
WESTBOROUGH, MA 01581
TEL. (508) 366-3015
FAX. (508) 366-3018

BUILDING COMMISSIONER
ZONING ENFORCEMENT OFFICER

FREDERICK J. LONARDO

PLUMBING AND GAS FEE SCHEDULE

		Type of Work	*Fee Rate*
Plumbing	*Residential*	New, Additions	$100.00 plus $20.00 per fixture
	Residential	Alterations	$50.00 plus $10.00 per fixture
	Residential	Replacement Single Fixture	$60.00
	Commercial	New, Additions	$200.00 plus $20.00 per fixture
	Commercial	Alterations	$200.00 plus $20.00 per fixture
	Commercial	Replacement Single Fixture	$100.00
Gas	*Residential*	New, Additions	$100.00 plus $20.00 per fixture
	Residential	Alterations	$50.00 plus $10.00 per fixture
	Residential	Replacement Single Fixture	$60.00
	Commercial	New, Additions	$200.00 plus $20.00 per fixture
	Commercial	Alterations	$200.00 plus $20.00 per fixture
	Commercial	Replacement Single Fixture	$100.00

PERMIT FEE WILL PROVIDE ***ONE UNDERGROUND; ONE ROUGH AND ONE FINISH INSPECTION.***

ALL OTHER INSPECTIONS AND RE-INSPECTIONS SHALL BE AT THE RATE OF $40.00 PER INSPECTION. ALL FEES ARE TO BE PAID IN ADVANCE.

NOTE: A separate plumbing or gas permit shall be filed for each dwelling unit or tenant space. The fee is DOUBLED if work is started without obtaining a plumbing or gas permit in conformance with the Massachusetts Fuel Gas and Plumbing Codes.

A fee of $40.00 will be charged for re-inspection necessitated by faulty or illegal installation or not in accordance with the requirements of Massachusetts codes.

Adopted by Board of Selectmen 7/13/2011
Effective Date 8/1/2011

TOWN OF WESTBOROUGH
MASSACHUSETTS
01581

BUILDING DEPARTMENT
FORBES MUNICIPAL BUILDING
45 WEST MAIN STREET
WESTBOROUGH, MA 01581
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BUILDING COMMISSIONER
ZONING ENFORCEMENT OFFICER

FREDERICK J. LONARDO

ELECTRICAL PERMIT FEE SCHEDULE

RESIDENTIAL

NEW (per dwelling unit or house addition)	$100.00 plus $.50 per amp
Renovations/Additions/Alterations	$50.00

PERMIT FEE WILL PROVIDE ONE ROUGH AND ONE FINISH INSPECTION.

NON-RESIDENTIAL (PER TENANT SPACE)

COMMERCIAL- BUSINESS -INDUSTRIAL

NEW (CONSTRUCTION)	$.50 per amp
Additions/Renovations/Alterations	$50.00 plus $10.00 per $1000.00 Or portion there of - Electrical Construction Cost

PERMIT FEE WILL PROVIDE ONE ROUGH AND ONE FINISH INSPECTION.

All other additional inspections and re-inspections shall be at the rate of $40.00 per inspection.

A separate electrical permit shall be filed for each dwelling unit or tenant space. The fee is **DOUBLED** if work proceeded without obtaining proper permit in conformance with Massachusetts Electrical Code. A fee of $40.00 will be charged for re-inspection necessitated by faulty, illegal or installation not in accordance with the requirements of Massachusetts codes. Re-inspection fees shall be paid by contractor, electrician or other persons doing work before re-inspection made.

MISCELLANEOUS

(1) If within ninety days following issuance of a permit no work has commenced or if work has been commenced but is not being prosecuted, the permit shall lapse and become void.
(2) A $25.00 fee must be paid if inspector is not notified within 5 days of completion of work.

Adopted by the Board of Selectmen 9/7/04

Rev. 02-06052012

PLUMBING PERMIT FEE SCHEDULE

TOWN OF UPTON

New House & Multi	$75.00 + $10.00 per Fixture
Remodel	$50.00 + $10.00 per Fixture
Sewer Connection Hook-Up	$65.00
Repairs	$50.00
Hot Water Tank	$60.00
Backflow	$50.00
Cross Connection	$50.00
Dishwasher	$50.00
Grease Trap	$50.00
Floor Drain	$50.00
Swimming Pool – Above Ground	$50.00
Swimming Pool – In Ground	$75.00
Any Unlisted fixture	$60.00

GAS PERMIT FEE SCHEDULE

New House & Multi	$75.00 + $15.00 per Fixture
Remodel	$75.00 : Fixtures 1 - 4
	$20.00 Each Additional
Gas Generator	$60.00
Hot Water Tank	$60.00
Gas Range or Dryer	$75.00
Propane Tank	$75.00
Gas Piping – Tank to Building	$75.00
Meter Re-location	$50.00
Pool Heater	$75.00
Gas Log	$75.00
Any Unlisted Fixture	$60.00

COMMERCIAL / INDUSTRIAL

First Fixture	$100.00
Each Additional Fixture	$ 35.00

Rev 2/1/18

Electrical Inspection Fee Schedule

Northborough

IAL

tion – (per unit/tenant space)..... $ 65.00*
(with electric heat).....add $ 30.00

Additions/Alterations/Renovations (per dwelling units)..... $ 25.00*
(with service change or upgrade)..... add $ 20.00

Replacement/Installation of any single fixture (per dwelling unit)..... $ 20.00

Fire Alarm/Security Systems..... $ 25.00

COMMERCIAL/BUSINESS/INDUSTRIAL

New Construction – (per tenant space).....(round up to the nearest dollar) $ 00.50/amp*

Rewiring – (per 1000 ft. of tenant space)..... $ 50.00*

Temporary Service ..... $ 40.00

Phone and Data ..... base.....$ 25.00+
Plus $ .50 per $100.00 on cost of job (low voltage) (round up to the nearest dollar)

Fire Alarm Systems/Security Systems..... $ 50.00

Air Conditioning Units..... $ 50.00

*PERMIT FEES WILL PROVIDE ONE ROUGH AND ONE FINISH INSPECTION. ALL OTHER INSPECTIONS AND REINSPECTIONS SHALL BE AT THE RATE OF $20.00 PER INSPECTION.

NOTE:

- A separate permit must be filed for each dwelling unit or tenant space.
- Fees will be DOUBLED if work is started without a valid electrical permit.
- If within sixty days following issuance of a permit and no work has commenced or if work has been commenced but is not being prosecuted, the permit shall lapse and become void.
- All work is to be done in accordance with the Massachusetts Electrical Code, NEC and town bylaws.
- All electricians must have a current Massachusetts electricians license on file with the town of Northboro. The town also require that Certificates of Insurance for Liability and Workman's Comp be on file with the town.
- Town code states: "All new or increased connections for power or communication in public, semi-public, commercial and industrial installation must be underground."
- **To schedule an inspection,** call the Building Department at **508-393-5010** by noon of the day prior to the day of inspection.

I:\My Documents\ Electrical Dept. Fee Schedule.doc

Town of Northborough
Gasfitting Inspection Fee Schedule
Effective: 9-14-88

Residential

New Construction/Renovations – (per dwelling unit).....(Base: includes 4 fixtures) $ 30.00
(for additional fixtures add $ 5.00 per fixture)

Replacement/Installation of single appliance..... $ 20.00
(hot water tanks, stoves etc.)

Commercial – Business – Industrial

New construction/Renovations-(per tenant space)..... $ 50.00 (base)
(plus $ 5.00 per fixture)

Note: Roof top units are additional.....per unit $ 20.00

* PERMIT FEE WILL PROVIDE ONE INSPECTION. ALL OTHER INSPECTIONS AND REINSPECTIONS SHALL BE AT THE RATE OF $ 20.00 PER INSPECTION.

NOTE:

- A separate gas permit shall be permit shall be filed for each dwelling unit or tenant space.
- The fee will be Doubled if work is started without a valid gas permit.
- All work is to be done in accordance with the Massachusetts Code.
- All gas fitters MUST have a valid Massachusetts gasfitters license and insurance coverage registered with the Town of Northborough Gas Department before a permit will be issued.
- To request an inspection: call 508-393-5010 the day prior to schedule an inspection.

10/11/01

Town of Northborough
Plumbing Fee Schedule
Effective: 9-14-2000

Residential

New Construction: Each dwelling unit.....(First 10 fixtures) $ 100.00
Each additional fixture.....add $ 5.00

Existing Residential: Additions, renovations.....(First fixture) $ 35.00
Each additional fixture.....add $ 5.00

(When an existing dwelling is completely altered, the fees for new construction apply.)

Any single fixture.....$ 35.00
(dishwashers, elec.hot water heaters etc.)
Sewer (Public or Private) Conversions/Connections..... $ 35.00

Commercial – Business - Industrial

New Construction or alterations.....$ 100.00
Each additional fixture.....add $ 6.00
Repairs requiring only one inspection.....$ 50.00
Anything else requiring only one inspection.....$ 50.00

Please Note:

A. A separate plumbing permit shall be filed for **each** dwelling unit or tenant space.
B. Permit fees will be **doubled** if work is started without a valid plumbing permit.
C. All work is to be done in accordance with Massachusetts Plumbing Code.
D. A licensed plumber is to be present at the time of a rough inspection (unless otherwise stated by the plumbing inspector).
E. If it is necessary for the inspector to re-inspect the property due to defective work, improper materials, code violations or contractor related issues a **re-inspection fee of $50.00** will be charged.

Permit Fee includes one underground, one rough and one final inspection. Any additional inspections (partial, incomplete, not ready) shall incur a re-inspection fee of $50.00

2019 Comparative Permit Costs – Neighboring Towns

Town	Building Permit - Min	Building Permit Rate
Southborough	$52	$10/$1K estimated cost + 4%
Ashland		$10/$1K estimated cost
Auburn	R$100 C$150	R $9/$1K estimated cost C $12/$1K estimated cost
Concord	$30	$12/$1K estimated cost
Grafton	$50	$5/$1K building validation
Holliston	$50	$10/$1K estimated cost
Hopkinton	$50	$10/$1K estimated cost
Littleton	$50	$10/$1K estimated cost
Maynard	R $60 C $110	R $12/$1K estimated cost C $14/$1K estimated cost
Medfield	$150	R $75/1st $1K + $15 per each addtnl $1K C = $100 1st and $25 addtnl $1K
Medway	R $50 C $100	R $10/$1K estimated cost C $13/$1K estimated cost
Northborough	$40	$10/$1K estimated cost
Sudbury	$40	R $10/$1K estimated cost C $15/$1K estimated cost
Wayland	R$50 C$100	$15/$1K estimated cost
Westborough	R $30 C$100	$10/$1K estimated cost
Westwood	R$75 C$100	R $1/sq ft C$12/$1000 estimated cost
Framingham	R$50 C$100	R $15/$1K estimated cost C same

R = Residential C = Commercial

Town	Building Permit - Min
Southborough	$52
Ashland	
Auburn	R$100 C$150
Concord	$30
Grafton	$50
Holliston	$50
Hopkinton	$50
Littleton	$50
Maynard	R $60 C $110
Medfield	$150
Medway	R $50 C $100
Northborough	$40
Sudbury	$40
Wayland	R$50 C$100
Westborough	R $30 C$100
Westwood	R$75 C$100
Framingham	R$50 C$100

R = Residential
C = Commercial

Building Permit Rate
$10/$1K est cost + 4%
$10/$1K est cost
R $9/$1K est cost C $12/$1K est cost
$12/$1K est cost
$5/$1K building validation
$10/$1K est cost
$10/$1K est cost
$10/$1K est cost
R $12/$1K est cost C $14/$1K
R $75/1st$ 1K + $15 per add 1K C $100 1st and $25 each addtnl $1K
R $10/$1K est cost C $13/$1K est cost
$10/$1K est cost
R $10/$1K est cost C $15/$1K
$15/$1K est cost
$10/$1K est cost
R$1/sq ft C$12/1000
R$15/$1K C same

Southborough Police Department Fees 2/4/2021

Detail Fees		
Detail Base Rate	$ 55.86	Fee Set by Collective Bargaining Agreement betweeen Town of Southborough and Local 167, Massachusetts Coalition of Police (FY2020-2022)
Saturdays or 7 PM - 7 AM	$ 83.79	
Sundays or Holidays	$ 111.72	
Detail Base Rate OT	$ 83.79	
7 PM - 7 AM OT	$ 125.69	
Sundays or Holidays OT	$ 167.58	
Administrative Fee	10% of detail fee	
Cruiser Use Fee	$20.00/hour	Increased from $12.50/hour - Sept. 2019

Burglar Alarm Fees		
First Three (3) False Alarms in a Calendar Year	Free	Fee Set by Southborough False Alarm Bylaw
Fourth (4th) False Alarm in a Calendar Year	$ 50.00	
Fifth (5th) and Each Subsequent False Alarm in a Calendar Year	$ 100.00	

Firearms License Fees		
License To Carry Firearms	$ 100.00	Fee Set by Commonwealth of Massachusetts
License to Carry Firearms - retired law enforcement officers	$ 25.00	
Firearms Identification Card	$ 100.00	
Fierarms Identification Card (under 18)	$ 25.00	

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, March 2, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

I. Public Comment

None

II. Scheduled Appointments

Municipal Technology Committee – update

i. Town Technology Strategy & Survey

Ms. Varner walked the Board through the presentation provided in the packet. Chairman Healey asked the Committee for their strategy to deliver and accommodate those that are technologically challenged with this survey. Ms. Varner described strategic targeting which included fliers at the Senior Center and where people congregate, simple and explicit instructions and options for taking the survey offline. Chairman Healey suggested urging boards and committee to reach out to the constituents to increase survey response. Ms. Malinowski suggested making iPads available at the Senior Center with volunteers to aid. She asked about leveraging software across departments. Ms. Varner explained the former IT Director began to map out the software and the Committee is continuing that effort. Ms. Malinowski asked about a process to uncover opportunities for automation implementation throughout departments. Ms. Varner stated that the Committee will be working closely with the new IT Manager when they are hired but stated they are earmarking areas that could be completely automated or outsourced. Mr. Probst described the staffing request for the IT Department for fiscal year 2022.

DRAFT

Mr. Shea asked about a timeframe for rolling out the survey and Mr. Probst stated that he hoped to have it out by mid-March and keep it open for two weeks. Mr. Shea suggested the Committee increase the time they leave the survey open as traditional ways to interact with people are no longer available during the pandemic. He asked if the Committee were planning on presenting data found from the survey at Town Meeting or to wait and use it as a platform to promote the survey. Mr. Probst described their hybrid approach to present some key data at Town Meeting while taking the time to encourage more participants. Mr. Stivers stated that staffing is a consistent issue in the IT Department and with the risk of cyber security, it is needed along with the application of simple technology to improve productivity. Ms. Braccio stated her concern that section six of the document describing recommendations could potentially clash with the ideas of a new IT Director. Ms. Varner stated that a seasoned IT professional will bring much needed value-added input. Mr. Probst stated that the IT Director is a member of the MTC and they will work in a partnership.

Mr. Purple praised Mr. Probst for his work assisting Ms. Hale in vetting IT Director candidates. He explained the steps needed in order to expand the part-time IT position to full-time. There was discussion regarding the SAP and CARES ACT. Chairman Healey asked that this item be added to the March 16th agenda.

<u>Capital Planning Committee</u>

i. FY22 Recommended Capital

Mr. Malinowski called the Capital Planning Committee to order at 7:37 P.M. Mr. Malinowski walked the Board through the presentation included in the packet entitled "Capital Planning Committee FY22 Recommendation for Town Meeting." Chairman Healey asked for clarification on the split vote for the Town House bathroom renovations. Mr. Malinowski explained that six members voted against renovating the two bathrooms and four members voted in favor of renovating one bathroom. Chairman Healey asked about the support for funding a new tanker truck. Mr. Malinowski explained that the Committee voted six in favor to support a new tanker truck for the Fire Department regardless of the funding source. He explained that a payment would not be made on this until fiscal year 2023. Mr. Shea asked if there are enough personnel to drive the tanker and Chairman Healey requested a discussion be held at the March 16th meeting to drill down into the recommended items. Mr. Stivers stated he was interested in the possibility of funding MWRA firefighter water where there are no hydrants or where hydrants challenging to access. He added he is in support of purchasing the tanker. Ms. Braccio stated she voted on all the items as a member of the Committee. Mr. Malinowski asked the Board to take a position on the recommendations. Ms. Braccio requested the Board take a position by the end of the March 16th meeting. The Board agreed. Mr. Malinowski asked if the Board would like to invite any stakeholders to the March 16th meeting in addition to the Fire Chief. Mr. Shea stated that the previous year a number of departments came to Board meetings to present their budgets and he would like to see the full picture of budget requests. There was discussion of the watermain on Newton Street and Mr. Malinowski stated there will be a recommendation from the Committee in the future. Ms. Malinowski asked if the Committee were going to vet other CPC articles. Mr. Malinowski explained the OneStop Grant Funding and collaboration with the EDC.

ii. Bylaw language for Capital Improvement and Planning Committee

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Chairman Healey asked for clarification on member terms and Mr. Malinowski explained. Chairman Healey made a motion to approved the proposed revised bylaw language and composition for the Capital Improvement and Planning Committee. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

ii. South Union School – Next Steps

Mr. Malinowski summarized the previous discussions regarding the South Union School and stated that the Committee recommended that the Board list the property prior to Town Meeting. He suggested the Board discuss any conditions to include in the bid. The Board discussed the potential for unfavorable bids due to the inclusion of conditions. The sale of Fayville Hall was discussed as an example. Ms. Braccio suggested including options in the bid as opposed to conditions. Mr. Purple explained the logistics of doing this and cautioned the Board from giving too many options. Ms. Malinowski suggested the options include the purchase of the building and maintaining the façade for historical purposes and purchasing the building without needing to maintain the façade. She added that Town Meeting will ultimately decide but there would be no question as to what the potential price of the building may be. Mr. Shea asked if the Demolition Delay Bylaw would enable the Town to accept a bid without conditions. He also raised concern about the length of time this discussion could take at Town Meeting as he felt it would be controversial. He added that many articles were delayed in the previous Town Meeting due to the pandemic and questioned whether this would be asking too much of residents. Mr. Malinowski stated that moving forward with the bid process would at the very least give the Board valuable data regarding this property. There was discussion regarding holding a fall Town Meeting, the timing for the bid process and the Demo Delay and the potential of not acting on bids. Ms. Malinowski volunteered to work with Mr. Purple on a process timeline to bring to the Board on March 16th. Mr. Malinowski made a motion to adjourn the Capital Planning Committee meeting at 8:50 P.M. Mr. Pfaff seconded. The motion passed all in favor (5-0-0) by roll call vote.

III. Reports

Chairman's Report

i. Town Committee vacancies

Chairman Healey asked about increasing awareness to board and committee vacancies. Ms. Hale stated that speaking about them at Board meetings increases publicity. Mr. Stivers suggested using census information to target residents. Ms. Braccio suggested discussing a specific vacancy at each meeting and including a volunteer flier in tax bills. Ms. Malinowski stated that she has been reaching out to parents regarding available opportunities and has had success. She added that a number of vacancies require a member from another board and that some positions exclude the ability to have a citizen at large. Chairman Healey stated the Board will speak to one to two board and committee vacancies a month.

ii. Scheduling of joint meetings with Advisory and Capital Planning

The Board agreed to meet with the Advisory Committee on April 13th. Mr. Purple stated that April 13th will be held for this joint meeting pending the determination of a Town Meeting date.

iii. Downtown Initiative update

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Chairman Healey stated there is a meeting tomorrow with interested parties to discuss the details and questions that were brought to light during the Planning Board public hearing for the Downtown Initiative.

Members' Reports

Ms. Malinowski stated Youth and Family Services distributed a community assessment of needs survey and urged all to take it.

i. BOS Office Hours

Mr. Shea stated Karen Wheeler attended to advocate for the creation of a climate/sustainability committee. He stated information was sent to Mr. Purple regarding this. Mr. Purple stated he had a conversation with Ms. Wheeler and Mr. Parent who manages Green Community projects. There is ongoing discussion regarding the necessity for a committee and Mr. Purple stated he will follow up with the Board when decisions have been made.

Mr. Shea stated representatives from the EDC attended Office Hours to touch base after the Planning Board public hearing regarding the Downtown Initiative. He added Mr. Pfaff joined to ask the Board to reach out to SAM to schedule more meeting recordings on public television rather than relying solely on YouTube.

ii. Board of Health update

Mr. Stivers stated that the Board of Health is having issues filling a full-time position because currently there is no permanent funding source. He added that they are finding quality candidates but are not able to secure them due to funding issues.

Mr. Stivers stated that the current stimulus bill was approved by the House and is being reviewed by the Senate. He added that if it were to pass, the share for Southborough would be $5.8 million. He suggested creatively generating projects for these funds within the regulations.

Town Administrator Report

i. COVID-19 vaccination updates

Mr. Purple stated there will be a COVID-19 vaccination clinic at Colonial Gardens on the morning of March 5th. The Fire Department and Board of Health will be assisting at the clinic. He added that the Town has put an application into the State to have a regional vaccination site and are on a waiting list. He thanked Representative Dykema and others in the region for supporting this bill. Mr. Purple said that when more vaccinations become available, some regional sites will be approved and hopes this is one of them.

Mr. Purple stated he has been working with Dr. Alker and Chief Achilles to create a plan to bring employees back into building on a more regular basis beginning in April. He stated another meeting of the Return to Workplace Working Group will be conducted to create a strategy to do this.

Mr. Purple informed the Board and public that National Day of Unplugging is March 5th – 6th.

IV. Consent Agenda

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a. Ms. Malinowski asked to hold agenda item "a." She stated that "question" is misspelled on page three, paragraph three. Chairman Healey made a motion to approve Open Session Minutes: February 16, 2021 with the revision described by Ms. Malinowski. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

b. Mr. Stivers asked to hold agenda item "b." Mr. Stivers stated there were two bids received and asked if there was a recommendation. Ms. Braccio stated that the EDC voted at their last meeting to support the bid recommended by the consultant. Mr. Purple stated that Ms. Galligan is in support of the bid as presented. Chairman Healey made a motion to award the bid for Wastewater Study under EEA Grant. Ms. Malinowski seconded. The motion passed (4-0-1) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey, aye. Mr. Shea recused.

c. Mr. Stivers asked to hold agenda item "c." Mr. Stivers questioned why the bid was low. Mr. Davis explained that the architect for the Recreation Commission is familiar with this company and explained that bids generally have a wide price range for these types of projects. He used Depietri field as an example. Chairman Healey made a motion to award the bid for the Recreation lighting projects. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Chairman Healey acknowledged a chat question from Kevin Miller regarding meeting details for the Downton District meeting taking place tomorrow evening. Ms. Braccio explained this was not a public meeting as it is an informational meeting with various committee members. She added no board or committee will have a quorum.

d. Chairman Healey made a motion to accept donations totaling $200.00 for the Fire Dept. Ambulance Fund. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

e. Chairman Healey welcomed Ms. Bensily and Ms. Lowe and explained the openings on the Scholarship Advisory Committee. Ms. Braccio asked each to explain their interest in the committee. Ms. Lowe explained her background and her interest in becoming more involved in the community. She added that Ms. Malinowski explained the position to her and she felt with her background and time available to volunteer, this Committee would be a good fit. She explained her appreciation of scholarships as an alternate source of funding for students.

Ms. Bensily stated that her professional and family life enables her to volunteer on a limited basis and that her life was impacted greatly by scholarship awards. She would like to help do the same for students in the community. Mr. Shea made a motion to appoint Emily Lowe to the Scholarship Advisory Committee, term to expire 6/30/22; to appoint Kathleen Kuklewicz to the Scholarship Advisory Committee, term to expire 6/30/23; to appoint Maureen Bensily to the Scholarship Advisory Committee, term to expire 6/30/23. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye. Ms. Kuklewiz joined the meeting at 6:44 P.M. Chairman Healey informed her of her appointment and Ms. Kuklewicz gave her professional background and reasons of interest in the Scholarship Advisory Committee.

V. Other Matters Properly Before the Board

Scheduling of Annual Town Meeting

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i. Scheduling of departments

Chairman Healey welcomed Mr. Cimino and Mr. Hegarty. He described the statutory changes regarding Town Meeting. A discussion was had regarding the date of Town meeting in terms of weather, cost, event conflicts, timing and potential attendance challenges. Chairman Healey made a motion to set Annual Town Meeting for May 22, 2021. Mr. Shea seconded. Mr. Shea asked if the meeting could begin earlier in the day in order to work through most of the warrant before needing to continue the meeting to another day. Mr. Cimino suggested a 10:00 A.M. start time. Mr. Hegarty explained the cost difference from a one-day Town Meeting to a two-day Town Meeting. Chairman Healey amended to his motion to set Annual Town Meeting for 10:00 A.M. on Saturday, May 22, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Chairman Healey asked the Board if there are particular departments they would like to hear from regarding their budget. Ms. Malinowski asked for any department adding a new position or service and Mr. Shea asked for the Board of Health to attend a future meeting. Mr. Purple agreed to make a list of departments to attend a future meeting.

Review draft RFP for Legal Services

Ms. Braccio stated she was under the impression the Board wanted to move forward with a firm that may have more to offer than a one-person firm and stated her concern that both options are included in the RFP. Chairman Healey explained that he felt going out to bid for legal services should be a matter of due diligence every five years. Mr. Stivers stated that individual firms tend to have a network of associates with specialties that work together and he is open to that structure. Mr. Shea asked if the RFP enabled the flexibility to hire more than one firm and Chairman Healey stated he felt it did. He added that there is a requirement that someone be lead counsel and a condition could be added that in order to get this position, they must agree to working with a particular firm or individual from their network. The Board agreed. The Board reviewed multiple sections of the RFP and Mr. Purple described examples of responses the Board could receive.

Ms. Malinowski asked if the Board were submitting an RFP for legal services to change the Town's strategy for how Town Counsel is used and to see what other structures exist or if they are going out to bid for a five-year policy or practice. Chairman Healey stated that it is possible that the existing Town Counsel is the best fit for the Town and he would rather not anticipate what makes the most sense with limiting language. Ms. Malinowski suggested a policy be put in place if one is being referenced in the RFP. The Board agreed to remove the background language from the RFP.

Mr. Cimino spoke as a resident and not the Town Moderator. He stated that speaking as a town official who has worked with Town Counsel over the years, incumbent counsel has every possibility of being part or all of a future solution and is to have the best interest of the Town in mind as current Town Counsel has.

Discussion of CSX easement and Downtown portion of Main Street reconstruction project

Chairman Healey described his discussion with Mr. Mauro stemming from the letter he sent which is included in the packet. He stated that Mr. Mauro is supportive of the curbing and improvements that will be made in the downtown area and agreed it would allow sufficient

access and egress to their property. He added that Mr. Mauro and CSX disagree in how the parking area will be resolved but understands the stance of the Board to move forward with construction on Town land. He added that the Board is willing to do whatever possible to mediate and help negotiate a resolution between the two land owners. There were no comments from the Board. Chairman Healey told Ms. Galligan that the Board would like her to begin negotiations regarding the easement with CSX and any curbing for CSX will be presented to Mr. Mauro prior to changes being made.

Shared Streets grant update

Ms. Galligan stated that project bids will be in by March 16th and explained that the Shared Streets grant will cover the gathering area and sidewalks. She added there is enough Chapter 90 money to cover the physical road work and moving the road. Mr. Stivers asked about paving the parking area. Ms. Galligan stated that the Town will gravel and grade the area but not pave it. Chairman Healey stated that it should be made clear to St. Mark's that if the parking area is going to paved, they will be paying for that work. Mr. Purple asked if the Board wanted Town Counsel to start reviewing and editing the draft easement and license agreements for the land use for Board review. The Board agreed.

Ms. Galligan asked the Board if they would like to make the railroad crossing pedestrian accessible when conducting the roadwork on Main Street. She stated that CSX requires a paddle that a CSX engineer has to design which is an expense. Mr. Shea asked if she is describing a warning system that the railroad requires that the Town would have to pay for. Ms. Galligan stated that was correct if the Town wanted pedestrian traffic to cross over the tracks. She stated that the overall project will happen the same way even if a paddle and sidewalk were not installed as the other side of the street has ADA compliant pedestrian access. There was discussion regarding possible grant options or Chapter 90 funding to complete this proposed work. Chairman Healey asked for options to be explored to fund an ADA compliant sidewalk over the railroad tracks.

VI. Public Comment

Tim Litt (148 Woodland Road) stated that ADA compliance does not just refer to wheelchairs but also to shopping carts and rolling luggage. He asked the Board not to hold a fall Town Meeting in order to push off business from spring Town Meeting. He asked the Town to finish business during the spring Town Meeting. Mr. Litt encouraged the Board to look at the IT Department as whole and not hire an IT Director without support staff.

Kevin Miller spoke to his concerns about CSX and their power over the Town. He voiced his concern regarding the Downtown District map extending a quarter of a mile away from Main Street onto landlocked parcels and parts of commercial properties and private property. Chairman Healey explained that the map has existed for decades and was created by Town Meeting years ago. Mr. Miller stated his concerns of the by right zoning allowed in the proposed bylaw and stated an overlay is more appropriate. M. Braccio stated she is aware of these concerns and the public hearings are held for conversations such as these. She added that the map is going to be looked at along with a long list of other items.

VII. On a motion made by Mr. Shea, seconded by Ms. Braccio and voted all in favor (5-0-0) by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 10:40 P.M.

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Upcoming Meetings
March 16, 2021
April 6, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the March 2, 2021 BOS Meeting:

- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator
- MTC Technology Strategy 2.2021 Draft 3.0
- MTC Town Strategy Summary
- Capital Planning Committee FY22 Recommendations for Town Meeting 3.2.21
- Draft Bylaw language for Capital Improvement and Planning Committee
- Letter from Rebecca Deans-Rowe to Mr. Malinowski and Capital Planning Committee 8.13.20
- MA Cultural Resource Information System, South Union School
- Disposition of Real Property CH. 30B - Steps, Estimated Timeline
- Open Session Minutes, February 16, 2021
- Letter from Claire Reynolds to Lori Esposito dated 2.11.21
- EDC Wastewater Feasibility Study
- Letter from Tim Davis to BOS re: Contract Award Request - Mooney Field Lighting Installation
- Letter from Chief Achilles to BOS dated 2.25.21
- Citizen Activity Form, Maureen Bensily
- Citizen Activity Form, Kathleen Kuklewicz
- Citizen Activity Form, Emily Lowe
- Letter from Attorney Cipriano re: Town Meeting Question 2.16.21
- Letter from Carolyn Dykema to Mark Purple re: Town Meeting Question 2.16.21
- Town of Southborough, Declaration of Emergency
- MA Chapter 53 of the Acts of 2020
- Draft RFP for Town Counsel Services
- Letter from Marty Healey to Shawn Mauro dated 2.22.21
- Letter from Erin Goglia, CSXT to Karen Galligan dated 7.20.20 and 11.20.20
- Southborough Main Street Construction Plans, Sheet 10 of 85 RFP clean with edits
- 030221 MGL Chapter 39 sec 9
- 030221 MGL Chapter 39 sec 10

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REQUEST FOR PROPOSALS ('RFP')
FOR THE PURCHASE, RENOVATION &
REDEVELOPMENT OF PROPERTY OWNED BY
THE TOWN OF SOUTHBOROUGH,
MASSACHUSETTS
THE HISTORIC SOUTH UNION SCHOOL 1912 – ART CENTER
March 2021

NOTICE TO PROPOSERS: The Town of Southborough, MA 01772 ("the Town"), acting through the Southborough Board of Selectmen, invites sealed proposals for the purchase, renovation & redevelopment of town-owned property known as The Historic South Union School 1912 – Art Center. This Request for Proposals ('RFP') invites all interested parties to submit creative and comprehensive proposals for any of a variety or mix of possible uses which could appropriately meet the Town's objectives. This RFP is governed by the requirements of Massachusetts General Law chapter 30B, section 16.

I. INTRODUCTION

The completion of this disposition RFP is contingent upon a vote at Southborough's Annual Town Meeting currently scheduled on May 22, 2021, to authorize the Board of Selectmen to dispose of the Town-owned property as described herein.

The Town of Southborough Massachusetts is requesting proposals for the acquisition, renovation and redevelopment of a most noteworthy and remarkable town-owned historic building: the South Union School 1912 – Art Center ('South Union School') built in 1911, which sits on a 3-acre parcel of land located at 21 Highland Street. South Union School is served by municipal water, with a dedicated septic system. Located about a ½ mile from Southborough's train station, South Union School is a quick and easy commute to the Massachusetts Turnpike, Interstate 495, the cities of Boston, Worcester and Providence, various nature trails, playgrounds and playing fields, restaurants, and shopping malls. This property offers a unique opportunity for a high-quality redevelopment that can seamlessly integrate itself into the villages of Cordaville and Southville.

II. THE BUILDING



Southborough's South Union School sits high on a hill, serving as the heart and focal point tying together the villages of Cordaville and Southville. This Classic Revival style brick building with two stories and a basement is listed on the National Register of Historic Places. South Union School has served as a multi-purpose community building for over 100 years. Initially, the School was built to consolidate schools from Cordaville and Southville. It served as a school until 1980. In 2003, an elevator was added on the east side of the building. In recent years, the South Union School has housed town departments and the Cultural Arts. Over the next 5- to 10-year span, anticipated

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maintenance and upgrades include, and are not limited to, boiler replacement, repointing/rebuilding of section of the chimneys and their metal covers, lining of the active chimney, replacement of the roof, repainting of the windows and exterior trim work, and various cosmetic upgrades.

The playground equipment that is currently on the property shall not be considered as part of this Request for Proposal and will be removed by the Town prior to closing of the sale.

III. LOCATION

South Union School 1912 – Art Center is located on parcel 03-3 of the Southborough Assessors Map.



IV. REDEVELOPMENT OPTIONS

The Town is prioritizing proposals by both price and use, including intentions that the exterior of South Union School will be maintained in accordance with standards applicable to the rehabilitation of historic buildings, as well as all town building and zoning bylaws and requirements. Southborough Community Preservation funds may be available to assist with such rehabilitation and maintenance efforts. If applicable, demolition bylaw as defined in Chapter 63 of Southborough's Town Code must be adhered to. The Board of Selectmen will determine which proposal is in the best interest of the Town and potentially present to Town Meeting. The Town will consider all of the uses allowed By Right in the Residence B (RB) Zoning District.

V. ZONING

South Union School is currently in the Residence B (RB) Zoning District. The relevant section(s) of the Zoning Bylaw can be reviewed here:

https://www.southboroughtown.com/sites/southboroughma/files/uploads/zoningbk_2006.pdf

In 2017, the Town voted to adopt an Adaptive Reuse of Historic Buildings Bylaw, which allows a special permit option to allow for and provide incentives for the adaptive reuse of Historic Buildings. The Bylaw is attached to this RFP as reference.

VI. REDEVELOPMENT GOALS

The Town of Southborough has prioritized the following goals for the redevelopment of South Union School:

Best use of the parcel that will enhance our community's villages of Cordaville and Southville by way of social and cultural development, and positive economic impacts including generating local tax revenue and housing.

VII. PRICE

The Town is interested in selling the property at the highest price. However, the Town reserves the right to make an award to a proposal that offers other than the highest price. The Town will consider the overall value of the proposal as defined in section VIII.

VIII. SELECTION CRITERIA (maximum of 80 points)

1. A proposed purchase offer of:
    - $1,000,000 and over – 40 points
    - $700,000 – $999,999 – 15 points
    - $445,000-$699,999 – 5 points

2. Design recognition and preservation of the historic and architectural significance of South Union School building – 30 points

3. A use that will stimulate other desirable economic, social and cultural development in Southborough's Cordaville and Southville villages – 10 points

IX. PROPOSED PROCESS SCHEDULE

- RFP public release available: Wednesday, March 31, 2021 [advertised in the MetroWest Daily News and Central Register]
- Tour of South Union School with Director of Facilities (optional): April _____ at 10:00am
- Deadline for submission of questions: Wednesday, April 28, 2021 at 10:00am
- **Deadline for proposal submission: Wednesday, May 5, 2021 at 10:00am**
- Opening and preliminary review of proposals: Wednesday, May 5, 2021 at 10:00am
- Completion of evaluation and scoring of proposals: Friday, May 7, 2021
- Public announcement of proposal selection, contingent upon vote at Annual Town Meeting: Monday, May 24, 2021

X. SUBMITTAL REQUIREMENTS

Anyone submitting a response to this RFP shall include the following: To be responsive, each prospective respondent must submit one (1) complete hard copy of the Proposal and one (1) PDF digital copy, including all information specified below. The one (1) completed hard copy of the Proposal must be inserted into a single sealed envelope marked "RFP FOR PURCHASE AND REDEVELOPMENT OF SOUTH UNION

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SCHOOL".

All of the following information must be included in each copy of the Proposal in the following order (if any item is not applicable, include a statement explaining why the item is not applicable):

1. The Complete Proposal Cover Page (see attachment);

2. A Table of Contents with page numbers;

3. Cover Letter. A transmittal letter identifying the proposer including address, telephone number and e-mail address of the contact person, the date of the proposal;

4. Financial Capacity. Each proposer must provide evidence of the proposer's ability to meet the financial obligations of the proposed acquisition of the property, the rehabilitation of the building and the redevelopment of the property (the "Project"). Each proposer shall submit a pro forma account of the funds necessary to finance the Project and how the proposer intends to finance the Project. Financial statements and background information must be attached to the proposal. If a proposer intends to purchase the property with a purchase money mortgage, the proposer must specify how much is to be borrowed and submit, in their proposal package, a pre-approval or commitment letter from an institutional lender acknowledging that the proposer has sufficient financial resources to obtain a loan commitment, subject to prevailing terms and conditions. If the proposer provides a pre-approval letter, the proposer must deliver a firm letter of commitment to the Town within fourteen (14) days from the date of the parties enter into a P&S;

5. Qualifications. A brief overview of the proposer's qualifications and experience with comparable redevelopment projects;

6. Price Proposal. The fully executed "Purchase Price Proposal Form", a blank copy of which is Attached;

7. References. Provision of at least three (3) professional references, including names, current phone numbers and e-mail addresses for the references;

8. Description of Project. Each proposer must submit a narrative on the following items:

   (a) A description of the proposer's proposed use of the property and a description of how the proposal complies with each of the Redevelopment Goals and Selection Criteria (see Sections VI & VIII of this RFP);

   (b) A description of the proposed configuration of the interior space within the building, together with a preliminary set of floor plans, if applicable;

   (c) A description of the proposed configuration for the intended use of the entire parcel, including a description of any subdivision, if applicable;

   (d) A description of how the proposal will preserve the historic appearance of the building's exterior, if applicable;

   (e) A statement of intent to apply for use of preservation funds or seek grant contributions from local, state or federal entities for any portion of the project, if applicable.

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(f) A description of the conceptual exterior landscaping design treatment;

(g) The proposer's demonstrated readiness and ability to proceed with the Project with time schedules reasonably described;

(h) A description of the impact of the proposer's use of the property on Town infrastructure, including water, drainage, parking, public safety, and roads, and/or the economic benefit to the Town in tax revenue and in local job creation, as applicable;

(i) A Project schedule, including a construction schedule and dates by which the proposer expects to receive financing, a closing date and permits.

9. Required Forms. Fully executed originals of the following forms:

(a) A "Certificate of Tax Compliance Form", a blank of which is attached;

(b) A "Certificate of Non-Collusion Form", a blank of which is attached;

(c) A "Disclosure Statement for Transaction With a Public Agency Concerning Real Property", a blank of which is attached.

If applicable, a Certification executed by the secretary of the corporation indicating that the person signing the proposal has been authorized to do so by a vote of the board of directors. The Proposal documents must be signed as follows: 1) If the Proposer is an individual, by him or her personally; 2) if the Proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the Proposer is a corporation, by the authorized officer, whose signature must be attested by the clerk/secretary of the corporation, and the corporate seal affixed, a blank of which is attached.

XI. GENERAL TERMS AND CONDITIONS

Advertisements notifying the availability of the RFP will be placed in the Commonwealth of Massachusetts Central Register and the MetroWest Daily News.
In addition, the RFP will be advertised on the Town of Southborough municipal website at: www.southboroughma.com.

How to obtain the RFP document:

1. Contact Executive Assistant Lori Esposito at lesposito@southboroughma.com to request an emailed PDF file. ***Your name and full contact information must be noted in the request.***

2. Pick up hard copy at the Town House, 17 Common Street, Southborough MA 01772, by calling the Selectmen's Office at 508-485-0710, option 4, and request a time to schedule a pickup. The name and contact information of those who pick up the RFP packet at the Southborough Town House must be recorded so they may be contacted and provided information with regard to any and all questions, changes, modifications, etc. prior to the submission date.

- RFP respondents are encouraged to tour South Union School before submitting an RFP.
- An optional tour of the building is scheduled with John Parent, Director of Facilities on April _____, 2021 at 10:00am.
- **Proposals must be received on or before 10:00 AM on Wednesday, May 5, 2021** at Southborough Town House, Town Administrator's Office, 17 Common Street, Southborough MA 01772. Proposals and any modifications (clearly labeled "Modification Number:___")

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thereof must be submitted in a sealed envelope clearly labeled, no later than the proposal submission deadline. Each modification must be numbered in sequence and must reference the original RFP submission.

- All submitted proposals will be opened for preliminary review on May 5, 2021 at 10:00 a.m. at the Office of the Town Administrator, 17 Common Street, Southborough MA. After the opening of the proposals, an RFP proposer may not change any provision of the proposal in a manner prejudicial to the interests of the Town of Southborough or fair competition. Minor informalities may be waived, or the proposer may be allowed to correct them. Minor informalities are minor deviations, insignificant mistakes, and matters of form rather than substance of the proposal that can be waived or corrected without prejudice to the RFP proposers, potential RFP proposers, or the Town.
- The closing must occur within one hundred twenty (120) days after the opening of the proposals. The closing date may be extended by mutual agreement of both parties for up to sixty (60) additional days.
- Proposals cannot be withdrawn, modified or amended for a period of one hundred fifty (150) days from the deadline for submission of proposals.
- The Town of Southborough may cancel this RFP, or reject in whole or in part, any and all proposals if the Town determines that cancellation or rejection serves the best interests of the Town of Southborough.
- The Town of Southborough also reserves the right to select the winning proposal based on the evaluation of the proposer's overall submittal, and to the extent to which the proposal meets the "Goals of Redevelopment & Selection Criteria" in this RFP. **Therefore, the Town of Southborough may exercise its right to select a proposal that may not have offered the highest purchase price.**
- If the Town of Southborough makes any changes to this RFP, an addendum will be issued. Addenda will be e-mailed, faxed and/or mailed to all proposers on record as having picked up the RFP Packet.
- **Questions concerning this RFP must be submitted in writing to: Town Administrator Mark Purple, 17 Common** Street, Southborough, MA 01772. Questions may be delivered or mailed to this address or e-mailed to mpurple@southboroughma.com. **All questions must be received no later than Wednesday, April 28, 2021 at 10:00am**. Written responses will be e-mailed after this deadline to all RFP proposers on record as having picked up the RFP.

While the Town believes that the information provided in this RFP, including all exhibits and addendums, if any, is accurate, **the Town makes no representation or warranty, express or implied, as to the accuracy and completeness of the information in this RFP**. The proposer assumes all risk in connection with the use of the information, and releases the Town from any liability in connection with the use of the information provided by the Town. Further, the Town makes no representation or warranty with respect to the Premises, including without limitation, the value, quality or character of the Premises or its fitness or suitability for any particular use and/or the physical and environmental condition of the Premises. The Premises will be released in their "AS-IS" condition. Each proposer shall undertake its own review and analysis (due diligence) concerning the physical and environmental condition of the Premises, applicable zoning and other land use laws, required permits and approvals, and other development, ownership, and legal considerations pertaining to the Premises, and the use of the Premises, and shall be responsible for applying for and obtaining any and all permits and approvals necessary or convenient for the proposer's use of the Premises. All costs and expenses of developing the Premises, including without limitation, all costs of permitting and improvements, shall be the sole responsibility of the successful proposer.

XII. EVALUATION PROCESS

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Each proposer must include sufficient supporting material to allow a meaningful and comprehensive evaluation of its proposal. The Town Administrator will conduct a preliminary screening of the submitted proposals to ensure that the documents and information required in Section X ("Submittal Requirements") have been provided. Proposals that do not satisfy the Submittal Requirements will be rejected.

For all proposals deemed complete, the Town's RFP Committee will review each proposal with the Town Administrator and competitively score each. Once scored, the RFP Committee will make a recommendation to the Board of Selectmen regarding their preferred redevelopment proposal.

Background Check

The Town reserves the right to conduct a background inquiry of each developer which may include the collection of appropriate criminal history information, contractual business associates and practices, employment histories and reputation in the business community. By submitting qualifications to the Town of Southborough, the developer consents to such an inquiry and agrees to make available to the Town such books and records as the Town deems necessary to conduct the inquiry.

Determination of Responsibility

The Town of Southborough may make such investigation as it deems necessary to determine the ability of a developer to provide full performance as outlined in the qualifications. The developer will furnish to the Town all such information and data for this purpose as the Town may request. The Town of Southborough reserves the right to reject any developer if the evidence submitted by or investigation of such developer fails to satisfy the Town that such developer is properly qualified to carry out the obligations of this contract.

Rights Reserved by the Town of Southborough

The Town may request additional information of one or more respondents relative to a proposal or qualifications. Requests shall be in writing with the expectation of a written response within a specified time. Proposers may also be invited to appear before the Board of Selectmen/RFP Committee. Failure to comply with this request will result in a rejection of the proposal at issue. The right to an interview does not automatically extend to all whose proposals are accepted for review, but is granted in the sole discretion of the RFP Committee.

Following the interviews and the receipt of any additional information requested of the proposers, the proposals will be evaluated and rated by the Committee according to the comparative evaluation criteria set forth in this RFP. The Committee will select the most advantageous proposal, taking into consideration all of the evaluation criteria set forth in this RFP. The Board of Selectmen will act upon the Committee's recommendation to award, and notify all proposers in writing of its decision.

The proposer selected by the Board of Selectmen will be given exclusive rights to negotiate with the Town the terms of the purchase and development of the property. If, at any time, such negotiations are not proceeding to the satisfaction of the Town, at its sole discretion, then the Town may choose to terminate said negotiations. The Board of Selectmen may select another proposer with whom to initiate negotiations.

The Town of Southborough reserves the right to reject any or all submittals; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the qualifications submitted based on the Selection Criteria.

Questions shall be addressed to:

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Mark Purple, Town Administrator
Southborough Town House
17 Common Street
Southborough MA 01772

Phone: 508-485-0710
E-mail: mpurple@southboroughma.com

XIII. PURCHASE AND SALE AGREEMENT; LAND DEVELOPMENT AGREEMENT

A. **Purchase and Sale Agreement**.

The Town and the successful proposer (the "Buyer") are expected to enter into a mutually satisfactory Purchase and Sale Agreement (P&S) within thirty (30) days from the date of the award. The Town shall provide the form of P&S to the selected proposer with the award letter; the P&S shall include terms substantially similar to the following:

1. At time of execution of the P&S, Buyer shall pay a deposit equal to the greater of $5,000 or ten percent (10%) of the purchase price. The deposit submitted by Buyer shall be held in escrow by the Treasurer of the Town of Southborough in a non-interest-bearing account, and shall be duly accounted for at the time for performance of this Agreement. In the event that Buyer fails to fulfill its obligation to purchase the Premises, the Town shall retain the deposit as liquidated damages. In the event of any disagreement between the parties, the escrow agent may retain all deposits made under the P&S pending instructions mutually given by the Town and Buyer. If the acquisition of the property is financed by a lending institution, Buyer must deliver a firm letter of commitment to the Town within fourteen (14) days from the date of the P&S.

2. No broker's commission shall be paid by the Town, and Buyer shall indemnify and hold harmless the Town from any claims for such commission.

3. A payment in lieu of taxes shall be paid in accordance with M.G.L. c. 44, § 63A and/or M.G.L. c. 59. § 2C.

4. Buyer shall pay the monetary consideration for the property by certified, treasurer's, or bank check or by wire transfer. Buyer acknowledges that Buyer has not been influenced to enter into this transaction and that Buyer has not relied upon any warranties or representations not set forth in this P&S. Buyer represents and warrants that it will accept the property "AS IS", provided however Buyer shall have the right to terminate this P&S if Buyer finds Hazardous Materials on the property in amounts required to be reported to the Department of Environmental Protection. Buyer acknowledges that the Town has no responsibility for hazardous waste, oil, hazardous material or hazardous substances, as those terms are defined by any applicable law, rule or regulation, including, without limitation, the Massachusetts Oil and Hazardous Materials Release Prevention and Response Act, M.G. L. c. 21E, the Massachusetts Hazardous Waste Management Act, M.G.L. c. 21C, the Comprehensive Environmental Response, Compensation and Liability Act, as amended, 42 U.S.C. §§ 9601 et seq. and the Resource Conservation and Recovery Act, as amended, 42 U.S.C. §§ 6901 et seq. (herein collectively referred to as "Hazardous Materials") on, in, under or emitting from the property or for any other condition or defect on the property. The provisions of this Section shall survive delivery of the deed.

5. In the event that the Town defaults under the P&S, Buyer shall be entitled to terminate the P&S, and receive a refund of the deposit. The foregoing shall be Buyer's sole and exclusive remedy at

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law and equity for any breach of the P&S by the Town.

6. The purchase of the property shall not be contingent on the sale of any other property.

7. The closing shall occur within ninety (90) days from the date on which the P&S is signed by the Town and Buyer, or within such further time as the Board of Selectmen and Buyer shall agree.

8. Buyer acknowledges that Buyer has not been influenced to enter into this transaction nor has Buyer relied upon any warranties or representations not set forth or incorporated in this P&S, except for the following additional warranties and representations, if any, made by the Town: NONE.

9. In the event that the proposer's obligations under the P&S are contingent on financing, permitting, inspection and/or other contingencies, the Town shall have the right to set forth deadlines by which some or all of the contingencies must be met, depending on when the closing is to occur and other factors.

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PROPOSAL FOR REDEVELOPMENT
OF THE
HISTORIC SOUTH UNION SCHOOL 1912 – ART CENTER

21 Highland Street
Southborough,
Massachusetts



Submitted by:

_____

_____

_____

_____

_____

(Name, Address, Telephone Number and E-Mail Address of Firm)

Date Submitted:_____

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PURCHASE PRICE PROPOSAL FORM

FOR THE PURCHASE OF THE HISTORIC SOUTH UNION SCHOOL
1912 – ART CENTER
SOUTHBOROUGH, MASSACHUSETTS

Seller: Board of Selectmen, Town of Southborough
Southborough Town House
17 Common Street,
Southborough, MA 01772

Buyer: _____

_____

_____

_____

Premises: South Union School 1912 – Art Center
21 Highland Street
Southborough, MA 01772

Proposed Purchase Price: $_____

Proposed Purchase Price (in words): _____

Proposed Closing Date: _____

_____
Signature Title

_____
Print name Date Signed

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AFFIDAVIT OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or proposal is in all respects bona fide and fair and has been made and submitted in good faith without collusion or fraud with any other person. As used in this affidavit, the word "person" shall mean any natural person, joint venture, business, partnership, corporation, union, committee, club, organization, group of individuals, or other business or legal entity.

Signature: _____

Date: _____

Name [Printed]: _____

Title: _____

Company: _____

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TOWN OF SOUTHBOROUGH – REQUEST FOR PROPOSALS
SALE OF SOUTH UNION SCHOOL 1912 – ART CENTER

CERTIFICATE OF TAX COMPLIANCE

Pursuant to M.G.L., Ch. 62C, s. 49A, the undersigned certifies, under the penalties of perjury, that he has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

_____
Signature of Individual or Corporate Officer

_____
Company Name

_____
Social Security Number or Federal Identification Number*

_____
Date

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TOWN OF SOUTHBOROUGH – REQUEST FOR PROPOSALS

SALE OF SOUTH UNION SCHOOL 1912 – ART CENTER

CERTIFICATE OF AUTHORITY

Give full names and residences of all persons and parties interested in the foregoing proposal:

(Notice: Give first and last name in full; in case of a corporation, give names of President and Treasurer; in case of a limited liability company, give names of the individual members, and, if applicable, the names of all managers; in case of a partnership or a limited partnership, all partners, general and limited and; in case of a trust, all the trustees)

NAME	ADDRESS	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Kindly furnish the following information regarding the Proposer:

1) IF A PROPRIETORSHIP

Name of Owner: _____

Address: _____

Name of Business: _____

Home: _____

2) IF A PARTNERSHIP

Business Name: _____

Business Address: _____

Names and Addresses of Partners

PARTNER NAME	ADDRESS	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____

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3) IF A CORPORATION OR A LIMITED LIABILITY COMPANY

Full Legal Name: _____

State of Incorporation: _____

Principal Place of Business _____

Qualified in Massachusetts: Yes_____ No _____

Place of Business in Massachusetts: _____

4) IF A TRUST

Full Legal Name: _____

Recording Information:_____

Full names and address of all trustees:

NAME	ADDRESS	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature: _____

Printed name: _____

Title: _____

Name of Business: _____

Date: _____

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TOWN OF SOUTHBOROUGH – REQUEST FOR PROPOSALS
SALE OF SOUTH UNION SCHOOL 1912 – ART CENTER

DISCLOSURE STATEMENT FOR
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains and penalties of perjury, the following information as required by law:

(1) Real Property: The parcel of land with the building and other improvements thereon located at 21 Highland Street, Southborough, MA

(2) Type of Transaction, Agreement, or Document:

Sale of Town Property

(3) Public Agency Participating in Transaction:

Town of Southborough

(4) Disclosing Party's Name and Type of Entity (if not an individual):

(5) Role of Disclosing Party (Check appropriate role):

_____Lessor/Landlord_____Lessee/Tenant

_____Seller/Grantor___X__Buyer/Grantee

_____Other (Please describe):_____

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DISCLOSURE STATEMENT FOR
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)

(6) The names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7C, s. 38, are hereby disclosed as follows (attach additional pages if necessary):

NAME	RESIDENCE
_____	_____
_____	_____
_____	_____

(7) None of the above- named persons is an employee of the Division of Capital Asset Management and Maintenance or an official elected to public office in the Commonwealth of Massachusetts, except as listed below (insert "none" if none):

(8) The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

> *No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the Securities and Exchange Commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arm's length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.*

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Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.

The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.

(9) This Disclosure Statement is hereby signed under penalties of perjury.

_____

Print Name of Disclosing Party (from Section 4, above)

_____

Authorized Signature of Disclosing Party Date (mm / dd / yyyy)

_____

Print Name & Title of Authorized Signer

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OFFICE OF THE BOARD OF SELECTMEN
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectmenoffice@southboroughma.com

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TOWN OF SOUTHBOROUGH
REQUEST FOR PROPOSALS
FOR TOWN COUNSEL SERVICES
March 2021

I. Objective

The Town of Southborough, Massachusetts ("the Town"), acting through its Board of Selectmen ("the Board"), seeks to appoint an attorney or law firm as Town Counsel effective July 1, 2021, and invites a legal firm or individual attorneys to submit a proposal and costs for services to provide general town counsel legal services for the Town. The successful appointee ("appointee") must meet or exceed the qualifications stated herein, be readily accessible to authorized public officials, exceptionally experienced in appropriate areas of municipal law, scrupulous in adhering to required standards of professional conduct and ethics, and committed to rendering sound legal advice with suitable objectivity and professional detachment.

II. Minimum Qualifications

A. Bar Admissions

The appointee and all those who serve as back-up to the appointee (see below) must be a member in good standing of the Massachusetts Bar and of the Federal Bar for the District of Massachusetts. The appointee must have Professional Liability Insurance in the amount of at least $1,000,000 and must produce a certificate of insurance prior to appointment.

B. Experience

The appointee must represent or have represented as general town counsel a Massachusetts municipality for not less than five (5) years, or possess equivalent experience. References for all municipalities currently represented or represented in the past ten (10) years by the appointee must be furnished. The appointee also must have substantial experience in appropriate areas of municipal law, including but not limited to labor, land use - zoning and planning, Conflict of Interest and Open Meeting Law, public construction, public contracts, environmental law, municipal finance, litigation and open town meeting.

C. Accessibility

The appointee must commit to returning all calls and electronic correspondence from the Town Administrator or authorized town officials as appropriate (typically within 24 hours), either himself/herself or through a qualified back up. The appointee must also commit, as a general rule, to responding to requests for written opinions within one week unless the circumstances of the opinion warrant a shorter or longer time frame for a response. Electronic communications such as PDF documents are preferred when appropriate. The appointee must commit to preparing a brief quarterly written summary of all open issues at no cost to the Town and to preparing a report for the Town's Annual Report.

The Town expects Town Counsel attendance at the following:

- All sessions of Annual Town Meeting (on Saturday in late March) and Special Town Meetings (scheduled as necessary).
- Board of Selectmen meetings for quarterly update, and other meetings on request.
- Meetings of other Town boards or committees on request (approved by the Board).

D. Lead and Back-up Counsel

Appointment of an individual attorney automatically will designate that attorney as Lead Counsel for the Town. If a firm is selected by the Town, the firm shall identify a Lead Counsel as the primary contact for services, and the Lead Counsel will be responsible for coordinating the performance of all legal services provided by his or her firm. The Town shall have the right to approve the appointment of such Lead Counsel. The appointee, whether an individual attorney or a firm, must have, within his or her firm or through an established relationship, at least one (1) other qualified attorney available to render advice and otherwise represent the interests of the Town of Southborough when the appointee is unavailable. In this context, “qualified attorney” shall mean another lawyer who substantially meets the minimum qualifications set forth herein for the appointee.

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E. Billing

The appointee must commit to providing invoices for services rendered on a monthly basis. Each invoice, if based on an hourly rate for services, must disclose, at a minimum, the date of the service, the identity of the lawyer or staff person performing the service, the subject matter reference for the service, a description of the service performed, the time required to perform that function, the hourly rate for the individual performing the function and the total fee for that service event. Expense items must also be itemized, with any relevant receipts available for inspection upon request by the Town.

III. Fees and Expenses

The Town's budget for legal expenses for FY 2022 is anticipated to be $150,000. This budget includes fees and expenses for Town Counsel and special and labor counsel as necessary; the Board of Selectmen strongly desires to stay within this budgeted amount. Other budgets may contain amounts to be expended on legal services.

Towards this end, the Board will consider alternatives to the traditional hourly rate fee arrangement with counsel. For example, responding attorneys may propose a fixed retainer for a specified scope of services, with an hourly rate for work outside the established scope of services. Responding attorneys should feel free to be creative in this regard so long as the proposal is workable and reasonable.

Whether or not an alternative fee arrangement is proposed by the responding attorney, the attached fees and expenses response sheet must be completely filled out.

IV. Selection

In seeking and evaluating the proposals requested, the Board is not bound by M.G.L. c.30B or by any other constraints apart from the sound judgment of its members. This process is being used to communicate the desired qualifications of Town Counsel and to solicit information in an orderly fashion for rough comparative purposes. Ultimately, though, the Board will select the candidate that they deem to be in the best interests of the Town, in its sole discretion. Consequently, the Board, Town Administrator, and the Town of Southborough reserve the right to waive any irregularities in the RFP process and to accept or reject any or all proposals.

Below are the projected dates for this process. The Town reserves the right to modify this schedule as it determines convenient:

April 7, 2021	RFP issued
May 5, 2021	Proposals due by 12:00 PM

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May 5 – May 12, 2021	Search Committee screening*
June 8, 2021	Board of Selectmen's decision
July 1, 2021	Effective date of appointment

*Date of Public interviews to be determined.

V. Application

Qualified attorneys/firms interested in responding to this RFP should fill out the attached forms completely, attach copies of all documents requested therein, and return the same in an envelope, clearly **labeled "Town Counsel RFP"** to:

Town of Southborough
Board of Selectmen Office
17 Common Street
Southborough, MA 01772

Please provide three (3) copies of the RFP response and all associated documentation on 8½ x 11 paper. All materials also should be provided electronically (PDF copies) to the Town Administrator at mpurple@southboroughtown.com.

All responses to this RFP must be received at the Office of the Board of Selectmen at the above address no later than 12:00PM on May 5, 2021.

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RESPONSE TO REQUESTS FOR PROPOSALS FOR SOUTHBOROUGH TOWN COUNSEL

NAME: _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

Please respond to each of the following:

1. Please identify by name (address and phone number if different than above) the proposed Town Counsel and each proposed back-up counsel. The Board of Selectmen wants to know the specific individual attorney who will serve as Lead Counsel.

2. Please attach resume or *curriculum vitae* for each attorney identified above.

3. Do each of the attorneys identified above meet the minimum bar admission requirements of the RFP? If other than "yes", please explain.

4. With respect to each attorney identified, please list each Massachusetts municipality represented by the attorney within the past ten years, the years of such representation, and the name, address and phone number of at least one contact person in each municipality with knowledge of the attorney's representation. (See attached sheet)

5. Please describe each identified attorney's experience in the municipal law, including but not limited to the following areas: labor, land use - zoning and planning, Conflict of Interest and Open Meeting Law, public construction, public contracts, environmental law, municipal finance, litigation and open town meeting.

6. Has any of the above identified attorneys had a complaint filed with the Board of Bar Overseers in the past five (5) years? If yes, provide applicable details.

7. Please describe how you propose to satisfy the Accessibility requirements of the RFP.

8. Please describe how you propose to satisfy the Back-up requirements of the RFP.

9. Please explain how you plan to meet the Billing requirements of the RFP, and whether you have used alternative fee arrangements with previous municipal clients and/or would propose using an alternative fee arrangement regarding services to the Town?

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10. State whether you have represented a client in the preceding three (3) years who has or had a matter pending before any officer, agency board or committee of the Town.

11. Please identify any past or current clients that may give rise to conflict of interest as a result of representing the Town of Southborough.

12. Confirm that you will not, during the time of your representation of the Town, represent any client in any matter in which the interests of the client are adverse to those of the Town, or in any matter seeking action by any officer, agency, board or committee of the Town, in accordance with MGLA 44A c268A s17.

13. Provide a general description of the firm, its history, significant changes in its makeup over the last three years (3) and its range of business.

14. For Municipal Clients identified in paragraph 4, above, have you or the firm:

    A. Exceeded the municipal legal budget appropriation (general fund) in the last three (3) fiscal years (FY2018, FY2019, FY2020) and if so, by what percent?

    B. If you have a retainer arrangement with the above clients, please note the retainer amount vs. total amount billed for the last three (3) fiscal years.

15. Provide details of any criminal investigation, regulatory or disciplinary proceedings or material litigation against your firm or members of your firm, which is either pending or has been completed in the preceding five (5) years.

16. Provide details as to the nature and amounts of your firm's professional insurance and of any claims asserted or made against such coverage in the preceding three (3) years.

By my signature, I certify that the information contained in this Response to Requests for Proposals are complete and accurate, to the best of my knowledge and belief.

Signed:_____ Date:_____

Print Name and Firm_____

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NAME/FIRM NAME_____
Lists of Municipalities represented during the last 10 years/References:

Municipality	Contact Name and Title	Contact Information (Telephone and/or email)

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RESPONSE TO REQUESTS FOR PROPOSALS FOR SOUTHBOROUGH TOWN COUNSEL
Fees and Expenses Response Sheet
(To be attached to and made a part of the overall Response to Requests for Proposals)

1. Please list the name and hourly rate for proposed Town Counsel and for each attorney intended or likely to serve as back-up.

2. If you propose to bill for services provided by paralegals, clerical staff, or other non-attorney personnel, please list by title and by hourly rate each position for whom you may bill.

3. Please provide a complete listing of all charges for expenses you intend to impose as incurred (i.e. any and all copy charges, telephone charges, fax charges, mileage charges and the like, but excluding any fees for stenographers, court fees, service fees and the like).

4. In what hourly increments do you intend to bill?

5. Do you bill for attorney time out of the office on a portal-to-portal basis or some other basis? Please describe.

6. Do you intend to propose an alternative fee arrangement? Yes____ No____ If "yes", please attach additional sheet(s) fully describing and explaining your proposal.

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FY 2021 Goals - Boards and Committees.	In Progress	Recent Steps	Completed
OML training and support/training for running Open Meetings.	XX		
Promote and enforce Town Email Use Policy.	XX		
Update, consolidate and promote compliance with general policies.	XX		
Encourage and provide support for televising meetings.	XX		
Encourage and provide support for composite agendas and packets.	XX		
Enhance informational outreach and recruiting for volunteers (forum).	XX	XX	XX
Conduct public comment at beginning & end of meetings			XX
Review and update descriptions and charges.	XX		
FY 2021 Goals - Community Initiatives			
Coordinate and oversee Downtown Initiative.	XX	XX	
Coordiate communication/roundtables with local businesses.	XX		
Pursue PILOT initiatives, including community center and projects.	XX	XX	
Pursue "bike friendly" policies and explore Biking Committee.	XX	XX	
300th Anniversary planning, including Committee creation.	XX	XX	
FY 2021 Goals - Employees			
Create Employee Handbook.			
Update job descriptions for BoS staff.	XX		
BoS review of annual staff performance reviews.	XX	XX	
Review staffing and BoS office organization.	XX		XX
Analyze Personnel Board/Town Administrator authority.			XX
FY 2021 Goals - Infrastructure			
Explore municipal electric plant.			
Natl Grid parcel 54-40	XX		
Assimilate Pine Hill Rd into Town Water re: Fire (via MWRA)	XX	XX	
FY 2021 Goals - Long Range/Strategic Planning			
Explore establishing grant writing position(s).	XX		
BoS training, reporting and hiring initiatives re: diversity and inclusion.	XX		
FY 2021 Goals - Municipal Finance			
Additional approval/oversight on appropriation line items.	XX		
Schedule quarterly budget updates (Finance Director).			XX
Establish budget narratives, including long-term impacts.			
Establish BoS budget liaisons.			XX
Communicate BoS position to departments re: new FTEs.			XX
Establish long-term capital plans (with Capital Committee).	XX		XX
Explore generating additional commercial tax revenue.	XX	XX	
Identify and establish a roster of Town service contracts.	XX		XX
Review contracted services and explore re-bidding.	XX		XX
Maximize potential Covid-19 reimbursements and grants.	XX	XX	
Coordinated budget discussions with Advisory, Capital and Schools.	XX	XX	
FY 2021 Goals - Organizational			
Quarterly newsletter.	XX		
Explore public safety regional dispatch.	XX		
Evaluate organizational processes: postage; mailings; data exchanges.	XX		
Budget software implementation.			XX
Pursue policies and projects for 40B threshold.	XX	XX	
Customer service survey re: Town departments.	XX		

GOALS for Town Administrator	In progress	Completed	Recent Steps
Communication with Board of Selectmen	XX		Shared Legal folder set up for Board member access, continue to enhance contents.
Embrace authority of Town Administrator position	XX		
Assist Board of Health with staffing and vaccination plan for COVID-19	XX		Search continues for Public Nurse candidates. Colonial Gardens vaccinations successfully administered on 3/5/2021. Regional vaccination site for Boroughs site in discussions with DPH. Regional health services grant opportunity being explored.
Improve process between Building Dept. and Historical, RE: Demolition delay bylaw	XX		Meetings with Historical Commission members and Building Dept. to change point of contact and revise viewing options to only those items pertinent to Historical Commission review.
Sidewalk access to Public Safety Facility	XX		ADA self-evaluation process commenced. Sboro School buildings being added into study within available funding.
Formal reviews for other contract employees under Board of Selectmen	XX		Review for Police Chief completed and distributed.
Annual goals for department heads/contract employees under Board of Selectmen	XX		

GOALS for Town Administrator	In progress	Completed	Recent Steps
Identify service enhancements/cost reductions; grant opportunities	XX		One Stop Grant proposals being refined for April submission.
Reorganization of Selectmen Office	XX		AA position being advertised. EA and ATA revised job descriptions being sent to Personnel Board for review and approval.
Sustainability of golf course operations; renewal of management contract			CPC approval for golf project received. Executing contract with architect.

Lori Esposito

Subject: FW: One Stop Grant

From: Jason W. Malinowski <jmalinowski@southboroughma.com>
Sent: Tuesday, March 9, 2021 4:55 PM
To: Vanessa Hale <vhale@southboroughma.com>
Cc: Mark Purple <mpurple@southboroughma.com>; Lisa Braccio <lbraccio@southboroughma.com>
Subject: One Stop Grant

Vanessa,

Mark likely already informed you but I wanted to formalize that Capital Planning voted unanimously last night to ask that the BOS support consideration of Route 9 infrastructure in any One Stop Grant application priority that gets submitted.

Obviously this aligns with a portion of what EDC is likely bringing forward and we are trying to stay connected with them.

If you need any assistance or further information, please do not hesitate to reach out.

Copying Lisa as the BOS member that sits on our Committee and can speak further to this at the BOS meeting.

Thanks!

Jason

TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS

147 Cordaville Road
Southborough, MA 01772

Tel: 508-485-1210
Fax: 508-229-4444

DATE: March 12, 2021

MEMORANDUM

TO: **Southborough Board of Selectmen**
CC: **Mark Purple, Town Administrator**
FROM: **Karen Galligan, DPW Superintendent**
SUBJECT: **Complete Streets**

The Town's Complete Streets Policy was accepted and the next step to the Complete Streets process was to develop a Complete Streets Priority Plan (CSPP). The Town worked with our consultant to develop the attached CSPP. The CSPP can be updated every 5 years, therefore it is important to have any projects that could possibly be completed within the next 5 years on the list. However, it is also important to make sure that other projects of interest, even if they aren't in the 5-year queue, are included. The CSPP needs to be submitted to MassDOT by April 1st. So, unfortunately, we are, again, in a time crunch.

However, even with the short timeline, the CSPP has been discussed by the Public Works Planning Board (PWPB), and Selectmen Stivers solicited input from several groups. Recommendations from the PWPB members and from Mr. Stivers' outreach are included in the attached CSPP. Some items, generally trail crossings, are included in any sidewalk work on the relevant streets. Some projects are broken into smaller projects, and some small projects are grouped.

The CSPP is an outline that the Town can use to develop projects and seek Complete Streets funding. My understanding is that funding requests can be as high as $400,000, and that only $400,000 can be allocated to the Town at any time.

It is also very important to note that projects do not have to be requested in the order that they are prioritized. If an opportunity arises to do the project ranked #49 on our CSPP, that can be requested before projects 1 through 48 are requested. It just needs to be on the list.

Please vote to accept this plan. We will continue to reach out to Boards and Committees to fine tune the CSPP for our 2026 submittal.

Southborough Complete Streets Prioritization Evaluation Matrix: ***DRAFT January 22, 2022***

					Criteria															Funding Sources				
ID	***Project Description***	***Roadway***	***Project Elements (S - Traffic & Safety, B - Bicycle, P - Pedestrian, T - Transit)***	***Roadway Functional Classification***	***1. Traffic Volumes***	***2. Pedestrian/ Bicycle Activity***	***3. Vehicle Speeds***	***4. Crash History (2015 to 2020)***	***5. Connections to Key Nodes***	***6. Available ROW/ Readiness***	***7. Environmental Impacts***	***8. Constructability***	***9. Project Cost***	***10. Context Sensitive Design***	***Total Score (out of 50)***	***Weighted Total Score (out of 36)***	***RANKING***	***WEIGHTED RANKING***	***Notes***	***Project Cost***	***Complete Streets Funding***	***Other Funding***	**Project Start Location: X,Y Coordinates** (MA State Plane meter)	**Project End Location: X,Y Coordinates** (MA State Plane meter)
			Weighted Criteria		**0.5**	**1**	**0.5**	**0.85**	**1**	**0.85**	**0.75**	**0.75**	**0.75**	**0.5**										
1	Main Street Rail Crossing	Main Street (Route 30)	T6 - Railroad at-grade crossing upgrades, P2 - Providing ADA/AAB compliant curb ramps, P5 - Providing new sidewalks	A	3	4	1	1	5	3	5	4	1	5	32	24.4	8	7	Signalization of CSX Crossing	$ 500,000.00	$ 400,000.00	$ 100,000.00	2936389.9205, 649358.4247	2936594.5622, 649822.9697
2	Newton Street Complete Streets Improvements	Newton Street	P2 - Providing ADA/AAB compliant curb ramps, P5 - Providing new sidewalks, B5 - Providing bicycle-safe drain grates and other hardware, B8 - Shared lane markings (sharrows)	A	2	3	4	3	5	1	4	2	1	5	30	22.15	9	11	Main Street to Southboro Medical	$ 405,000.00	$ 400,000.00	$ 5,000.00	2936594.5622, 649822.9697	2938343.0790, 649284.9928
3	Boston Road (Route 30) SUP	Boston Road	B10 - New shared use paths P13 - New pedestrian accommodations at existing traffic signals	A	5	1	4	5	1	1	1	1	1	3	23	15.35	39	48	Central St to Framingham Rd	$ 645,000.00	$ 400,000.00	$ 245,000.00	2935969.3203, 652103.7050	2935138.6927, 653562.0941
4	Route 85 North/South Pedestrian Connection	Cordaville Rd (Rte 85)	P5 - Providing new sidewalks	A	4	3	4	4	5	3	1	1	1	4	30	22.2	9	10	Sudbury Reservoir Trail Crossing to Town Center Plaza (Rte 9 Int State Owned)	$ 300,000.00	$ 300,000.00	$ -	2934198.6540, 648699.1872	2936465.5847, 648200.3932
5	Route 85 Complete Streets Improvements	River Street / Cordaville Road (Route 85)	P2 - Providing ADA/AAB compliant curb ramps, P10 - Widening existing sidewalks, P5 - Providing new sidewalks, P13 - New pedestrian accommodations at existing traffic signals, B2 Designated bicycle lanes, B5 - Providing bicycle-safe drain grates and other hardware, B8 - Shared lane markings (sharrows), S12 - Roadway resurfacing or micro surfacing if restriping for new bicycle lanes	A	4	3	4	4	5	1	2	2	1	4	30	22	9	13	Southville Road to Richards Road	$ 290,000.00	$ 290,000.00	$ -	2922617.1748, 650043.9020	2925136.0470, 649605.9731
6	Richards Road & Cordaville Road Safety Improvements	Cordaville Road (Route 85) / Richards Road	S13 - Intersection Reconstruction, P5 Providing new sidewalks, P13 - New pedestrian accommodations at existing traffic signals	A	4	3	4	4	5	1	2	2	1	4	30	22	9	13		$ 100,000.00	$ 100,000.00	$ -	2925136.047, 649605.9731	2925153.7699, 649679.6672
7	Marlboro Road (Rte 85) Complete Streets Improvements - South	Marlboro Rd (Rte 85), north of Rte 30	P2 - Providing ADA/AAB compliant curb ramps, P5 - Providing new sidewalks, B5 - Providing bicycle-safe drain grates and other hardware, B8 - Shared lane markings (sharrows)	A	3	4	4	3	4	1	2	2	1	3	27	20.15	21	22	Sidewalk on/ north of RR bridge	$ 580,000.00	$ 400,000.00	$ 180,000.00	2936465.5847, 648200.3932	2942152.0894, 647976.1686
8	River St & Southville Rd Signal Improvements	River Street / Southville Rd	P2. Providing ADA/AAB Compliant Curb Ramps, P13 - New pedestrian accommodations at existing traffic signals	A	4	3	4	4	5	5	4	2	5	5	41	30.4	3	2	Southville Road east of River Street is State Owned.	$ 20,000.00	$ 20,000.00	$ -	2922595.619, 649957.5012	2922617.1748, 650043.902
9	Parkerville Rd (south Rte 9, north I-90)	Parkerville Rd (south Rte 9, north I-90)	P5 - Providing new sidewalks	C	1	4	3	2	4	1	3	2	1	3	24	18.55	31	30	Route 9 to Fairview Drive	$ 425,000.00	$ 400,000.00	$ 25,000.00	2929735.2216, 646403.5532	2930974.1849, 646411.1494
10	Main Street Bicycle Lanes	Main Street (Route 30)	S1 - Pavement markings or signage that provides a new separate accommodation for bicycle, pedestrian or transit modes	A	3	3	5	5	2	5	5	5	5	5	43	31.25	1	1	Sears Road to Westborough T.L. (State Owned)	$ 1,475,000.00	$ 400,000.00	$ 1,075,000.00	2934811.6081, 635812.8248	2936665.5095, 644659.3475
11	Richards Road (east)	Richards Road (east)	P5 - Providing new sidewalks	C	1	3	2	3	2	1	2	2	1	3	20	15.15	49	51		$ 165,000.00	$ 165,000.00	$ -	2925153.7699, 649679.6672	2925580.3942, 650811.8837
12	Sudbury Reservoir Trail Crossings	Framingham Road	P2 - Providing ADA/AAB compliant curb ramps, P12 - New or improved crossing treatments at intersections, midblock, etc. including RRFB's and HAWK signals, P13 - New pedestrian accommodations at existing traffic signals	A	5	2	5	2	5	5	3	5	5	5	42	30.2	2	4	From Causeway to Woodward School	$ 70,000.00	$ 70,000.00	$ -	2936948.5591, 651955.7753	2937012.6627, 651939.9274
13	Central Street Sidewalk Connection	Central Street	P5 - Providing new sidewalks P13 - New pedestrian accommodations at existing traffic signals	C	2	3	4	2	3	1	3	2	1	4	25	18.05	29	37	Route 30 to Mitchell Street	$ 75,000.00	$ 75,000.00	$ -		
14	Main Street Shared Use Path	Main Street (Route 30)	B10 - New shared use paths	A	3	3	5	5	2	1	3	2	1	3	28	20.1	17	23	Sears Road to Westborough T.L. (State Owned)	$ 3,640,000.00	$ 400,000.00	$ 3,240,000.00	2934811.6081, 635812.8248	2936665.5095, 644659.3475
15	Marlboro Rd (west of Framingham Rd)	Marlboro Rd (west of Framingham Rd)	P5 - Providing new sidewalks	A	5	3	5	5	2	1	2	2	1	3	29	20.35	14	19		$ 390,000.00	$ 390,000.00	$ -	2942152.0894, 647976.1686	2944542.8291, 646076.4979
16	Northboro Road Shared Use Path	Northboro Road	B10 - New shared use paths	A	3	2	5	5	5	3	2	4	1	5	35	25.55	6	6	Jericho Hill Road to Marlborough City Line	$ 1,550,000.00	$ 400,000.00	$ 1,150,000.00	2939784.7628, 638958.0794	2939937.8885, 635139.9495
17	Framingham Road	Framingham Road	P5 - Providing new sidewalks	A	5	1	5	5	2	1	2	2	1	3	27	18.35	21	35		$ 980,000.00	$ 400,000.00	$ 580,000.00	2935969.3203, 652103.7050	2942152.0894, 647976.1686

Southborough Complete Streets Prioritization Evaluation Matrix: ***DRAFT January 22, 2022***

					Criteria														Funding Sources				
ID	***Project Description***	***Roadway***	***Project Elements (S - Traffic & Safety, B - Bicycle, P - Pedestrian, T - Transit)***	***Roadway Functional Classification***	***1. Traffic Volumes***	***2. Pedestrian/ Bicycle Activity***	***3. Vehicle Speeds***	***4. Crash History (2015 to 2020)***	***5. Connections to Key Nodes***	***6. Available ROW/ Readiness***	***7. Environmental Impacts***	***8. Constructability***	***9. Project Cost***	***10. Context Sensitive Design***	***Total Score (out of 50)***	***Weighted Total Score (out of 36)***	***RANKING***	***WEIGHTED RANKING***	***Notes***	***Project Cost***	***Complete Streets Funding***	***Other Funding***	**Project Start Location: X,Y Coordinates** (MA State Plane meter)	**Project End Location: X,Y Coordinates** (MA State Plane meter)
			Weighted Criteria		**0.5**	**1**	**0.5**	**0.85**	**1**	**0.85**	**0.75**	**0.75**	**0.75**	**0.5**										
18	West Bike Loop	Northboro Road, Chestnut Hill Road & Johnson Road	S10 - Road diets, B10 - New shared use paths	C	2	2	5	2	1	4	2	3	3	5	29	20.1	14	23	Assumes Northboro Rd btwn Johson Rd & Main St is one-way	$ 2,690,000.00	$ 400,000.00	$ 2,290,000.00	2936977.3941, 638715.0411	2937048.7529, 641881.8655
19	Sudbury Reservoir Trail Connection	Cordaville Rd (Rte 85)	P2 - Providing ADA/AAB compliant curb ramps, P5 - Providing new sidewalks, P12 - New or improved crossing treatments at intersections, midblock, etc. including RRFB's and HAWK signals,	A	4	3	4	4	2	4	2	2	4	4	33	23.8	7	8	Sidewalk from Causeway to Woodward School	$ 70,000.00	$ 70,000.00	$ -	2934020.958, 648714.8671	2934198.654, 648699.1872
20	Boston Road Bicycle Lanes	Boston Road (Rte 30) - Main Street to Framingham Rd	B2 Designated bicycle lanes, B5 - Providing bicycle-safe drain grates and other hardware, B8 - Shared lane markings (sharrows), S12 - Roadway resurfacing or micro surfacing if restriping for new bicycle lanes	A	4	2	2	4	5	1	3	2	2	3	28	21	17	15		$ 515,000.00	$ 400,000.00	$ 115,000.00	2936594.5622, 649822.9697	2935969.3203, 652103.7050
21	Flagg Road	Flagg Road	P5 - Providing new sidewalks	C	1	4	2	4	5	1	3	2	1	3	26	20.75	26	16	Deerfoot to Orchard	$ 130,000.00	$ 130,000.00	$ -	2933367.4518, 643377.8753	2933856.9115, 644083.7669
22	Deerfoot Rd (north of Clifford Street)	Deerfoot Rd (north of Clifford Street)	P5 - Providing new sidewalks	C	1	3	2	1	2	1	3	2	3	3	21	15.7	46	47		$ 1,160,000.00	$ 400,000.00	$ 760,000.00	2932822.0133, 644147.9483	2936541.3868, 645099.8177
23	Pine Hill Road	Pine Hill Road	P5 - Providing new sidewalks	C	2	2	3	5	5	1	3	2	1	3	27	20.6	21	18		$ 1,015,000.00	$ 400,000.00	$ 615,000.00	2937629.6133, 659655.7571	2945195.8813, 659414.8908
24	Southborough MBTA Station Pedestrian Improvements	River Street	P2 - Providing ADA/AAB compliant curb ramps, P3 - Detectable warning surfaces, T1 - Improving transit connections for pedestrians including: ramps, providing and/or moving crosswalks, signing	A	4	3	4	4	5	5	4	2	5	5	41	30.4	3	2	River Street is State Owned	$ 20,000.00	$ 20,000.00	$ -	2922356.4905, 650116.7679	2922233.3138, 649297.1615
25	Flagg Road	Flagg Road	P5 - Providing new sidewalks	C	1	4	2	4	5	1	3	2	1	3	26	20.75	26	16		$ 660,000.00	$ 400,000.00	$ 260,000.00	2930376.7682, 640036.3981	2933367.4518, 643377.8753
26	9/11 Field Pedestrian Connection	Acrebridge Road	P5 - Providing new sidewalks	C	3	3	2	1	5	3	1	2	3	3	26	19.9	26	25		$ 65,000.00	$ 65,000.00	$ -	2943959.153, 647872.3605	2944384.4176, 647877.2101
27	Northboro Road	Northboro Road	P5 - Providing new sidewalks	A	3	1	4	5	5	1	2	2	1	3	27	19.85	21	26		$ 1,140,000.00	$ 400,000.00	$ 740,000.00	2937027.8362, 641192.0191	2939937.8885, 635139.9495
28	Route 30, Framingham Town Line to Meadow Ln	Route 30, Framingham Town Line to Meadow Ln	P5 - Providing new sidewalks	A	5	1	4	5	3	1	3	2	1	3	28	19.6	17	27	State Owned	$ 550,000.00	$ 400,000.00	$ 150,000.00	2935167.4239, 654281.7367	2933622.2653, 658113.4243
29	Oak Hill Road	Oak Hill Road	P5 - Providing new sidewalks	A	2	3	4	4	4	1	3	2	1	3	27	20.25	21	20		$ 465,000.00	$ 400,000.00	$ 65,000.00	2929267.5007, 656432.3725	2932376.6415, 654711.5134
30	Woodland Road (north of I-90)	Woodland Road (north of I-90)	P5 - Providing new sidewalks	C	2	2	3	3	5	1	3	2	1	3	25	18.9	29	28		$ 700,000.00	$ 400,000.00	$ 300,000.00	2927401.8726, 652139.0848	2932181.4316, 653950.3601
31	Woodland Road (south of I-90)	Woodland Road (south of I-90)	P5 - Providing new sidewalks	C	2	3	3	2	4	1	3	2	1	3	24	18.05	31	37		$ 585,000.00	$ 400,000.00	$ 185,000.00	2923583.5964, 649996.2902	2927401.8726, 652139.0848
32	School Street	School Street	P5 - Providing new sidewalks	L	1	4	2	1	5	1	3	2	1	3	23	18.2	39	36		$ 510,000.00	$ 400,000.00	$ 110,000.00	2936383.1528, 649261.0761	2939966.8481, 647807.5131
33	White Bagley Road	White Bagley Road	P5 - Providing new sidewalks	C	2	3	2	2	2	1	2	2	1	3	20	14.8	49	53		$ 485,000.00	$ 400,000.00	$ 85,000.00	2931620.8182, 650510.2023	2935004.8206, 651602.1797
34	Middle Road (south of Route 9)	Middle Road (south of Route 9)	P5 - Providing new sidewalks	L	1	3	2	2	1	1	4	2	1	3	20	14.8	49	52		$ 550,000.00	$ 400,000.00	$ 150,000.00	2927280.276, 646169.9157	2931097.1161, 647630.9623
35	Latisquama Road	Latisquama Road	P5 - Providing new sidewalks	C	1	4	2	1	2	1	3	2	1	3	20	15.2	49	49		$ 455,000.00	$ 400,000.00	$ 55,000.00	2933413.3838, 650888.8298	2936383.1528, 649261.0761
36	Deerfoot Rd (south of Clifford St, north of Rte 9)	Deerfoot Rd (south of Clifford St, north of Rte 9)	P5 - Providing new sidewalks	C	1	3	2	1	1	1	3	2	3	3	20	14.7	49	54		$ 275,000.00	$ 275,000.00	$ -	2930901.9062, 644509.0955	2932822.0133, 644147.9483
37	Mt Vickery Road (east of Route 85)	Mt Vickery Road (east of Route 85)	P5 - Providing new sidewalks	L	1	3	2	2	5	1	3	2	1	3	23	18.05	39	37		$ 310,000.00	$ 310,000.00	$ -	2929312.5475, 649148.3992	2931002.9959, 650770.0032
38	Chestnut Hill Road	Chestnut Hill Road	P5 - Providing new sidewalks	L	1	2	2	2	1	3	3	2	3	3	22	16.25	42	42		$ 360,000.00	$ 360,000.00	$ -	2939521.4746, 639055.7875	2938271.5152, 641056.6401
39	Clifford Street	Clifford Street	P5 - Providing new sidewalks	C	1	4	2	1	2	1	3	2	1	3	20	15.2	49	49		$ 345,000.00	$ 345,000.00	$ -	2932822.0133, 644147.9483	2931397.3124, 646399.7794
40	Middle Road (north of Route 9)	Middle Road (north of Route 9)	P5 - Providing new sidewalks	L	1	3	2	2	2	1	1	2	1	3	18	13.55	57	57		$ 715,000.00	$ 400,000.00	$ 315,000.00	2931156.1705, 647712.8302	2936385.6134, 647757.2757
41	Sears Road	Sears Road	P5 - Providing new sidewalks	L	1	3	2	4	4	1	3	2	1	3	24	18.75	31	29		$ 1,040,000.00	$ 400,000.00	$ 640,000.00	2936665.5095, 644659.3475	2944238.2936, 646384.8713
42	Parkerville Road Sudbury Reservoir Trail Crossing	Parkerville Road	P5 - Providing new sidewalks, P2 - Providing ADA/AAB compliant curb ramps, P12 - New or improved crossing treatments at intersections, midblock, etc. including RRFB's and HAWK signals,	C	1	4	3	2	4	1	3	2	1	3	24	18.55	31	30		$ 800,000.00	$ 400,000.00	$ 400,000.00	2935692.9934, 645621.4788	2935888.111, 645596.2106

Southborough Complete Streets Prioritization Evaluation Matrix: ***DRAFT January 22, 2022***

					Criteria															Funding Sources				
ID	***Project Description***	***Roadway***	***Project Elements (S - Traffic & Safety, B - Bicycle, P - Pedestrian, T - Transit)***	***Roadway Functionat Classification***	***1. Traffic Volumes***	***2. Pedestrian/ Bicycle Activity***	***3. Vehicle Speeds***	***4. Crash History (2015 to 2020)***	***5. Connections to Key Nodes***	***6. Available ROW/ Readiness***	***7. Environmental Impacts***	***8. Constructability***	***9. Project Cost***	***10. Context Sensitive Design***	***Total Score (out of 50)***	***Weighted Total Score (out of 36)***	***RANKING***	***WEIGHTED RANKING***	***Notes***	***Project Cost***	***Complete Streets Funding***	***Other Funding***	**Project Start Location: X,Y Coordinates** (MA State Plane meter)	**Project End Location: X,Y Coordinates** (MA State Plane meter)
			Weighted Criteria		**0.5**	**1**	**0.5**	**0.85**	**1**	**0.85**	**0.75**	**0.75**	**0.75**	**0.5**										
43	Parkerville Road ADA Improvements	Parkerville Rd	P1 - Sidewalk repairs (tree roots, uplifted panels, etc.), P2 - Providing ADA/AAB compliant curb ramps	C	1	4	3	2	3	5	4	5	5	5	37	27.95	5	5	Gilmore Road to Southville Road	$ 245,000.00	$ 245,000.00	$ -	2922189.8574, 646264.3417	2925892.2785, 646467.1893
44	Parkerville Pedestrian Connections (North)	Parkerville Rd	P5 - Providing new sidewalks	C	1	4	3	2	4	1	3	2	1	3	24	18.55	31	30	Route 9 to Clifford	$ 50,000.00	$ 50,000.00	$ -	2931040.1107, 646410.3387	2931397.3124, 646399.7794
45	Parkerville Pedestrian Connections (Mid)	Parkerville Rd	P5 - Providing new sidewalks	C	1	4	3	2	4	1	3	4	4	3	29	22.3	14	9	Route 9 to Fairview Drive	$ 395,000.00	$ 395,000.00	$ -	2928606.9262, 646244.8191	2928606.9262, 646244.8191
46	Parkerville Pedestrian Connections (South)	Parkerville Rd	P5 - Providing new sidewalks	C	1	4	3	2	4	1	3	2	1	3	24	18.55	31	30	Fairview Drive to Gilmore Road	$ 270,000.00	$ 270,000.00	$ -	2925892.2785, 646467.1893	2927909.9913, 646129.5706
47	Route 9 Pedestrian Bridge	Parkerville Road		A	5	3	5	3	5	1	1	1	1	3	28	20.15	17	21		$ 900,000.00	$ 400,000.00	$ 500,000.00	2931007.1129, 646411.1634	2931033.4904, 646411.3258
48	Newton Street Sidewalks (Phase II)	Newton Street	P2 - Providing ADA/AAB compliant curb ramps, P5 - Providing new sidewalks, B5 - Providing bicycle-safe drain grates and other hardware, B8 - Shared lane markings (sharrows)	A	2	3	4	3	5	1	4	2	1	5	30	22.15	9	11	Southboro Medical to Framingham Road	$ 65,000.00	$ 65,000.00	$ -	2938343.079, 649284.9928	2941787.0951, 648479.5200
49	Breakneck Hill Road	Breakneck Hill Road	P5 - Providing new sidewalks	C	1	1	2	3	5	1	2	2	1	3	21	16.15	46	43	Mt Vickery to Woodland	$ 600,000.00	$ 400,000.00	$ 200,000.00	2927483.0735, 652064.0351	2931002.9959, 650770.0032
50	Breakneck Hill Road	Breakneck Hill Road	P5 - Providing new sidewalks	C	1	1	2	3	5	1	2	2	1	3	21	16.15	46	43	Route 9 to Mt Vickery	$ 90,000.00	$ 90,000.00	$ -	2931002.9959, 650770.0032	2931570.7855, 650522.3003
51	Route 30, Meadow Lane to Central Street	Route 30, Meadow Lane to Central Street	P5 - Providing new sidewalks	A	5	1	4	5	1	1	1	2	1	3	24	16.1	31	46		$ 105,000.00	$ 105,000.00	$ -	2935138.6927, 653562.0941	2935167.4239, 654281.7367
52	Cordaville Road (Route 85) SUP	Cordaville Road (Route 85) SUP	B10 - New shared use paths	C	3	2	3	1	2	1	1	1	1	3	18	12.45	57	59		$ 845,000.00	$ 400,000.00	$ 445,000.00		
53	Oregon Road	Oregon Road	P5 - Providing new sidewalks	L	2	2	2	1	1	1	3	2	1	3	18	12.7	57	58		$ 515,000.00	$ 400,000.00	$ 115,000.00	2927185.748, 652234.7401	2927717.2272, 655830.0748
54	Edgewood Road	Edgewood Road	P5 - Providing new sidewalks	L	1	2	2	2	1	1	3	3	1	3	19	13.8	56	55		$ 370,000.00	$ 370,000.00	$ -	2926686.6496, 652980.7721	2924568.1919, 654606.6275
55	Route 30 Causway Pedestrian Bridge	Boston Road	P5 - Providing new sidewalks	A	3	3	4	3	3	1	1	1	1	2	22	16.15	42	43		$ 1,500,000.00	$ 400,000.00	$ 1,100,000.00		
56	Johnson Road	Johnson Road	P5 - Providing new sidewalks	A	2	1	3	2	1	1	2	2	3	3	20	13.8	49	55		$ 220,000.00	$ 220,000.00	$ -	2936977.3941, 638715.0411	2938580.9017, 638311.1397
57	Mt Vickery Road (west of Route 85)	Mt Vickery Road (west of Route 85)	P5 - Providing new sidewalks	L	1	3	2	2	5	1	2	2	1	3	22	17.3	42	40		$ 360,000.00	$ 360,000.00	$ -	2928199.7292, 647037.2853	2929312.5475, 649148.3992
58	Jericho Hill Road	Jericho Hill Road	P5 - Providing new sidewalks	C	1	1	2	2	1	1	3	2	1	3	17	12.05	60	60		$ 290,000.00	$ 290,000.00	$ -	2940070.6051, 639099.771	2942212.3954, 638442.2536
59	Town-wide Trail Crossing Improvements	Town-wide	P5 - Providing new sidewalks, P2 - Providing ADA/AAB compliant curb ramps, P12 - New or improved crossing treatments at intersections, midblock, etc. including RRFB's and HAWK signals,	A	1	4	3	2	4	1	3	2	1	3	24	18.55	31	30		$ 200,000.00	$ 200,000.00	$ -		

TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS

147 Cordaville Road
Southborough, MA 01772

Tel: 508-485-1210
Fax: 508-229-4444

DATE: March 10, 2021

MEMORANDUM

TO: **Southborough Board of Selectmen**
CC: **Mark Purple, Town Administrator**
FROM: **Karen Galligan, DPW Superintendent**
SUBJECT: **Grounds Maintenance Contract – Award Request**

On Thursday, March 4, 2021, the Department of Public Works opened bids for the Grounds Maintenance Contract. Enclosed is a summary of the bid results. The subject bid, appropriate advertising and actual bids are available at the DPW office.

We recommend that the contract for $164,090.00 be awarded to the low bidder: J&J& Sons, PO Box 523, Southborough, MA 01772.

Funding for this bid is provided in the Grounds Maintenance Contract line item of the DPW budget.

Town of Southborough
Grounds Maintenance and Mowing
Bid Results

	M Neves			J & J & Son's			Landscaping by J. Michael		
	YEAR 1	YEAR 2	YEAR 3	YEAR 1	YEAR 2	YEAR 3	YEAR 1	YEAR 2	YEAR 3
Town & School Buildings	54,210.00	54,210.00	54,210.00	33,245.00	33,245.00	33,245.00	85,105.00	85,105.00	85,105.00
Athletic Fields	63,000.00	63,000.00	63,000.00	44,200.00	44,200.00	44,200.00	116,000.00	116,000.00	116,000.00
Parks/Miscellaneous	17,345.00	17,345.00	17,345.00	11,080.00	11,080.00	11,080.00	26,850.00	26,850.00	26,850.00
Cemeteries	84,890.00	84,890.00	84,890.00	70,365.00	70,365.00	70,365.00	100,890.00	100,890.00	100,890.00
Trails	3,020.00	3,020.00	3,020.00	2,700.00	2,700.00	2,700.00	13,600.00	13,600.00	13,600.00
Top Dressing	4,500.00	4,500.00	4,500.00	2,500.00	2,500.00	2,500.00	4,250.00	4,250.00	4,250.00
TOTAL/YEAR	**$ 226,965.00**	**$ 226,965.00**	**$ 226,965.00**	**$ 164,090.00**	**$ 164,090.00**	**$ 164,090.00**	**$ 346,695.00**	**$ 346,695.00**	**$ 346,695.00**

	New England Acreage Group			Pro Turf		
	YEAR 1	YEAR 2	YEAR 3	YEAR 1	YEAR 2	YEAR 3
Town & School Buildings	68,550.00	68,550.00	68,550.00	76,465.00	76,465.00	76,465.00
Athletic Fields	66,000.00	66,000.00	66,000.00	98,000.00	98,000.00	98,000.00
Parks/Miscellaneous	22,655.00	22,655.00	22,655.00	11,870.00	11,870.00	11,870.00
Cemeteries	107,800.00	107,800.00	107,800.00	148,960.00	148,960.00	148,960.00
Trails	13,400.00	13,400.00	13,400.00	4,200.00	4,200.00	4,200.00
Top Dressing	2,250.00	2,250.00	2,250.00	1,500.00	1,500.00	1,500.00
TOTAL/YEAR	**$ 280,655.00**	**$ 280,655.00**	**$ 280,655.00**	**$ 340,995.00**	**$ 340,995.00**	**$ 340,995.00**

TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS

147 Cordaville Road
Southborough, MA 01772

Tel: 508-485-1210
Fax: 508-229-4444

DATE: March 10, 2021

MEMORANDUM

TO: **Board of Selectmen**
VIA: **Mark Purple, Town Administrator**
FROM: **Karen Galligan, DPW Superintendent**
SUBJECT: **Surplus Equipment**

I am requesting that the Selectmen declare the Town's 2005 Dodge Dakota to be surplus equipment. The truck had been used by the Building Inspector until the DPW Mechanic sidelined the vehicle due to multiple mechanical and structural issues.

Due to the Town's relationship with Assabet the DPW would like to send the vehicle to Assabet's Automotive Technology Department to be used for educational purposes.

TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS

147 Cordaville Road
Southborough, MA 01772

Tel: 508-485-1210
Fax: 508-229-4444

DATE: March 12, 2021

MEMORANDUM

TO: **Southborough Board of Selectmen**
CC: **Mark Purple, Town Administrator**
FROM: **Karen Galligan, DPW Superintendent**
SUBJECT: **Water Rate Increase**

The Department of Public Works (DPW) has been working with Matt Abrahams of The Abrahams Group to review Southborough's water rate plan that was voted by the Selectmen in March 2020. The plan that was voted changed the volume of the billing tiers and also increased the cost of the water in each of those billing tiers. That vote anticipated raising the cost of water in the tiers by 5% in March of 2021.

Southborough's higher than usual water usage during the 2020 drought and usage changes throughout the MWRA system, due to the pandemic, have affected what the Town pays the MWRA for water. Therefore, review of the planned March 2021 5% rate change was necessary. Unfortunately, by adjusting the budget to account for the MWRA payment change, the study showed that, even with the 5% increase, the water budget will still need to use money from retained earnings to fund the full water enterprise costs. The attached spreadsheet from Selectmen Stivers, who is on the MWRA Advisory Board, shows how the pandemic and people working from home has affected our flow share (and therefore our costs) of the MWRA water.

There has been a lot of concern about what capital projects were used to review these rates. The capital projects table below is based on an older Water System Master Plan. A new Master Plan will be completed this year, and at that time the capital improvements and repairs may change. However, at this time, this is what is assumed for water system capital work.

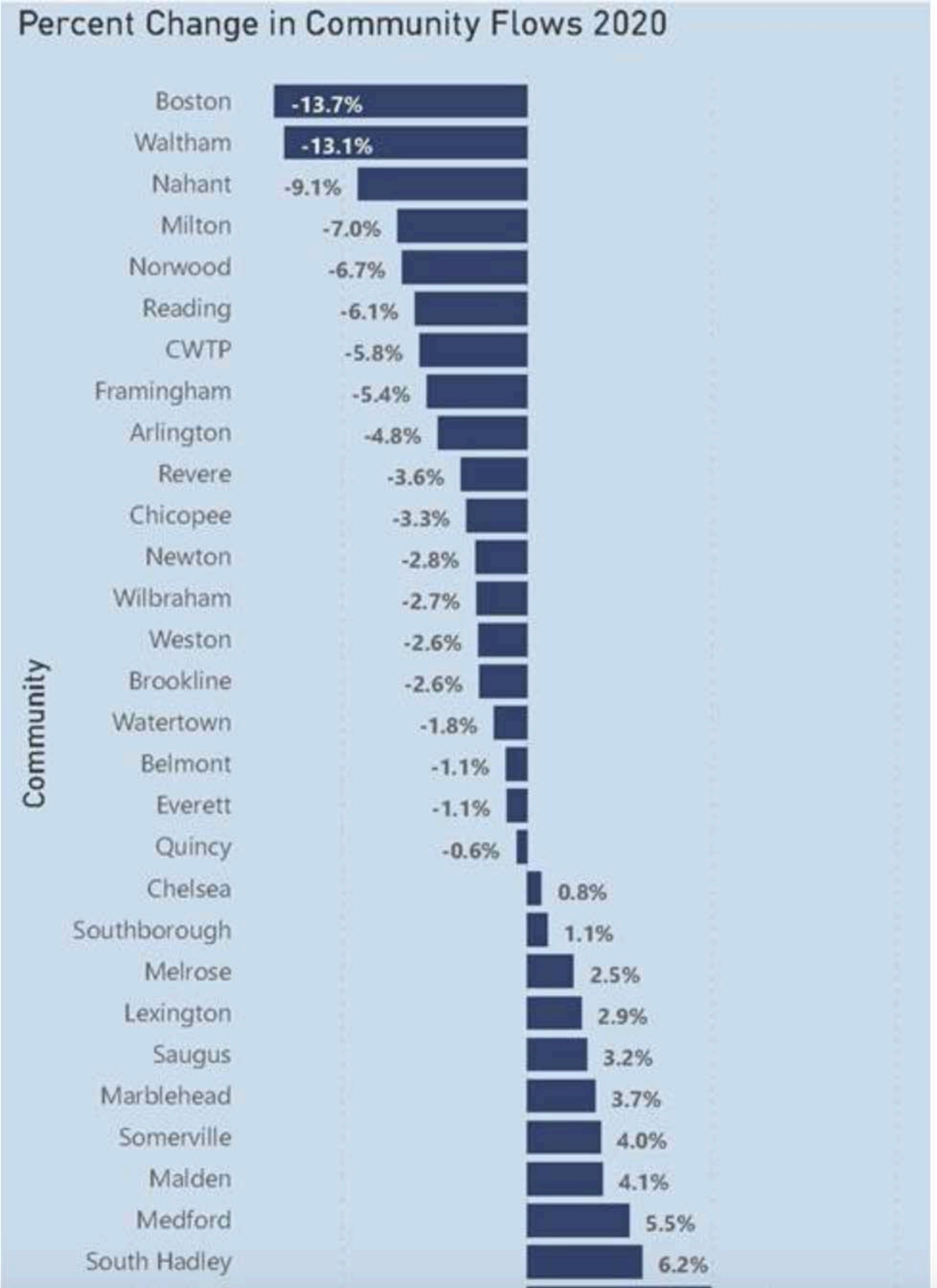
Project	Cost	FY21	FY22	FY23	FY24	FY25	FY26
Newton Street*	$1,100,000			$88,000	$86,350	$84,700	$43,175
Water Loop	$550,000					$44,000	$43,175
Flagg Road	$2,000,000						$160,000
'08 improvements	$885,000	$62,600	$56019	$54,375	$49,200	$45,150	$0
Rte. 9 Main*	$3,600,000	261,315	255,915	250,515	$243,315	$237,915	$232,515
Main Street Water	$720,000	$150,000	$144,000	$138,000	$132,000	$126,000	$0
* Rte. 9 Main underspent by $900,000, used to offset Newton St. (Newton cost reduced by $900,000)							

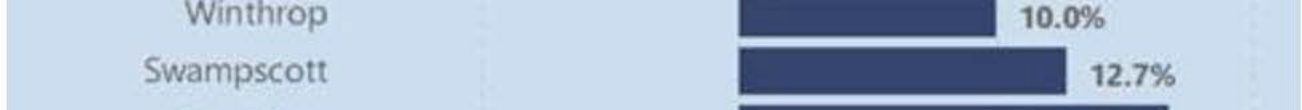
The following goals were used to develop new rates in the original study, these goals were and were used again in this update:

- A retained earnings target of 20% of the water budget's expenditures. Retained earnings will help mitigate projected increases in debt due to planned capital projects.
- Minimize the impact on the low-end user, which includes the majority of senior users.
- Ensure the impact on the average residential user (average Southborough use 2600CF/bill) is manageable.
- Increase rates at the highest tiers where the usage may be considered to be non-essential.

I have attached The Abrahams Group's Water Rate Report for your review. The DPW will use the new Water System Master Plan to develop a new, conservative, capital schedule when the Plan is complete. Then, prior to March 2022 the DPW will use the capital schedule and water consumption trends to recommend a rate increase for March 2022.

The DPW recommends the Selectmen vote the anticipated 5% water tier rate increase to begin after the March reading, so that the July bill will be at the new rates.


Percent Change in Community Flows 2020
Community
Boston -13.7%
Waltham -13.1%
Nahant -9.1%
Milton -7.0%
Norwood -6.7%
Reading -6.1%
CWTP -5.8%
Framingham -5.4%
Arlington -4.8%
Revere -3.6%
Chicopee -3.3%
Newton -2.8%
Wilbraham -2.7%
Weston -2.6%
Brookline -2.6%
Watertown -1.8%
Belmont -1.1%
Everett -1.1%
Quincy -0.6%
Chelsea 0.8%
Southborough 1.1%
Melrose 2.5%
Lexington 2.9%
Saugus 3.2%
Marblehead 3.7%
Somerville 4.0%
Malden 4.1%
Medford 5.5%
South Hadley 6.2%


Winthrop
10.0%
Swampscott
12.7%
Stoneham
16.7%
-10%
0%
10%
20%

March 11, 2021

Ms. Karen M. Galligan
Superintendent
Department of Public Works
147 Cordaville Road
Southborough, MA 01772

Dear Ms. Galligan:

I am pleased to submit this report summarizing the results of our analysis of and recommended rates for the next five fiscal years of the Town of Southborough's Water Enterprise Fund finances.

FY 2021 IN REVIEW

As a result of our work on the FY 2021 rate study last year, the Town adjusted its water tiers to simplify them and increased rates significantly. In addition to the changes for FY 2021, projections showed a need to increase rates by 5.0% per year from FY 2022 through FY 2025.

Since the rate and tier changes were voted for implementation in FY 2021, water consumption increased dramatically due to extremely dry weather during the warmer months of 2020 and consumption pattern changes due to the COVID-19 pandemic. Per MWRA data, the Town used the second most water in 2020 in the past five years and the third most water in the past 15 years. Projected revenues from water consumption in FY 2021 are up over 50% over FY 2020's revenues from water consumption. Projections show that FY 2021 will end with a surplus over $300,000, after FY 2020 ended with a deficit of over $550,000. Retained earnings are projected to be over $1.1 million, or over 48% of the FY 2021 budget, once retained earnings are next certified in the fall timeframe. The Town's target for a retained earnings balance is 20% of the budget.

FY 2022 TO FY 2026 RATES RECOMMENDATION

Increased water consumption one year impacts water expenses in another year. Communities' MWRA assessment is based on the communities' water consumption from one full calendar year prior. Consumption in 2020 impacts the FY 2022 assessment. MWRA has published the preliminary assessments for FY 2022 and the Town's assessment has increased by over $230,000, or 23%, from FY 2021 to FY 2022.

If there is no rate action for FY 2022, projections show that FY 2022 will have a budget deficit of over $300,000. Retained earnings can be used to supplement the budget so it is balanced. Projected deficits for FY 2023 to FY 2026 continue to increase year over year without rate action.

52 FLANAGAN DRIVE • FRAMINGHAM, MA 01701

BETTERGOV@AOL.COM • WWW.THEABRAHAMSGROUP.COM • PHONE (508) 788-9172 • FAX (508) 788-6217

Projected revenues with no rate action, expenditures, and deficits from FY 2022 to FY 2026 are found in the following table:

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Projected Revenues (and Other Sources)	$2,459,017	$2,389,017	$2,364,017	$2,364,017	$2,364,017
Projected Expenditures (and Other Uses)	$2,764,853	$2,714,987	$2,756,417	$2,890,451	$2,960,488
Surplus/(Deficit)	$ (305,836)	$ (325,970)	$ (392,399)	$ (526,434)	$ (596,471)

The expenditures in the table above include those associated with the most recent capital plan, including additional projected debt of $88,000 in FY 2023, $86,350 in FY 2024, $128,700 in FY 2025, and $286,225 in FY 2026.

The recommended rate change for FY 2022, consistent with what was presented in the FY 2021 study, is a 5.0% increase in rates. With a 5.0% increase in rates in FY 2022, the projected FY 2022 deficit is $220,000 and projected retained earnings at the end of FY 2022 are $833,000, or 30% of the budget.

The Town plans to set rates the next few years so revenues fully cover expenditures, something that projections show can be achieved by FY 2026 with a 6.0% increase in rates each year from FY 2023 to FY 2026. If revenues fully cover expenditures, then any retained earnings above the targeted amount can be used to fund capital projects. With a 6.0% increase in rates each year from FY 2023 to FY 2026, the projected FY 2026 deficit is $35,000 and projected retained earnings are $585,000, or 20% of the budget.

The following table shows how the five-year rate plan impacts certain users' bills:

User Impact (per Bill)			New Bills				
Sample User (w/Meter Size)	Usage	Current Bill	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Low-End Senior User (5/8")	500	$ 25.76	$ 27.05	$ 28.67	$ 30.39	$ 32.21	$ 34.15
Low-End Residential #1 (5/8")	100	$ 34.36	$ 36.08	$ 38.24	$ 40.54	$ 42.97	$ 45.55
Low-End Residential #2 (5/8")	900	$ 40.90	$ 42.95	$ 45.52	$ 48.25	$ 51.15	$ 54.22
Average Residential (5/8")	2,600	$ 115.02	$ 120.77	$ 128.02	$ 135.70	$ 143.84	$ 152.47
High-End Residential #1 (5/8")	11,000	$ 712.66	$ 748.29	$ 793.19	$ 840.78	$ 891.23	$ 944.70
High-End Residential #2 (3")	45,000	$ 4,234.58	$4,446.31	$4,713.09	$4,995.87	$5,295.63	$5,613.36
High-End Non-Res. #1 (2")	30,000	$ 2,672.05	$2,805.65	$2,973.99	$3,152.43	$3,341.58	$3,542.07
High-End Non-Res. #2 (3")	40,000	$ 3,734.58	$3,921.31	$4,156.59	$4,405.98	$4,670.34	$4,950.56

Since the Town sets rates every year, the Town should review projected revenues and expenditures next year as well to see if they show the rate plan should be adjusted. Ideally, the Town reviews them every year to ensure that revenues are covering expenditures.

* * * * *

We are pleased to propose assistance to the Town of Southborough on this important and challenging project. I will be pleased to discuss this report with you at your earliest convenience.

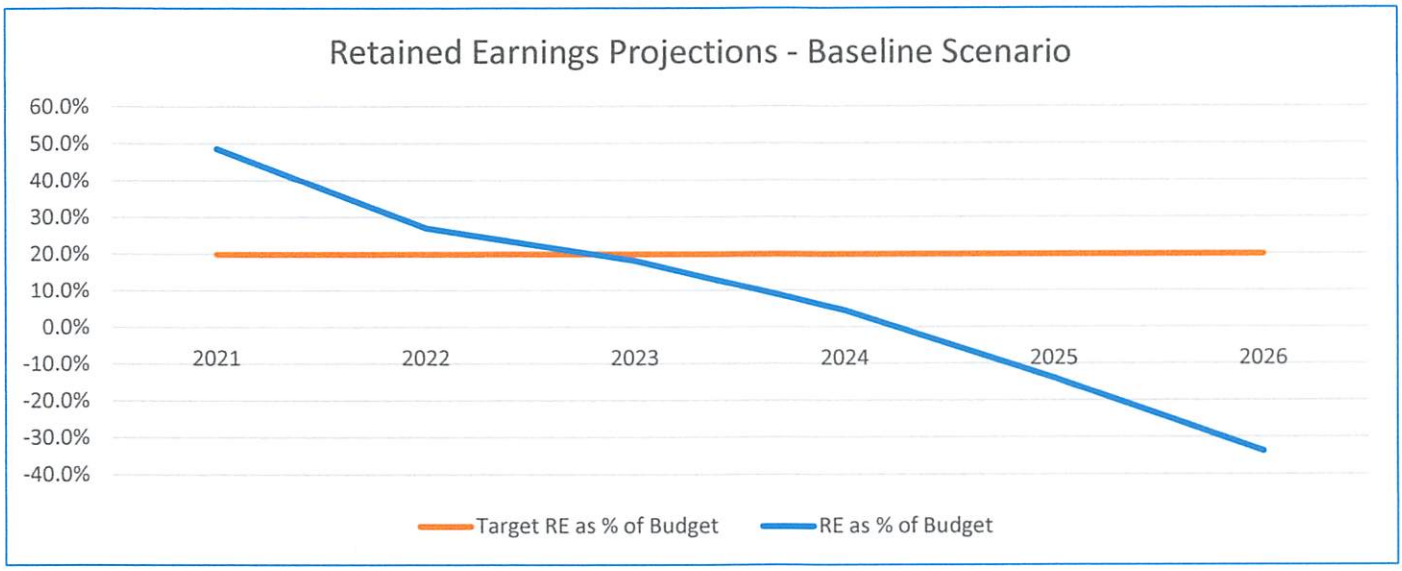
Sincerely yours,

Mark D. Abrahams, CPA
President

Attachment

Target Retained Earnings as % of Budget:	20.0%

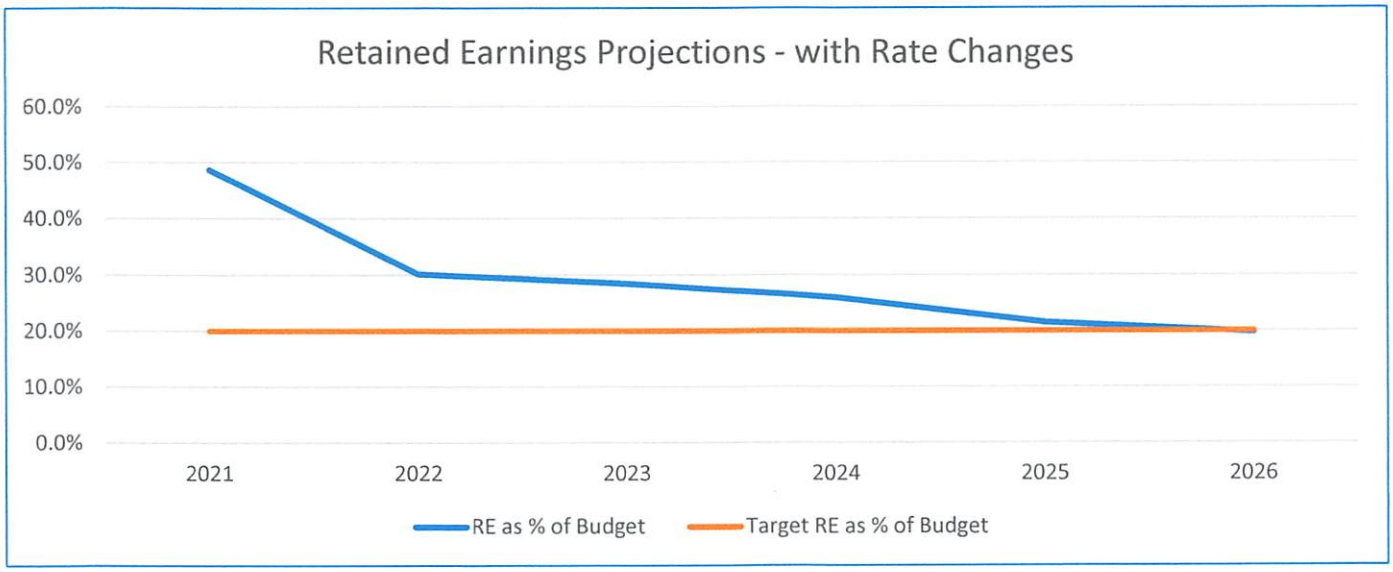
Baseline	2021 PROJECTED	2022 PROJECTED	2023 PROJECTED	2024 PROJECTED	2025 PROJECTED	2026 PROJECTED
Surplus/Deficit	$ 319,231	$ (305,836)	$ (325,970)	$ (392,399)	$ (526,434)	$ (596,471)
Projected Retained Earnings	$ 1,147,894	$ 747,058	$ 491,088	$ 123,689	$ (402,745)	$ (999,216)
RE as % of Budget	48.7%	27.0%	18.1%	4.5%	-13.9%	-33.8%
Target RE as % of Budget	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%



The table and graph above represent the Baseline scenario, with no rate change.

Rate Increases	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
	5.0%	6.0%	6.0%	6.0%	6.0%

Rate Impact	2021 PROJECTED	2022 PROJECTED	2023 PROJECTED	2024 PROJECTED	2025 PROJECTED	2026 PROJECTED
Surplus/Deficit	$ 319,231	$ (219,625)	$ (131,133)	$ (82,420)	$ (94,403)	$ (35,065)
Projected Retained Earnings	$ 1,147,894	$ 833,269	$ 772,136	$ 714,716	$ 620,313	$ 585,248
RE as % of Budget	48.7%	30.1%	28.4%	25.9%	21.5%	19.8%
Target RE as % of Budget	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%



The table and graph above and the table below represent projections based on the rate changes in the top table.

Current Rate Structure	Tier 1 (Min)	Tier 2	Tier 3	Tier 4
Meter Size	750	751	3,001	10,001
5/8"	$ 34.36	3,000	10,000	+
5/8" Senior	$ 25.76	$ 4.36	$ 6.86	$ 10.00
3/4"	$ 46.86			
3/4" Senior	$ 35.14			
1"	$ 56.33			
1" Senior	$ 42.25			
1 1/2"	$ 71.90			
2"	$ 93.75			
3"	$ 156.28			
4"	$ 286.79			

Tiers are in cubic feet
Rates are per 100 cubic feet

User Impact (per Bill)			New Bills				
Sample User (w/Meter Size)	Usage	Current Bill	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Low-End Senior User (5/8")	500	$ 25.76	$ 27.05	$ 28.67	$ 30.39	$ 32.21	$ 34.15
Low-End Residential #1 (5/8")	100	$ 34.36	$ 36.08	$ 38.24	$ 40.54	$ 42.97	$ 45.55
Low-End Residential #2 (5/8")	900	$ 40.90	$ 42.95	$ 45.52	$ 48.25	$ 51.15	$ 54.22
Average Residential (5/8")	2,600	$ 115.02	$ 120.77	$ 128.02	$ 135.70	$ 143.84	$ 152.47
High-End Residential #1 (5/8")	11,000	$ 712.66	$ 748.29	$ 793.19	$ 840.78	$ 891.23	$ 944.70
High-End Residential #2 (3")	45,000	$ 4,234.58	$ 4,446.31	$ 4,713.09	$ 4,995.87	$ 5,295.63	$ 5,613.36
High-End Non-Res. #1 (2")	30,000	$ 2,672.05	$ 2,805.65	$ 2,973.99	$ 3,152.43	$ 3,341.58	$ 3,542.07
High-End Non-Res. #2 (3")	40,000	$ 3,734.58	$ 3,921.31	$ 4,156.59	$ 4,405.98	$ 4,670.34	$ 4,950.56

Description	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGETED	2021 PROJECTED	2022 PREL. BUD.	2022 PROJECTED	2023 PROJECTED	2024 PROJECTED	2025 PROJECTED	2026 PROJECTED	COMMENTS
Revenues and Other Sources													
TAX TITLE WATER LIENS	$ 2,052	$ 3,748	$ 3,437	$ 437	$ -	$ 1,935	$ -	$ 1,935	$ 1,935	$ 1,935	$ 1,935	$ 1,935	FY21-FY26, four-year average FY17-FY20
TT INT WTR LIEN	$ 201	$ 1,559	$ 1,056	$ 12	$ -	$ 565	$ -	$ 565	$ 565	$ 565	$ 565	$ 565	FY21-FY26, four-year average FY17-FY20
WATER LIENS (Tied to a FY)	$ 44,608	$ 61,134	$ 43,654	$ 46,931	$ 61,738	$ 51,613	$ 61,738	$ 51,613	$ 51,613	$ 51,613	$ 51,613	$ 51,613	FY21-FY26, four-year average FY17-FY20
OTHER SERVICE C RATES-BUSRESI	$ 2,084,521	$ 1,765,167	$ 1,819,049	$ 1,686,317	$ 2,262,262	$ 2,549,346	$ 2,262,262	$ 2,236,920	$ 2,236,920	$ 2,236,920	$ 2,236,920	$ 2,236,920	FY21 conservative estimate w/95% collections; FY22 on using FY21 study proje
OTHER SERVICE C SERVICE	$ 90	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	Assume none since none in FY18, FY19, and FY20
OTHER SERVICE C OTHER CHARGES	$ 59,665	$ 52,881	$ 47,423	$ 67,733	$ -	$ 50,000	$ -	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	FY21-FY26, four-year average FY17-FY20, lowered a bit to be conservative
WTR FINAL READING FEE	$ 4,413	$ 5,472	$ 4,768	$ 3,875	$ -	$ 3,706	$ -	$ 3,706	$ 3,706	$ 3,706	$ 3,706	$ 3,706	FY21-FY26, four-year average FY17-FY20
WATER DEMAND FEES	$ 1,952	$ 5,282	$ 3,360	$ 2,340	$ -	$ 2,587	$ -	$ 2,587	$ 2,587	$ 2,587	$ 2,587	$ 2,587	FY21-FY26, four-year average FY17-FY20
Investment Income	$ -	$ -	$ -	$ 16,692	$ 16,692	$ 16,692	$ 16,692	$ 16,692	$ 16,692	$ 16,692	$ 16,692	$ 16,692	FY21-FY26, assume FY21 budgeted amount
Sub Total	**$ 2,197,502**	**$ 1,895,243**	**$ 1,922,745**	**$ 1,824,337**	**$ 2,340,692**	**$ 2,676,443**	**$ 2,340,692**	**$ 2,364,017**	**$ 2,364,017**	**$ 2,364,017**	**$ 2,364,017**	**$ 2,364,017**	
Retained Earnings	$ -	$ -	$ -	$ -	$ -	$ -	$ 95,000	$ 95,000	$ 25,000	$ -	$ -	$ -	To fund capital outlay
Other Available Funds	$ -	$ -	$ -	$ 28,233	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	Is the FY20 actual a General Fund subsidy?
Total Revenues and Other Sources	**$ 2,197,502**	**$ 1,895,243**	**$ 1,922,745**	**$ 1,852,570**	**$ 2,340,692**	**$ 2,676,443**	**$ 2,435,692**	**$ 2,459,017**	**$ 2,389,017**	**$ 2,364,017**	**$ 2,364,017**	**$ 2,364,017**	
Expenditures and Other Uses													
Salaries	$ 336,035	$ 334,049	$ 338,883	$ 352,225	$ 355,405	$ 355,405	$ 364,274	$ 364,274	$ 375,202	$ 386,458	$ 398,052	$ 409,994	FY22 from Prelim. Budget; FY23 on increased 3.0% annually
MWRA Assessment	$ 951,424	$ 1,000,460	$ 869,871	$ 930,238	$ 1,005,985	$ 1,005,985	$ 1,248,000	$ 1,248,000	$ 1,186,860	$ 1,233,148	$ 1,281,241	$ 1,331,209	FY22 from Budget; FY23 based on Projections logic using share average of 3.9
Other Expenses	$ 302,350	$ 292,173	$ 320,778	$ 377,257	$ 335,965	$ 335,965	$ 374,950	$ 374,950	$ 386,199	$ 397,784	$ 409,718	$ 422,010	FY22 from Prelim. Budget; FY23 on increased 3.0% annually
Encumbrances	$ 1,839	$ 59,171	$ 17,595	$ 33,580	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	Represents prior year encumbrances expended in the year shown
Articles	$ -	$ 88,495	$ 27,017	$ 37,765	$ -	$ -	$ 95,000	$ 95,000	$ 25,000	$ -	$ -	$ -	Includes article expenses FY17-FY20 and expected articles for equipment
Long-Term Debt (Existing)	$ 411,428	$ 404,621	$ 397,602	$ 545,977	$ 457,490	$ 474,010	$ 455,934	$ 455,934	$ 442,890	$ 424,515	$ 409,065	$ 275,665	FY21 from budget; Rest from existing debt schedule
Long-Term Debt (New)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 88,000	$ 86,350	$ 128,700	$ 286,225	Projected debt based on capital projects in latest capital plan
Short-Term Debt Interest	$ -	$ -	$ -	$ -	$ 25,000	$ 25,000	$ -	$ 22,000	$ -	$ 11,000	$ 40,000	$ 5,000	FY21 budgeted; future years based on projected debt due to capital plan
Sub Total	**$ 2,003,075**	**$ 2,178,969**	**$ 1,971,747**	**$ 2,277,041**	**$ 2,179,845**	**$ 2,196,365**	**$ 2,538,158**	**$ 2,560,158**	**$ 2,504,151**	**$ 2,539,256**	**$ 2,666,776**	**$ 2,730,102**	
Indirect Costs	$ 65,000	$ 90,000	$ 90,000	$ 131,239	$ 160,847	$ 160,847	$ 204,695	$ 204,695	$ 210,836	$ 217,161	$ 223,676	$ 230,386	FY22 from Treasurer; FY23 on increased 3.0% annually
Total Expenditures and Other Uses	**$ 2,068,075**	**$ 2,268,969**	**$ 2,061,747**	**$ 2,408,280**	**$ 2,340,692**	**$ 2,357,212**	**$ 2,742,853**	**$ 2,764,853**	**$ 2,714,987**	**$ 2,756,417**	**$ 2,890,451**	**$ 2,960,488**	
Excess (Deficiency) of Revenues and Available Funds > Expenditures and Other Uses	**$ 129,427**	**$ (373,726)**	**$ (139,002)**	**$ (555,710)**	**$ -**	**$ 319,231**	**$ (307,161)**	**$ (305,836)**	**$ (325,970)**	**$ (392,399)**	**$ (526,434)**	**$ (596,471)**	
Retained Earnings Summary													
Undesignated Fund Balance as of July 1, 2020				$ 828,663									
Available Undesignated Fund Balance/Retained Earnings Start of FY						$ 828,663		$ 1,147,894	$ 747,058	$ 491,088	$ 123,689	$ (402,745)	
Retained Earnings Appropriated for Capital Outlay (and closed out next year)						$ -		$ (95,000)	$ 70,000	$ 25,000	$ -	$ -	
Current Year Surplus/(Deficit)						$ 319,231		$ (305,836)	$ (325,970)	$ (392,399)	$ (526,434)	$ (596,471)	
Projected Retained Earnings Balance						**$ 1,147,894**		**$ 747,058**	**$ 491,088**	**$ 123,689**	**$ (402,745)**	**$ (999,216)**	
Projected Retained Earnings Balance as % of Budget						48.7%		27.0%	18.1%	4.5%	-13.9%	-33.8%	

Description	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGETED	2021 PROJECTED	2022 PREL. BUD.	2022 PROJECTED	2023 PROJECTED	2024 PROJECTED	2025 PROJECTED	2026 PROJECTED	COMMENTS
Revenues and Other Sources								5.00%	6.00%	6.00%	6.00%	6.00%	
TAX TITLE WATER LIENS	$ 2,052	$ 3,748	$ 3,437	$ 437	$ -	$ 1,935	$ -	$ 1,935	$ 1,935	$ 1,935	$ 1,935	$ 1,935	FY21-FY26, four-year average FY17-FY20
TT INT WTR LIEN	$ 201	$ 1,559	$ 1,056	$ 12	$ -	$ 565	$ -	$ 565	$ 565	$ 565	$ 565	$ 565	FY21-FY26, four-year average FY17-FY20
WATER LIENS (Tied to a FY)	$ 44,608	$ 61,134	$ 43,654	$ 46,931	$ 61,738	$ 51,613	$ 61,738	$ 51,613	$ 51,613	$ 51,613	$ 51,613	$ 51,613	FY21-FY26, four-year average FY17-FY20
OTHER SERVICE C RATES-BUSRESI	$ 2,084,521	$ 1,765,167	$ 1,819,049	$ 1,686,317	$ 2,262,262	$ 2,549,346	$ 2,262,262	$ 2,323,131	$ 2,431,756	$ 2,546,899	$ 2,668,951	$ 2,798,326	FY21 conservative estimate w/95% collections; FY22 on using FY21 study projection
OTHER SERVICE C SERVICE	$ 90	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	Assume none since none in FY18, FY19, and FY20
OTHER SERVICE C OTHER CHARGES	$ 59,665	$ 52,881	$ 47,423	$ 67,733	$ -	$ 50,000	$ -	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	FY21-FY26, four-year average FY17-FY20, lowered a bit to be conservative
WTR FINAL READING FEE	$ 4,413	$ 5,472	$ 4,768	$ 3,875	$ -	$ 3,706	$ -	$ 3,706	$ 3,706	$ 3,706	$ 3,706	$ 3,706	FY21-FY26, four-year average FY17-FY20
WATER DEMAND FEES	$ 1,952	$ 5,282	$ 3,360	$ 2,340	$ -	$ 2,587	$ -	$ 2,587	$ 2,587	$ 2,587	$ 2,587	$ 2,587	FY21-FY26, four-year average FY17-FY20
Investment Income	$ -	$ -	$ -	$ 16,692	$ 16,692	$ 16,692	$ 16,692	$ 16,692	$ 16,692	$ 16,692	$ 16,692	$ 16,692	FY21-FY26, assume FY21 budgeted amount
Sub Total	**$ 2,197,502**	**$ 1,895,243**	**$ 1,922,745**	**$ 1,824,337**	**$ 2,340,692**	**$ 2,676,443**	**$ 2,340,692**	**$ 2,450,228**	**$ 2,558,854**	**$ 2,673,997**	**$ 2,796,048**	**$ 2,925,423**	
Retained Earnings	$ -	$ -	$ -	$ -	$ -	$ -	$ 95,000	$ 95,000	$ 25,000	$ -	$ -	$ -	To fund capital outlay
Other Available Funds	$ -	$ -	$ -	$ 28,233	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	Is the FY20 actual a General Fund subsidy?
Total Revenues and Other Sources	**$ 2,197,502**	**$ 1,895,243**	**$ 1,922,745**	**$ 1,852,570**	**$ 2,340,692**	**$ 2,676,443**	**$ 2,435,692**	**$ 2,545,228**	**$ 2,583,854**	**$ 2,673,997**	**$ 2,796,048**	**$ 2,925,423**	
Expenditures and Other Uses													
Salaries	$ 336,035	$ 334,049	$ 338,883	$ 352,225	$ 355,405	$ 355,405	$ 364,274	$ 364,274	$ 375,202	$ 386,458	$ 398,052	$ 409,994	FY22 from Prelim. Budget; FY23 on increased 3.0% annually
MWRA Assessment	$ 951,424	$ 1,000,460	$ 869,871	$ 930,238	$ 1,005,985	$ 1,005,985	$ 1,248,000	$ 1,248,000	$ 1,186,860	$ 1,233,148	$ 1,281,241	$ 1,331,209	FY22 from Budget; FY23 based on Projections logic using share average of 3.9%
Other Expenses	$ 302,350	$ 292,173	$ 320,778	$ 377,257	$ 335,965	$ 335,965	$ 374,950	$ 374,950	$ 386,199	$ 397,784	$ 409,718	$ 422,010	FY22 from Prelim. Budget; FY23 on increased 3.0% annually
Encumbrances	$ 1,839	$ 59,171	$ 17,595	$ 33,580	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	Represents prior year encumbrances expended in the year shown
Articles	$ -	$ 88,495	$ 27,017	$ 37,765	$ -	$ -	$ 95,000	$ 95,000	$ 25,000	$ -	$ -	$ -	Includes article expenses FY17-FY20 and expected articles for equipment
Long-Term Debt (Existing)	$ 411,428	$ 404,621	$ 397,602	$ 545,977	$ 457,490	$ 474,010	$ 455,934	$ 455,934	$ 442,890	$ 424,515	$ 409,065	$ 275,665	FY21 from budget; Rest from existing debt schedule
Long-Term Debt (New)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 88,000	$ 86,350	$ 128,700	$ 286,225	Projected debt based on capital projects in latest capital plan
Short-Term Debt Interest	$ -	$ -	$ -	$ -	$ 25,000	$ 25,000	$ -	$ 22,000	$ -	$ 11,000	$ 40,000	$ 5,000	FY21 budgeted; future years based on projected debt due to capital plan
Sub Total	**$ 2,003,075**	**$ 2,178,969**	**$ 1,971,747**	**$ 2,277,041**	**$ 2,179,845**	**$ 2,196,365**	**$ 2,538,158**	**$ 2,560,158**	**$ 2,504,151**	**$ 2,539,256**	**$ 2,666,776**	**$ 2,730,102**	
Indirect Costs	$ 65,000	$ 90,000	$ 90,000	$ 131,239	$ 160,847	$ 160,847	$ 204,695	$ 204,695	$ 210,836	$ 217,161	$ 223,676	$ 230,386	FY22 from Treasurer; FY23 on increased 3.0% annually
Total Expenditures and Other Uses	**$ 2,068,075**	**$ 2,268,969**	**$ 2,061,747**	**$ 2,408,280**	**$ 2,340,692**	**$ 2,357,212**	**$ 2,742,853**	**$ 2,764,853**	**$ 2,714,987**	**$ 2,756,417**	**$ 2,890,451**	**$ 2,960,488**	
Excess (Deficiency) of Revenues and Available Funds > Expenditures and Other Uses	**$ 129,427**	**$ (373,726)**	**$ (139,002)**	**$ (555,710)**	**$ -**	**$ 319,231**	**$ (307,161)**	**$ (219,625)**	**$ (131,133)**	**$ (82,420)**	**$ (94,403)**	**$ (35,065)**	
Retained Earnings Summary													
Undesignated Fund Balance as of July 1, 2020				$ 828,663									
Available Undesignated Fund Balance/Retained Earnings Start of FY						$ 828,663		$ 1,147,894	$ 833,269	$ 772,136	$ 714,716	$ 620,313	
Retained Earnings Appropriated for Capital Outlay (and closed out next year)						$ -		$ (95,000)	$ 70,000	$ 25,000	$ -	$ -	
Current Year Surplus/(Deficit)						$ 319,231		$ (219,625)	$ (131,133)	$ (82,420)	$ (94,403)	$ (35,065)	
Projected Retained Earnings Balance						**$ 1,147,894**		**$ 833,269**	**$ 772,136**	**$ 714,716**	**$ 620,313**	**$ 585,248**	
Projected Retained Earnings Balance as % of Budget						48.7%		30.1%	28.4%	25.9%	21.5%	19.8%	

TOWN OF SOUTHBOROUGH

OFFICE OF THE TOWN ADMINISTRATOR
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectmen@southboroughma.com

TO: Board of Selectmen
FROM: Mark J. Purple, Town Administrator
DATE: March 12, 2021
SUBJECT: ATM warrant placeholders

As the warrant for the May 22, 2021 annual town meeting is rounding into shape, there are still some article placeholders that have yet to be addressed:

1. Article 25 – the purchase of a parcel of land owned by National Grid in the downtown area;

2. Article 36 – amending the current Demolition Delay bylaw

In addition, the sponsor for Article 42 (bylaw for reducing plastic waste), Michael Weishan, has sent correspondence that he would like to withdraw his article for this town meeting, and bring it back when the town meeting is again allowed to be held indoors.

I am asking for the Board to take positions on deleting these placeholders/articles from the warrant, should they be determined not to be ready for this town meeting.

Thank you.

TOWN OF SOUTHBOROUGH

RECREATION DEPARTMENT

SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 229-4452 · FAX (508) 229-7969
WWW.SOUTHBOROUGHREC.COM

Attn: Board of Selectmen
CC: Recreation Commission

RE: Consent Agenda Request – Donation Acceptance

The Recreation Department received a generous donation of $7.00 from resident Don Morris to be used for community recreation programs. I am writing to request the acceptance of the amount to be deposited into the Recreation Donation account.

If you have any question, please do not hesitate to reach out to my office at TDavis@southboroughma.com or 508-229-4452.

Thank you,

Tim Davis, CPRP
Recreation Director

TOWN OF SOUTHBOROUGH

RECREATION DEPARTMENT
SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 229-4452 · FAX (508) 229-7969
WWW.SOUTHBOROUGHREC.COM

Attn: Board of Selectmen
CC: Recreation Commission
Mark Purple, Town Administrator

RE: Contract Award Requests – Neary/Richardson Tennis Court Lighting Installation

On February 26, 2021 the Recreation Department, with assistance from Traverse Landscape Architects, held a bid opening for the Neary/Richardson Tennis Court Lighting Installation project. Below please find the winning bid:

Island Lighting & Power Systems Inc
14 Shire Drive
Norfolk, MA 02056

Total Base Bid: $95,440.97

This bid, while the lowest, pushes our approved Town Meeting Article budget passed its' approved amount. On March 9, 2021, the Recreation Commission voted 4-0-0 to approve the use of revolving funds to supplement the anticipated overage and contingencies. Please note that under MGL the use of our revolving fund is permitted based on the facilities use of Recreation Department sponsored programs. The Recreation Department will continue to explore alternative funding options in the interim in hopes to relieve the burden on our revolving account relating to this project.

Attached please find the bid recording sheets from the bid opening sessions. Speaking with our hired firm, Traverse, and reviewing references and past work – we are comfortable in awarding the projects to the above. Island lighting is a past contractor of the Town and we are excited to continue a relationship with them.

Thank you for your continued support on this project. I will continue to update you all on the progress of this project which is anticipated to complete in the Spring. If you have any other questions, please do not hesitate to contact my office at 508-229-4452 or email me at TDavis@southboroughma.com.

Respectfully Submitted,

Tim Davis, CPRP, CPSI
Recreation Director

March 10, 2021

Richardson Tennis Court Lighting Installation

Bid Opening ~~02/25/2021~~ 2/26/21

Base Bid Item	Island Lighting	Sparks Co.	Systems Electrical
Earthwork and Erosion Control	16,320.	52,423.	20,116.
Electrical Distribution	46,171.	58,307.	16,866.
Musco Pole Installation	14,400.	38,850.-	14,458.
Light Pole Installation	4,993.	19,134.-	44,810.
Seeding and Surface Restoration	7,660	8,500.-	7,081.
Other Charges	5,896.97	27,348.	20,052.
TOTAL BID	95,440.97	204,562.	123,383.

Richardson Tennis Court Lighting Installation

Bid Opening 02/25/2021

Base Bid Item	Central Mass Signal	Daigle Electrical	Coviello Electrical
Earthwork and Erosion Control	26,000.	44,000.	59,880.
Electrical Distribution	43,000.	89,000.	75,888.
Musco Pole Installation	12,101.01	24,000.	35,555.
Light Pole Installation	10,000.	32,000.	22,155.
Seeding and Surface Restoration	5,999.06	1800.-	35,550.
Other Charges	4,000.	6,397.	ϕ
TOTAL BID	101,100.07	197,197.	229,028.

Richardson Tennis Court Lighting Installation

Bid Opening 02/25/2021

Base Bid Item	Cullen		
Earthwork and Erosion Control	48,600.		
Electrical Distribution	67,000.		
Musco Pole Installation	10,000.		
Light Pole Installation	9,000.		
Seeding and Surface Restoration	5,000.		
Other Charges	8,000		
TOTAL BID	147,600.		

Town of Southborough

Memo

To: Board of Selectmen
From: Vanessa Hale, Assistant Town Administrator
Date: March 12, 2021
Re: One Stop Grant Application

Recently, the Commonwealth of Massachusetts unveiled a new program entitled the "Community One Stop for Growth" which is a single application portal and collaborative review process of community development grant programs. The primary benefit is that an application for a program or initiative can be considered by multiple agencies simultaneously which include:

- MassWorks
- Urban Agenda
- 43D Expedited Permitting
- Community Planning Grants [new]
- Rural Development Fund [new]
- Housing Choice Capital Grants
- Massachusetts Downtown Initiative
- Brownfields
- Site Readiness
- Underutilized Properties [new]

Additionally, the "Expression of Interest" component of the program establishes an expert panel of officials that can review an idea or concept and advise Town staff/officials on what grant is most suitable [Applicants may seek guidance for up to five (5) projects]. Another unique asset of the program is that it includes an ability to request a meeting with EOHED staff to review priority projects. The deadline for an Expression of Interest is April 2, 2021, although early submittal is encouraged to receive pertinent feedback [applications are reviewed on a weekly basis].

Furthermore, the panel may also recommend grant or funding resources from agencies outside of One Stop that may be more germane.

Enclosed are two memorandums from both the EDC and SHOPC with details on their proposal. The program requires the acknowledgement and approval of the Board of Selectmen. Following review of the Expression of Interest, a full application must be submitted; that process runs from May 3, 2021-June 4, 2021. *An Expression of Interest is not a substitute for a grant application.*

Thank you for your consideration.

TOWN OF SOUTHBOROUGH

Southborough Housing Opportunity Partnership Committee
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-0710 x3011

TO: Board of Selectmen
Mark Purple, Town Administrator

FROM: Sarah Hoecker, Planning Business Administrator

CC: Doriann Jasinski, SHOPC Chair & SHOPC Members

DATE: March 11, 2021

SUBJECT: Community One Stop for Growth FY 21

Dear Board of Selectmen and Mr. Purple,

At their meeting on March 9, 2021 the Southborough Housing Opportunity Partnership Committee (SHOPC) voted to send a letter with priorities identified for inclusion in the town's Expression of Interest for the Community One Stop for Growth application.

Projects identified for your consideration are the following:

- Feasibility and potential creation of a transit-oriented overlay district or rezoning near the Southville area to facilitate affordable housing
- Visioning feasibility study to explore a wide variety of development strategies for Route 9 Corridor to potentially include conversion of existing office space into residential units

SHOPC continues to take action steps to implement the Southborough Housing Production Plan (HPP). In July 2020 the HPP was approved by Department of Housing and Community Development (DHCD) for a five-year term. SHOPC is dedicated to making measurable gains within that timeframe. Inclusion in the One Stop grant program would support moving HPP initiatives forward for the Town. In particular, the documents third housing goal:

> 3. Encourage alternative housing styles to single-family homes, such as townhouses, duplexes, and small apartment buildings in contextually appropriate locations to provide residents with a wider range of housing options

SHOPC is prepared to work collaboratively with the Board of Selectmen to effectively develop additional affordable and diverse housing for Southborough residents.

Sincerely,

Doriann Jasinski

Doriann Jasinski
SHOPC Chair

TOWN OF SOUTHBOROUGH

Economic Development Committee

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-0710 x3011

To: Board of Selectmen

Southborough, 26 February 2021

c/o Mark Purple, Town Administrator

Subject: Expression of Interest for Community-One-Stop-For-Growth FY21

Dear Board of Selectmen and Mr. Purple,

The Economic Development Committee (EDC) at their meeting of 25 February 2021, voted to send you this letter; to inform you of the EDC's interest to apply for grants through the Commonwealth's Community-One-Stop-For-Growth program.

Seperately, the EDC is sharing a working copy of the EDC's One-Stop-For-Growth presentation. It is an excellent resource (primer) on the program as well as an explanation of the EDC's process in bringing forward these two economic development projects.

The EDC trusts that, the town of Southborough will submit an Expression of Interest well before the deadline of April 2nd, 2021.

We hereby, submit the committee's identified economic development projects for your consideration to be included in your submittal.

1. Create Route-9 Business Corridor District
2. Downtown Initiative Phase II

Sincerely,

John Wood

Chair, Economic Development Committee

SOUTHBOROUGH
EDC
Economic Development Committee

Southborough 2021

Community One Stop for Growth

Community One Stop for Growth

SOUTHBOROUGH EDC
Economic Development Committee

A SINGLE APPLICATION PORTAL AND COLLABORATIVE REVIEW PROCESS OF HOUSING AND ECONOMIC DEVELOPMENT GRANT PROGRAMS FROM THE STATE.

- **Ability to be considered for more than one grant program simultaneously**, saving time on research and applications to different agencies and programs.
- **Guidance and State partnerships**, allowing applicants to receive key feedback before completing a full application, and allowing the State to holistically and directly engage with local leadership.
- **Direct referrals to additional programs** that applicants may realize could support their priorities.
- Funding opportunities span the **entire development continuum**, from planning to implementation.

Community One Stop for Growth

SOUTHBOROUGH EDC
Economic Development Committee

10 PROGRAMS THROUGH A SINGLE APPLICATION PORTAL ON A SINGLE TIMELINE

- Executive Office of Housing and Economic Development
  - *MassWorks*
  - *Urban Agenda*
  - *43D Expedited Permitting*
- Department of Housing and Community Development
  - *Housing Choice Community Capital Grants*
  - *Massachusetts Downtown Initiative*
  - *Community Planning Grants*
  - *Rural Development Fund*
- MassDevelopment
  - *Brownfields*
  - *Site Readiness*
  - *Underutilized Properties*

Important Dates – One Stop Deadlines

SOUTHBOROUGH EDC
Economic Development Committee

year 2021

January	February	March	April
	Submit Expression of Interest (Feb 8 – April 2)		
May	June	July	August
Submit Full Application (May 3 – June 2)	Review & Evaluation		
September	October	November	December
	Notification of Award		
		Anticipated Contracting	

It is <u>strongly</u> recommended that applications are submitted as early in the process as possible.

How Does Southborough Take Advantage of This?

SOUTHBOROUGH EDC
Economic Development Committee

1. Create a **Vision and Strategic Plan** for Housing- and Economic Development

2. Reach town-wide **consensus** on Economic Development goals *(Board of Selectmen, Planning Board, SHOPC, Advisory Board)*

3. **Identify up to 5 projects** that will further Southborough's Community Development Goals

4. Submit an **Expression of Interest** including Southborough's goals for 2021 (Starting February 8, 2021)

SOUTHBOROUGH
EDC
Economic Development Committee

Southborough 2021

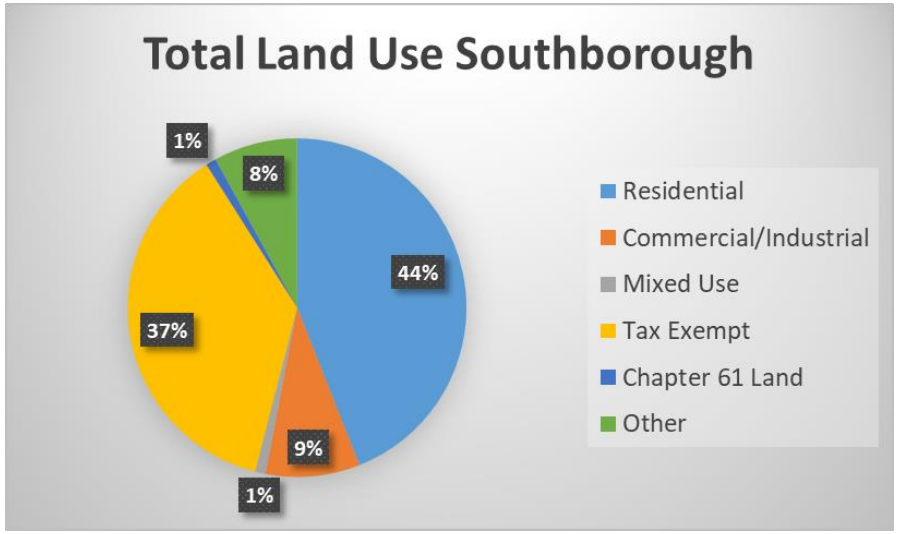
Economic Development Strategy

Economic Reality

SOUTHBOROUGH EDC
Economic Development Committee

- 87% of Town Revenue is derived from Residential Property Taxes and only 13% from Commercial Property Taxes.
- The Town's Expenses have been and will continue to increase.
- 37% of Southborough's Land Use is Tax Exempt.
- Only 9% of all land in Southborough is zoned for commercial/industrial use.

The Town needs to optimize its current Commercial and Industrial Land Use



Source: Assessors database FY20

New Sustainable Revenue Sources are Needed
Healthy thriving businesses are a necessity for the Town – NOT A CHOICE!

Community Development Goals

SOUTHBOROUGH EDC
Economic Development Committee

ECONOMIC DEVELOPMENT GOALS:

1. **Expand commercial development** where it is most appropriate, along Route 9 and in the villages, at an appropriate scale.

2. **Create opportunities** for businesses to start and prosper in Southborough.
   - Create a mix of jobs
   - Work with businesses to keep them in Southborough
   - Evaluate zoning to allow for effective mix of uses
   - Encourage innovative and sustainable jobs

3. Review/change the permitting process to try and eliminate unreasonable bottlenecks.

4. Reduce the potential for land-use conflict and **preserve commercially zoned land for business use**

SOURCE: Masterplan 2008

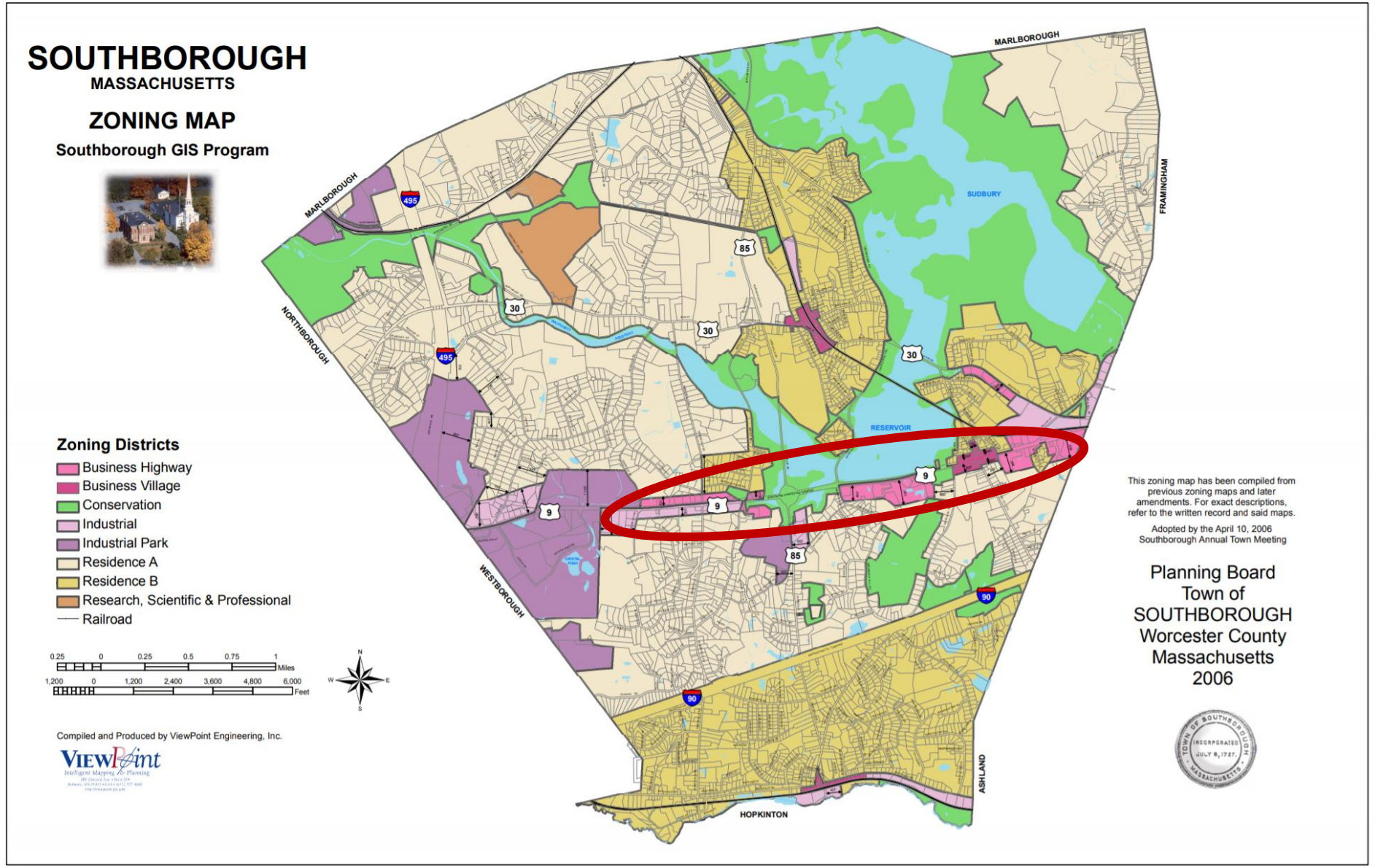
HOUSING DEVELOPMENT GOALS:

1. **Provide housing options** that attract families and enable older adults to remain in Southborough as their needs change
2. Reinforce Southborough's economic goals by supporting local businesses through the provision of **expanded housing choices that serves a diverse local workforce**
3. **Encourage alternative housing styles to single family homes**, such as townhouses, duplexes, and small apartment buildings in contextually appropriate locations to provide residents with a wider range of housing options
4. Maintain Southborough's character by supporting the design of housing development that is compatible with and complementary to the Town's architectural character and wooded landscapes.
5. Minimize impacts of new development on priority areas for open space, conservation, and natural resource protection purposes
6. Maintain and improve the condition of the Town's housing stock and encourage high quality new construction

SOURCE: Housing Production plan 2020-2025

Route 9 Business Corridor

SOUTHBOROUGH EDC
Economic Development Committee



Route 9 - Business Development

SOUTHBOROUGH EDC
Economic Development Committee

FOCUS ON ROUTE 9

Challenges:

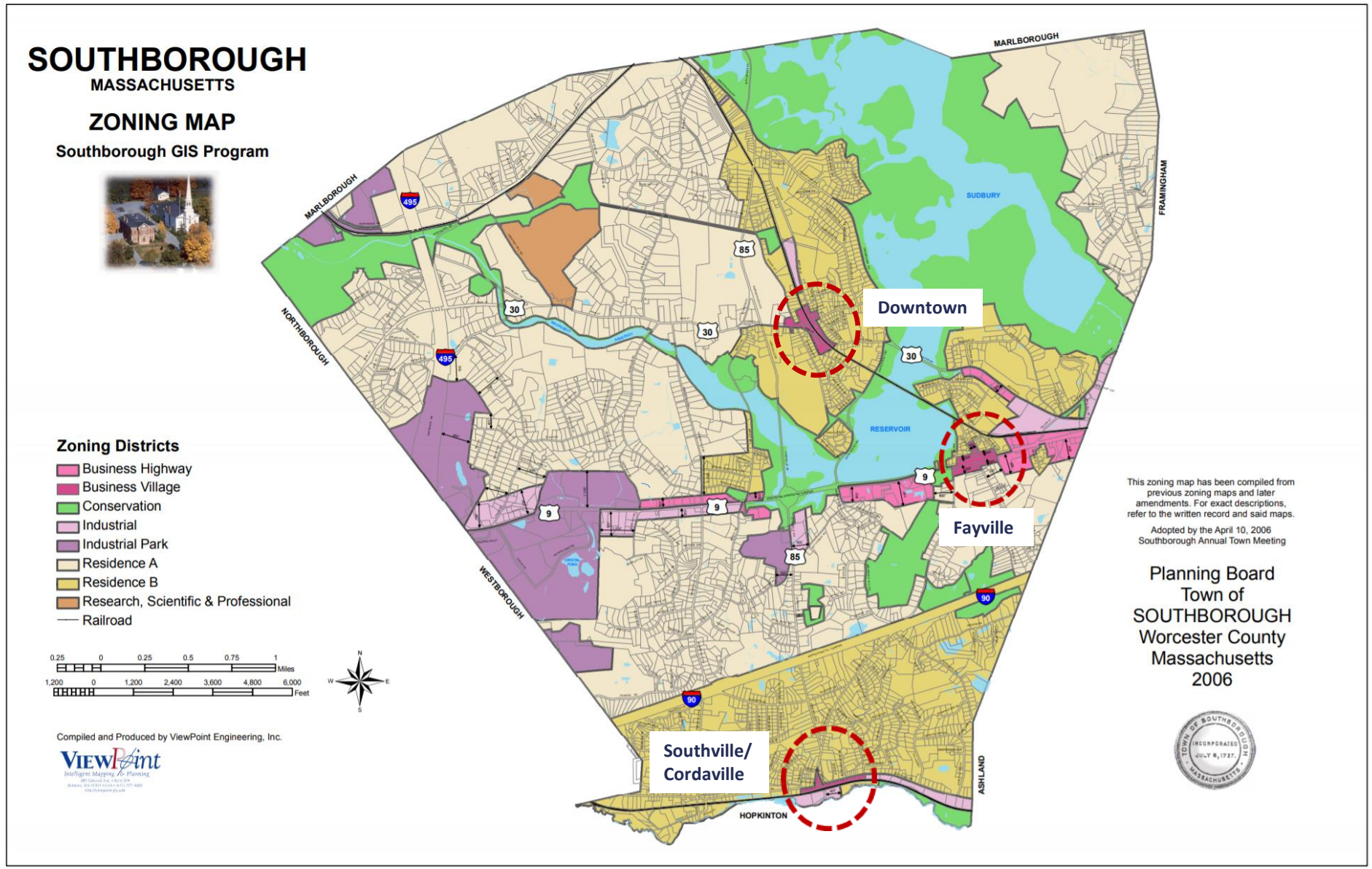
- Office Vacancy Rates
- Un(der)developed lots
- Low-intensity and limited mix of uses
- Outdated zoning
- Leakage of retail spending to other communities
- Absence of amenities
- Absence of sewer service
- Relative shallow zoned commercial area
- Perceived Business Climate
- Last Mile transportation options
- Traffic pattern

Focus 2021 and beyond:

- Facilitate business (re)development along Route 9
  - Zoning update
  - Explore Financial Tools (TIF)
- Explore Last Mile transportation options
- Improve traffic patterns
- Identify and Address Infrastructure Constraints
- Address lack of amenities for businesses and residents

Southborough Business Villages

SOUTHBOROUGH EDC
Economic Development Committee



Villages - Business Development

SOUTHBOROUGH EDC
Economic Development Committee

FOCUS ON Southborough Villages

Challenges:

- Under-utilized lots
- Low-intensity and limited mix of uses
- Leakage of retail spending to other communities
- Absence of amenities
- Absence of sewer service

Focus 2021 and beyond:

- Continue next phase of Downtown Initiative project
  - Wastewater Infrastructure
  - Beautification and Wayfinding
  - Connectivity
- Revitalize other business villages:
  - Update zoning
  - Address infrastructure constraints

Economic Development Projects

SOUTHBOROUGH EDC
Economic Development Committee

1. Create new Route 9 Business Corridor District

- Explore ways to revitalize under-utilized and vacant lots along route 9.

- Consider zoning changes, economic development tools, infrastructure and traffic/transportation issues and solutions.

2. Downtown Initiative Phase II

- Wastewater Infrastructure Implementation

- Beautification, Wayfinding, Community Programming

- Connectivity

3. Update zoning for Business Village Districts (BVD)

- Create a new zoning district for Southville which allows for mixed-use zoning and incorporate the MBTA Communities Initiative* (by-right multi-family housing district near train station)

* Housing Development Goal

Transportation Advisory Committee [Concord]

Our long-range plan, Envision Concord Bridge to 2030, lists as Big Idea 3, a strong need to increase the physical and social connectivity of isolated residents, including seniors, and those living in denser housing areas outside of easy walking distance (1/2 mile) of the village centers. There is also a need to expand non-automobile options for students and teens to get around town to reduce congestion and carbon emissions while increasing their connection to the town's
cultural, recreational, and commercial resources. The decentralization of residents, the need to support the village centers to retain independent businesses, and the desire to provide environmentally sustainable low-carbon mobility choices for residents and visitors all create opportunities to consider transportation across multiple needs and strategies. Innovative mobility solutions may also address transportation needs of visitors to Concord and the increased congestion and parking demand resulting from visitors and through-town commuter traffic. Town-owned vehicles could be multi-purpose serving different needs and different segments of the population at different times. (Envision Concord Bridge to 2030, pages 79-81)

Transportation is a federal, state, regional and local issue, and all have impact on Concord. However, this Committee will focus on local sustainable transportation policy. As such it will be a Transportation Advisory Committee (TAC) appointed by the Town Manager and working
closely with the Select Board to develop policies which support innovative multi-model actions. The TAC will collect transportation relevant data available from town and school departments, developing policies supporting identified annual actions. The TAC will annually incorporate the goals reflected at Town Meeting in all its planning recommendations.

Because transportation solutions will evolve over time as technologies, town resources, and town and school needs evolve, this committee will annually adjust, initiate and report out policies which reflect changes and growth. There may be important subcommittees focused on specific modes of local transportation, such as bicycle policies, which may include education and safety, recreational and commuter bike-path planning, roadway bicycle use, Bruce Freeman
Rail Trail initiatives and other bicycle access issues. Pedestrian issues, will also be addressed including sidewalk planning and priorities, creating pedestrian friendly areas, including the needs of students, seniors, and those with disabilities. The TAC has the authority to establish subcommittees as needed.

RECEIVED
By OB at 3:50 pm, Apr 16, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, March 23, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Public Comment

Timothe Litt (148 Woodland Road) asked the Board if the May 11th town election was appropriate after the law recently signed by the Governor allowing the Board to change the date. He explained that the Board members currently voting on warrant articles will change before Town Meeting. Chairman Healey stated he would like to speak to the Town Clerk before making any decisions.

Claire Reynolds reminded the public that One Stop Grant Program proposals are due April 1st and she explained the process for submittal.

Chairman Healey added that holding public comment at the beginning and end of meetings has been successful. The Board agreed.

III. Scheduled Appointments

a. IT Manager appointment: Jason Montijo

Chairman Healey thanked Ms. Hale and Mr. Probst for their efforts conducting the hiring process. Ms. Braccio echoed the sentiments and asked Mr. Montijo what his first sixty days would look like. Mr. Montijo replied that he would begin understanding the infrastructure and focus on immediate tasks that need to be completed. Ms. Malinowski asked what attracted him to Southborough and the public sector. Mr. Montijo replied that his goal was to become an IT manager. Mr. Shea asked about his experience and Mr. Montijo stated that he will bring security enhancement to Town infrastructure. Chairman Healey stated Mr. Montijo is recommended by

those who participated in the hiring process which included Chief Achilles, Matt Probst, Brian Ballantine, Mark Purple, Vanessa Hale and Tom LaFlamme. Ms. Hale stated the Personnel Board met and approved Mr. Montijo's starting salary and agreed with the appointment.

Chairman Healey made a motion to appoint Mr. Montijo to IT Manager for the Town of Southborough at the salary of $101,000 as budgeted. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

b. Mary Lou Woodford, Chairman, Board of Health – FY22 Budget

Chairman Healey asked Ms. Woodford about the possibility of regionalization and perceived staffing needs at the Health Department. Ms. Woodford explained that COVID-19 has shined a light on their inadequacies and explained the current staffing needs. She explained the functions of the Board of Health outside of the pandemic. She explained the Shared Services Grant that the Health Department has applied for and how it will help identify whether regionalization will be a good fit for Southborough. Chairman Healey asked Ms. Woodford what the immediate staffing needs were for the Health Department. She explained the need for a full-time public health nurse, a full-time health director and a full-time administrative assistant. Ms. Malinowski asked about the vaccine clinic and if this staffing model would support regionalization. Ms. Woodford explained the staffing and backend process of the vaccination clinic and that the Shared Services Grant is not regionalization. She further explained the needs for a larger staffed Health Department and the current staffing hours. Mr. Shea asked if the increase in staffing was pandemic-driven. Ms. Woodford replied that the Board of Health was discussing their staffing needs and options prior to the pandemic. Mr. Stivers asked about the Shared Services Grant and Ms. Woodford explained that it is shared with four towns and how the funds would be disbursed. Mr. Stivers asked if the Board of Health were still considering regionalizing. Ms. Woodford replied that they were and stated the Board of Health was open to whatever is going to be best for the residents of Southborough. She added the Shared Services Grant will tell them if they can work with other towns and if the requirements and needs complement each other.

Ms. Braccio stated that she is not fully understanding the sudden need to increase the part-time positions to full-time and asked for more details to be presented at the April 6th meeting. She added that there has been phasing for staff additions over multiple years in other departments and said she appreciated that regionalization was still being considered. Chairman Healey asked for a concise form to describe why the core services listed are necessary for Southborough and the impact on taxes. Ms. Woodford agreed to provide this and added that the public needs to be better informed of the role the Health Department plays.

IV. Reports

Chairman's Report

i. Update on Barron v. Town of Southborough litigation

Chairman Healey stated that the court decision is included in the packet and the entire case has been rejected or dismissed at its earliest possible stage. He explained how claims such as these are decided and added that Mr. Davis did very well. He will be asking Mr. Davis to attend an upcoming meeting to discuss the right of appeal. He added that the court does support their public forum policy and explained that excerpt of the decision. Chairman Healey asked to review the policy at a future meeting and the Board agreed.

Chairman Healey stated that the Trustees at Chestnut Hill Farm may be seeking a grant for infrastructure funds from the Federal Government. He added that the Trustees are looking for support from the Board, Representative Dykema and Senator Eldridge. He stated that Representative Dykema has sent a supportive letter for the Trustees to pursue the grant and Mr. Purple will distribute that to the Board. The letter indicated that any construction or work at Chestnut Hill Farm will need to follow normal town processes and approvals.

Members' Reports

i. Boston Cane

Ms. Braccio explained the history of the Boston Cane beginning in 1901. She said she has inquired at the Senior Center as to who is the oldest resident and found that she is a 99-year-old female veteran. She said she will be working with Ms. Le Francois to speak with the family and to pick a date for a small ceremony.

Town Administrator Report

i. COVID-19 update

Mr. Purple stated that Ms. Woodford previously spoke to the vaccination clinic and Southborough has been approved to a regionalized vaccination clinic in Westborough. He added that they are hoping to receive the vaccine by the first week in April and are working with Chief Achilles and Dr. Alker to facilitate staffing.

Ms. Hale explained that the required information for the expression of interest to the One Stop Grant portal has been started and should be done in time for the April 1st deadline. She explained the next steps and that three total projects were submitted from SHOPC, DPW and EDC. Ms. Malinowski stated that she is available to assist if needed.

V. Consent Agenda

a. Ms. Malinowski informed the Board the draft minutes were not supplied for approval. Mr. Purple asked to table the approval of Open Session Minutes: March 16, 2021. The Board agreed.

b. Mr. Shea made a motion to approve FY22 Fire Permit Fee Schedule revisions. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

c. Ms. Malinowski asked to hold agenda item "c." Mr. Purple explained the revolving funds used for inspectional services at both the Fire Department and Building Department. He stated that the Building Department will be increasing their fees starting in fiscal year 2021 and increases will be added to the general fund. Ms. Malinowski made a motion to approve FY22 Building Permit Fee Schedule Revisions. Chairman Healey seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

d. Approve Building Permit Fee Schedule revisions
This item was approved with consent agenda item "b."

e. Mr. Shea made a motion to approve Amendment #1 to the CSX preliminary engineering agreement for Main Street project. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

f. Ms. Braccio thanked Ms. Cook for taking on an additional committee after being on Advisory as well and thanked her for her work on the School Research Subcommittee. Ms. Braccio made a motion to accept the resignation of Kathy Cook from Capital Planning Committee.

Chairman Healey seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

g. Mr. Shea stated that the November 10th Executive Session minutes were approved on January 19, 2021. He stated that there was an administrative oversight. He asked that Ms. Braccio not be counted in the roll call vote as she was absent. He stated the vote to enter into Executive Session should be 4-0-0. Chairman Healey made a motion to release the Executive Session minutes: November 10, 2020 with the revision described by Mr. Shea. Mr. Shea made a motion to release Executive Session minutes: November 17, 2020 (redacted). Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

VI. Other Matters Properly Before the Board

a. Town Administrator evaluation

Chairman Healey stated the evaluations are included in the meeting packet and the Board conducted a fulsome discussion with Mr. Purple regarding his evaluation. He added that Mr. Purple has discussed the evaluations with Board members individually as well. Chairman Healey asked Mr. Purple if he had any additional remarks. Mr. Purple stated he appreciated members reaching out to him and they had substantive conversations about the evaluations. He added there is opportunity for growth and he appreciates the feedback. Chairman Healey explained the contract and some areas that may need clarity. Mr. Stivers outlined the three options moving forward which were to extend Mr. Purple's contract, not extend the contract or take no action and the contract is extended automatically for one year. Chairman Healey, Ms. Braccio, Ms. Malinowski and Mr. Shea agreed they were content accepting the written evaluation. Chairman Healey said he did not see that there is an inclination not to move forward with Mr. Purple's contract. Mr. Stivers stated he was not in support of renewing Mr. Purple's contract. Mr. Stivers suggested updating Mr. Purple's contract to clarify some areas. Chairman Healey stated the Board could do that and explained what was needed for the April 17th deadline.

b. Review of May 22, 2021 Town Meeting warrant articles

Chairman Healey outlined that the Board can decide to take a position on each warrant article, take a vote not to support a warrant article or the Board is not ready to take a position at this meeting. He told the Board he was going to review each warrant article individually. The Board reviewed and discussed each warrant article and decided to invite the Fire Department, Police Department, Library, IT Department, Building Department, Board of Health and Public Works to the next meeting to discuss their departmental budgets. The Board wanted representatives from the following warrant articles to speak at the next meeting:

- Article 5 – Amend the Personnel Salary Administration Plan
- Article 19 – CPC – Kallander Field Construction
- Article 20 – CPC – St. Mark's Church Bell Tower Renovation
- Article 21 – CPC – Town House Historical Preservation
- Article 22 – CPC – Flagg School Assessment
- Article 23 – CPC – Trail on DCR Land
- Article 36 – Outdoor Illumination
- Article 37 – Site Plan Review
- Article 38 – Zoning – Downtown District
- Article 39 – Noise Bylaw

The Board agreed to remove the placeholder for the warrant article regarding parcel 54-50. Mr. Weishan asked to remove the placeholder for article 42 regarding banning plastic straws. Mr. Purple informed the Board that a citizen's petition must be brought to Town Meeting and the sponsor would need to make a motion to indefinitely postpone the article. The Board agreed to remove the placeholder for the demo delay bylaw change as the Chair of the Historical Commission sent a letter saying they do not intend to make any changes this year. Mr. Purple agreed to speak with DPW Superintendent Galligan regarding Article 43 which asks the Board to direct the DPW to conduct an analysis of Flagg Road for a commercial truck exclusion. The Board agreed to support the Downtown District draft bylaw language for continued discussion at the Board public hearing next week.

Ms. Braccio acknowledge a chat comment from Marci Jones that read, "The Latisquama neighborhood looks forward to the expert opinion on the zoning, lots and map related to the Downtown Initiative. We will be prepared with our questions."

VII. Public Comment

Timothe Litt (148 Woodland Road) stated that he has heard members of the Community Preservation Committee state that in some cases, their vote to come to Town Meeting with an article does not mean the board members or Board will support the article. He added it is part of their obligation to bring articles to Town Meeting. Mr. Litt stated he was pleases the Board appointed Mr. Montijo as IT Director and stated he would have urged them to appoint him as an ex-officio member of the MTC at the same time. Mr. Litt stated that Ms. Woodford neglected to point out in her Health Department discussion that a lot of COVID-19 contact tracing is done through the CARES Act and is not done by the current staff.

VIII. On a motion made by Mr. Stivers, seconded by Mr. Shea and voted all in favor (5-0-0) by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 9:36 P.M.

Upcoming Meetings			
March 30, 2021 (Public Forum)	*April 6, 2021*	*April 13, 2021*	*April 20, 2021*

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the March 23, 2021 BOS Meeting:

- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator
- Memo from Vanessa Hale to BOS re: IT Manager 3.19.21
- Memorandum of Decision and Order on Defendants' Motion for Judgment on the Pleadings, Louise Barron and others vs. Daniel L. Kolenda and others
- Letter from Chief Achilles to Marty Healey and Mark Purple re: FY22 Revision to Fire Dept Fees
- Building, Electrical, Gas and Plumbing Fee Schedules
- Letter to Karen Galligan from Bergmann providing services for CSX dated 3.12.2021

- Resignation Letter from Capital Planning Committee from Kathryn Cook dated 3.10.21
- Non-Union Performance Appraisal of Mark Purple completed by Board of Selectmen
- Draft Annual Town Meeting Warrant 2021

Town of Southborough

Massachusetts

Building Permit Fee Schedule

	Type of Work	Current	Fee Rate
Residential	New Construction / Additions / Additions	$10 / $1,000 of total construction cost	$12 / $1,000 total cost of construction
Residential	Minimum Fee	$52	$70
Commercial	New Construction / Additions / Alterations	$10 / $1,000 of total construction cost	$12 / $1,000 total cost of construction
Commercial	Minimum Fee	$52	$100

Work without a permit subject to DOUBLE FEES

All fees due at the time of application submission

Town of Southborough

Massachusetts

Electrical Fee Schedule

	Type of Work	Current Rate	Fee Rate
Residential	New Construction / Additions	$52 per inspection, normally 2 inspections	$20 / $1,000 of electrical cost of construction
Residential	Alterations	$52 per inspection, normally 2 inspections	$20 / $1,000 of electrical cost of construction
Residential	Single Fixture	$52	$60
Residential	Solar	$104	$150
Commercial	New Construction / Additions	$52 per inspection, normally 2 inspections	$20 / $1,000 of electrical cost of construction
Commercial	Alterations	$52 per inspection, normally 2 inspections	$20 / $1,000 of electrical cost of construction
Commercial	Single Fixture	$52	$100
Commercial	Solar	$104	$20 / $1,000 of electrical cost of construction

NOTE: All inspection fees are to be paid in advance.

NOTE: A separate permit must be filed for each dwelling unit or tenant space. Fee will be DOUBLED if work begun without a permit

REINSPECTION FEES WILL BE $60

Work Without a permit DOUBLE FEE

Town of Southborough

Massachusetts

Plumbing and Gas Fee Schedule

Plumbing

	Type of Work	Current Rate	Fee Rate
Residential	New Construction / Additions	$52 per inspection, normally 2 inspections	$83 plus $15 per fixture
Residential	Alterations	$52 per inspection, normally 2 inspections	$83 plus $15 per fixture
Residential	Single Fixture	$52	$60
Commercial	New Construction / Additions	$52 per inspection, normally 2 inspections	$156 plus $10 per fixture
Commercial	Alterations	$52 per inspection, normally 2 inspections	$156 plus $10 per fixture
Commercial	Single Fixture	$52	$83

Gas

	Type of Work	Current Rate	Fee Rate
Residential	New Construction / Additions	$52 per inspection, normally 2 inspections	$83 plus $15 per fixture
Residential	Alterations	$52 per inspection, normally 2 inspections	$$83 plus $15 per fixture
Residential	Single Fixture	$52	$60
Commercial	New Construction / Additions	$52 per inspection, normally 2 inspections	$156 plus $10 per fixture
Commercial	Alterations	$52 per inspection, normally 2 inspections	$156 plus $10 per fixture
Commercial	Single Fixture	$52	$83

NOTE: Permit fee will provide one underground, one rough, and one final

NOTE: All inspection fees are to be paid in advance.

NOTE: A **separate** plumbing or gas permit shall be filed for each dwelling unit or tenant space. Fee will be DOUBLED if work begun without a permit

REINSPECTION FEES WILL BE $52

ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting
on

May 22, 2021
10:00 A.M.

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***Green** = article indefinitely postponed at June 2020 ATM*
***Blue** = new article for 2021 ATM*
***Black** = annual ATM article*

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions.

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

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Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

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Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it's substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

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Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

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FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that...(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

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T O W N W A R R A N T
C O M M O N W E A L T H O F M A S S A C H U S E T T S

ANNUAL TOWN MEETING

Worcester, ss. April 20, 2021

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet at the baseball field adjacent to Neary School, 53 Parkerville Road, in said Southborough, on

Saturday, May 22, 2021

at ***10:00 a.m.***, then and there to take action on the following Articles:

ARTICLE 1: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *To hear reports of Town Boards, Committees or Commissions.*

ARTICLE 2: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 3: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2019 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 4: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Board of Selectmen or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Board Recommendation:

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Summary: *This article allows the Selectmen and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

ARTICLE 5: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

ARTICLE 6: To see if the Town will vote to transfer a sum of money between and among various accounts for the fiscal year ending June 30, 2021, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article is intended to address any unexpected or unusual funding needs for the current fiscal year via transfers between accounts.*

ARTICLE 7: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2022, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

Proposed by: BOARD OF SELECTMEN

Summary: *See budget report including Advisory Committee and Board of Selectmen's FY22 recommendations. If the Advisory Committee recommendation differs from that of the Board of Selectmen, it shall be noted in that departmental budget.*

ARTICLE 8: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2022, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates, which supports all aspects of the department's operation.*

ARTICLE 9: To see if the Town will vote the sum of $250,000 to deposit into the Town's OPEB Trust Fund.

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

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ARTICLE 10: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	DESCRIPTION	REQUEST	LEVY	OTHER FUNDS
A.		$	$	
B.		$	$	
C.		$	$	
D.		$	$	
E.		$	$	
F.		$	$	
G.		$	$	

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:
A.
B.
C.
D.
E.
F.
G.

ARTICLE 11: To see if the Town will appropriate a sum of money to pay costs of the equipment listed below, and for the payment of costs incidental or related thereto, and to determine whether this amount shall be raised by borrowing, transfer from available funds, or otherwise (lease?):

	DESCRIPTION	REQUEST	LEVY	WATER AND OTHER FUNDS
A.		$	$	

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:
A.

ARTICLE 12: To see if the Town will vote to raise and appropriate the sum of $5,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

ARTICLE 13: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $100,000 for the ongoing maintenance of capital equipment and systems associated with

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town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Advisory Committee as requested, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

ARTICLE 14: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $40,000 for the ongoing replacement of Personal Protective Equipment for the Fire Department.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 15: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2022:

1.	Immunization/emergency dispensing clinic; $12,000.
2.	Inspectional services; $100,000.
3.	9-11 Field Maintenance; $100,000.
4.	Wetland Protection; $30,000.
5.	Hazardous materials; $75,000.
6.	CPR classes; $6,500.
7.	Community garden; $2,500.
8.	Recreation programs; $400,000.
9.	Tobacco Control Program; $4,000.
10.	Golf Course maintenance; $30,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 16: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2022 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer's projections)…….. $
State Match (projected FY2022 State match)……..……..…….. $
FY2021 State Match Adjustment……. $
Total Projected Revenue…….. $

Set Aside- Open Space

$XX,XXX to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation

$XX,XXX to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

Set Aside – Community Housing

$XX,XXX to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Administrative Costs – Community Preservation Committee

$XX,XXX to defray the administrative and operating expenses of the Community Preservation Committee in FY2022 for the Community Preservation Fund (discretionary)

Set Aside -Budgeted Reserve/Discretionary

Reserved For FY22 CPF (Budgeted Reserve/Discretionary) $XXX,XXX

, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The budget and set asides are an annual requirement under the Community Preservation Act.*

ARTICLE 17: To see if the Town will vote to appropriate $XX,XXX to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation. $XX,XXX from the CPA Historic Preservation Reserve Fund and $XX,XXX from the CPA FY2022 Budgeted Reserve Fund. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article is the Community Preservation Fund payment towards the FY2022 debt funding for the Preservation Restriction of 84 Main Street as approved at the 2016 Annual Town Meeting.*

ARTICLE 18: To see if the Town will vote to appropriate a total of $XXX,XXX to be applied towards the bond for the renovation and restoration of the Historic Southborough Library building, $XX,XXX for interest due September 2020 and $XX,XXX to be applied towards the bond for the purpose of Historic Preservation. $XX,XXX from the CPA historic Preservation Reserve Fund and $XX,XXX from CPA General Unreserved Fund. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:

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Summary: *This article is the Community Preservation Fund payment toward the FY2022 debt funding for the renovation and restoration of the Historic Southborough Library as approved at the 2019 Annual Town Meeting.*

ARTICLE 19: To see if the Town will vote to appropriate $238,750 from the CPA Fund FY2021 Budgeted Reserve for the renovation and restoration of Kallander Field, located on Kallander Drive in Southborough (Parcel ID 56-0000-012-0) for recreation purposes as requested by the Recreation Department. This consists of $210,100 in project costs and an additional $28,650 in contingency funding. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *Under the direction of the Recreation Director Tim Davis and the Southborough Recreation Department, said funds will be used to restore and renovate Kallander Field, to address significant drainage issues that plague the field.*

ARTICLE 20: To see if the Town will vote to appropriate $300,000 for the restoration and preservation of the Historic St. Mark's Bell Tower located at 27 Main Street Southborough for Historic purposes. $23,061.76 from the CPA Historic Preservation Reserve Fund and $276,938.24 from CPA General Unreserved Fund. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *Under the direction of the St. Mark's Building Committee said funds will be used to restore and preserve the St. Marks Bell Tower in conformance with a Preservation Restriction held by the Massachusetts Historical Commission. The goal is to preserve St. Mark's Bell Tower for many future generations of Southborough residents to enjoy. Built in 1891 on land donated by Joseph Burnett, the tower has fallen into major disrepair over the years. Issues include water penetration, unevenly faced stones, cracked mortar joints, and stone slippage. Without restoration of the tower, the historic viewscape of our town will be forever changed. Satisfying the Community Preservation Act goal to preserve and maintain historic landmarks, this project would preserve the tower and keep its historical significance. St. Mark's Church is part of the Southborough Historical Commission project to add downtown Southborough to the State and National Register of Historic Places. The tower restoration project strictly falls under historic preservation and does not contain any religious depiction. This $300,000 request is for partial funding of total project costs of $565,000 with remainder raised by St. Mark's.*

ARTICLE 21: Restoration and preservation of the Historic Southborough Town House

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 22: Flagg School Assessment

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

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ARTICLE 23: Trail on DCR land

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 24: To see if the Town will vote to authorize the Board of Selectmen to dispose of a parcel of land with structures thereon deemed surplus property with no further public purpose, by deed of conveyance, grant or transfer after appraisals have been obtained and upon such terms and conditions as the Board of Selectmen deem appropriate. Said parcel of land being described as follows: 21 Highland Street, having been acquired by deed dated June 26, 1911 and recorded in the Worcester Registry of Deeds at Book 1974, Page 229; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 25: Purchase of National Grid parcel 54-40

; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 26: To see if the Town will vote to amend the interest rate per annum from 4% to 2% and increase the income limit (gross receipts) from $20,000 to $45,000 under the provisions of Massachusetts General Laws, Chapter 59, §5 (41A) which regulates tax deferral for homeowners 65 years or older pursuant to the authority contained in Chapter 136 of the Acts of 2005 of the General Court thereby amending M.G.L. Ch. 59, §5 (41A), or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN, BOARD OF ASSESSORS & COUNCIL ON AGING
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The senior property tax deferral program, known as Clause 41A, allows people 65 or over to defer their property taxes until their home is sold or conveyed. This article will change the interest rate charged on "deferred tax" liens from the current 4% to 2%. It also will increase the income limits of applicants from $20,000 to $45,000.*

ARTICLE 27: To see if the Town will vote to amend Section 9-24 "Qualification of elected and appointed officials" of the Town Code, by deleting the text in its entirety, and replacing with the following:

"All elected and appointed officials shall be qualified by the Town Clerk within 30 days of their election except where a different period is specified in the General Laws. If an appointed official is not qualified in this period, his/her appointment shall terminate, and the appointing authority shall be so notified by the Town Clerk."

; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

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Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *Currently, elected and appointed officials have 15 days to be sworn in by the Town Clerk's office; this article will allow those officials additional time to be sworn in following their appointment or election. The current requirement of 15 days was found to be too limiting, as appointment dates often conflicted with the 4th of July holiday and summer vacations. The Board of Selectmen was having to reappoint certain positions multiple times due to the inability of individuals to be sworn in within the required timeframe.*

ARTICLE 28: To see if the Town will vote to amend the provisions of the Southborough Code, Chapters 41-2 9 entitled Notice of Town Meetings and § 41-26 Availability of Annual Report and Warrant by:

1) Deleting § 41-2 in its entirety and replacing it with:
A. Notice of every Town Meeting shall be given by posting attested copies of the warrant on the Town website, at the Town House, the Southborough Library, the Senior Center and the Transfer Station seven days at least before the time appointed for the Annual Town Meeting and fourteen days at least before the time appointed for a Special Town Meeting.

Creating a new section §41-2.1 entitled Location of Town Meeting
B. The warrant for an annual or special town meeting may specify that the meeting is to be held in a suitable auditorium or other facility in Southborough or in any town contiguous to Southborough. Town meeting may also vote to adjourn to such a facility if it deems appropriate.

2) Change the Title of Article III from Availability of Annual Report and Warrant to Availability of Annual Report.

3) Strike § 41-26 in its entirety and replace with:
§ 41-26 Availability of Annual Report.
At least fourteen (14) days prior to the Annual Town Meeting, the Selectmen shall place a notice on the town website and on Southborough Access Media advising that copies of the Annual Town Report are available to the public on the town website, at the Southborough Town House, at the Southborough Library and at the Southborough Senior Center.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article would correct the conflicting language in Southborough Code sections 41-2 and 41-26. This article would also allow a Town Meeting to be held in any of the towns contiguous to Southborough. For example, a town meeting could be held at Algonquin Regional High School if the town were unable to hold the meeting in Southborough for any reason.*

ARTICLE 29*:* To see if the Town will accept the provisions of Chapter 41, Sec. 110A of the Massachusetts General Laws "Office hours on Saturday": "Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday."

;or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *Acceptance of this provision of the General Law would extend a voter registration deadline which occurs on a Saturday to the following Monday.*

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***ARTICLE 30**:* To see if the Town will vote to adopt MGL c.90, Section 17C to allow the Board of Selectmen to reduce the statutory speed limit from 30MPH to 25MPH on any or all town-owned roadways in thickly settled or business district areas, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article provides the Selectmen with the authority to reduce speed limits on certain town-owned streets in the interest of public safety.*

ARTICLE 31: To see if the Town will vote to adopt MGL c.90, Section 18B to allow the Board of Selectmen to establish regulatory 20MPH safety zones on public streets within the Town of Southborough, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article provides the Selectmen with the authority to establish safety zones on streets in the interest of public safety.*

***ARTICLE 32**:* To see if the Town will vote to impose a .75% meals tax on the sales of restaurant meals by accepting Massachusetts General Laws, Chapter 64L, Section 2(a), or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article will require all local restaurants to charge an additional .75% in meals tax, which will come back to the Town as unallocated revenue through State Local Aid. Most other communities in our area have adopted this local option as well. The local meals tax has been identified as an additional revenue source to help alleviate increases to residential property taxes.*

ARTICLE 33: To see if the Town will vote to adopt as Chapter 9, Article IX Southborough Public Accessibility Committee, Sections 9.34 through 9.35 of the Town bylaws, the following:

Article IX Southborough Public Accessibility Committee

§9.34 Purpose

Numerous laws, statutes, policies and regulations require and/or encourage access to facilities, programs and services for all members of the public. These include, but are not limited to:

- The Americans with Disabilities Act of 1990 - 42 U.S.C. ch. 126 § 12101 et seq
- Regulations promulgated by the Massachusetts Architectural Access Board (521 CMR)
- The Voting Accessibility for the Elderly and Handicapped Act of 1984 - P.L. 98-435, 42 U.S.C. §§ 1973ee–1973ee-6
- The Individuals with Disabilities Education Act – 20 U.S.C. §§ 1400 et seq.
- The Rehabilitation Act of 1973 – USC 31-41c, 29 U.S.C. § 701 et seq
- The Architectural Barriers Act - 42 U.S.C. §§ 4151 et seq.
- Massachusetts Employment Law MGL ch 151B
- Massachusetts Public Accommodation Law - MGL ch 272
- Massachusetts Equal Rights Act - MGL Ch. 93 §§ 102
- Massachusetts Constitution Article CXIV (114)
- Massachusetts Service Animals Law – MGL Ch. 272 §§ 98A

Southborough supports a coordinated approach to monitoring and increasing public accessibility and ensuring compliance with local, state and federal requirements. In addition, it is desirable to encourage property owners to

consider adopting optional policies that increase accessibility. As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for developing and implementing this coordination. It will report on status and progress to the Board of Selectmen and the Town Meeting.

§9.34.A Establishment; Membership; Qualifications

There shall be a Southborough Public Accessibility Committee ("SPAC"), which shall consist of five voting members appointed by the Board of Selectmen, plus the non-voting, ex-officio members identified below. Any non-voting, ex-officio member shall not count toward the calculation of a quorum for the SPAC for voting purposes.

Each voting member shall be a registered voter in the Town and shall not be a Town officer (where a "Town officer" means a Town official who serves in an elected position) or a Town employee (where a "Town employee" is any person holding a non-elected, paid position in the Town other than a volunteer who is deemed a Special Municipal employee solely for the purposes of MGL Chapter 268A).

The Board of Selectmen shall designate a Public Accessibility Coordinator ("Coordinator"), in consultation with the SPAC. The Coordinator shall be responsible for accepting and recording concerns, coordinating reviews, and such other duties as may be assigned.

The Building Commissioner and Coordinator shall be ex-officio members of the SPAC.

§9.34.B Appointments; Terms

Voting members shall be appointed for two-year terms. The initial appointments shall be divided between one and two-year terms, so as to establish overlapping terms.

§9.34.C Organization

The voting SPAC members shall select annually, from among themselves by majority vote, a Chairman and a Secretary.

§9.34.D Funding

The SPAC shall have a budget, as may be approved through the Town's regular budget process, for consultants and other expenses. The SPAC shall submit its projected expenses annually as input to the Town's regular budget process. Any expenditures from the SPAC budget shall require a majority vote of the SPAC, and shall be subject to the Town's policies for such expenditures.

§9.35 Powers and Duties

The SPAC Powers and Duties include, but are not limited to, the following:

- To monitor and enhance the Town's compliance with all applicable laws, statutes, policies, and regulations that require (or encourage) access to facilities, programs and services for all members of the public.
- In coordination with Town officers, departments, and other government entities, to endeavor to ensure that all Town citizens have equal access to:
  - Town government offices and communications
  - Public and commercial buildings
  - Programs
  - Goods and services
  - Transportation
  - Telecommunications, including the internet
  - Recreational facilities and programs
- To review existing and proposed facilities, programs, and projects undertaken by the Town, and to notify the responsible official or entity of its comments. The SPAC may request that other Town officials, committees, departments, and/or entities provide input to these reviews.
- To undertake public outreach and advocacy for accessibility in the Town,
- To periodically, but no less than once per calendar year, report to the Board of Selectmen and the Town Meeting on its activities and findings.
- To provide a mechanism for the public and/or any Town employee to raise concerns about the accessibility of any Town facility, service or program.

- The SPAC (or its designee) shall maintain records of such concerns and their dispositions. To the extent permissible by law, the identities of persons raising such concerns shall be confidential, unless confidentiality is waived by such person.

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article replaces the current ad-hoc Accessibility Compliance Committee with a standing committee. The existing committee was established to address the issues raised by the 1990 Americans with Disabilities Act, and was thought to be needed for a short time. In the time since, regulations in this area have increased and public demand for accessibility has increased. Since the need has persisted for several decades, a standing committee that is not limited to the ADA is the more appropriate construct.*

ARTICLE 34: Amend Town Code – Advisory Committee (change membership from 9 to 7; allow members to participate in one standing committee or one ad-hoc committee).

, or act or do anything in relation thereto.

Proposed by: ADVISORY COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 35: To see if the Town will vote to adopt as Chapter 9, Article IX Capital Improvement and Planning Commitee, Sections 9.30 through 9.33 of the Town bylaws, the following:

§ 9-30 Purpose.
As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for creating and maintaining a rolling ten-year Capital Plan across all government entities and will ensure consistent interpretation and execution of that plan. The Committee will work in collaboration with the various government entities that propose capital expenditures. It will report on the plan to the Town Meeting and advise Town Meeting on proposed capital expenditures.

§ 9-30.1 Establishment; membership; qualifications.
A.
There shall be a Capital Improvement and Planning Committee ("CIPC"), which shall consist of seven voting members and the two nonvoting ex-officio members identified below.
B.
Each voting member shall be a resident of the Town.
C.
The voting members shall be appointed by the Board of Selectmen.
D.
One appointed member should be a member of the Board of Selectmen and one member should be a member of the Advisory Committee.
E.
At no time should any elected or appointed board have more than one representative that also is appointed to CIPC.
F.
The Town Administrator and Finance Director shall be appointed as ex-officio members and may be nonresident Town employees. The Town Administrator or Finance Director, after collaboration with the Board of Selectmen as appointing authority, may recommend that another member of the town's finance team (treasurer, assessor, or accounting departments) serve as ex-officio in their place.

§ 9-30.2 Appointments; terms; vacancies; removal.
A.

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Voting members shall be appointed for three-year terms. The initial appointments shall be three members for three years, two members for two years, and two members for one year, so as to establish overlapping terms. For subsequent appointments, the appointing authority shall request that the CIPC review the qualifications of prospective appointees, but the final determination of who is selected shall rest with the appointing authority.

§ 9-30.3 Organization; meetings.

A.

The members shall select, from among themselves, a Chair, Vice Chair and a Clerk.

B.

The CIPC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.

C.

All reports and recommendations of the CIPC made to the Town shall be voted by a majority of the voting members of the CIPC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the nonvoting members.

§ 9-30.4 Funding.

The CIPC shall have a budget or warrant article for consultants and other expenses. It shall submit its projected expenses to the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the CIPC, and be subject to the Town's policies for such expenditures.

§ 9-31 Functions and definitions.

A.

Work with Town Finance Team to maintain town's 10-year capital plan. This will be achieved by regular meetings and discussions with Town Departments, Boards, and Committees that will put forward requests for Capital Funding as part of an Annual or Special Town Meeting. While this Committee will have no oversight of the annual operating budget, they need to be aware and receive regular updates of the operating budgets and other revolving or enterprise funds to ensure that capital needs are considered in an appropriate order and timing.

B.

The CIPC shall follow any capital or other financial policies adopted by the town and provide regular feedback for any potential improvements or enhancements to these policies.

§ 9-32 Project Oversight.

A.

In the absence of a formal building committee for a specific project, CIPC will serve as point of initial approval for all project expenses, change orders, and invoices. Projects falling under the oversight of the CIPC will specifically be decided as part of or immediately following any Town Meeting appropriation by a vote of the Board of Selectmen.

B.

If any elected board decides to have a separate Building Committee for any specific project, then at least one member but not more than two members of the CIPC shall be appointed.

§ 9-33 Reports

A.

Prior to any annual or special town meeting, CIPC shall provide a recommendation on any capital article to appear on the warrant. This recommendation should be communicated to both the Board of Selectmen and Advisory Committee.

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 36: Amend Town Code – Demolition Delay Bylaw

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, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 37: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Zoning Article I entitled "Miscellaneous Provisions" and Article V entitled "Nonconforming Uses and Structures" by amending thereto Section 174-9 entitled "Special Permit Requirements" and 174-19 entitled "Extensions" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

Article I: Miscellaneous provisions
§ 174-9 Special permit requirements.
[Amended 4-14-1986 ATM by Art. 46]

E. Nonconforming uses, lots and structures. Special permits may be issued for the extension**,** ~~or~~ alteration**, reconstruction or structural change** of legally nonconforming uses, structures and lots, including a change in the non-conforming use to another non-conforming use, provided that the Board of Appeals finds that such extension, alteration**, reconstruction** or **structural** change shall not be substantially more detrimental to the neighborhood, will not increase the extent of non-conformance in size or in impact and that the cost thereof shall not exceed 50% of the assessed value of the non-conforming structure at the time of application, and further provided that the estimate of the cost of any extension~~, or~~ alteration**, reconstruction or structural change** utilized by the Board of Appeals in evaluating the above specified 50% requirement of the assessed value shall not be less than a cost estimate of such extension~~, or~~ alteration**, reconstruction or structural change** based on a nationally recognized building cost estimate manual or system acceptable to the Zoning Board of Appeals. ~~No special permits under this subsection shall be granted for nonconforming signs subject to Chapter 93 or 93D of the General Laws.~~
[Amended 4-15-2008 ATM by Art. 38]

§ 174-19 **Extensions, ~~or~~** alterations**, reconstruction or structural changes.**
[Amended 4-10-2000 ATM by Art. 55]

A. Nonconforming structures or uses shall not be extended**,** ~~or~~ altered**, reconstructed or structural changes made** except to make them conforming~~,~~ unless the Board of Appeals authorizes such extension**,** ~~or~~ alteration**, reconstruction or structural change** by special permit upon making findings as provided in § 174-9E.

B. ~~Single-family and two-family residential structures. In the following circumstances,~~ **Notwithstanding the provisions of Section A above, as provided in M.G.L. c.40A, § 6, if any proposed extension, alteration**, reconstruction**,** ~~extension~~ or structural change to a single or two-family residential **structure complies with one of the conditions set forth in subsections (1) through (5) below, such extension, alteration, reconstruction or structural change** ~~structure~~ shall not be considered an increase in the non-conforming nature of the structure and shall be permitted as of right.
[Amended 10-7-2013 STM by Art. 9]

(1) **Extension, a~~A~~**lteration**, reconstruction or structural change** to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient area~~,~~ where the alteration will also comply with all of said current requirements.~~;~~

(2) **Extension, a~~A~~**lteration**, reconstruction or structural change** to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient frontage~~,~~ where the alteration will also comply with all of said current requirements.~~;~~

(3) **Extension, a~~A~~**lteration**, reconstruction or structural change** to a structure which encroaches upon one or more required setbacks~~,~~ where the alteration will comply with all current setbacks, open lot coverage and building height

requirements. The provisions of this ~~s~~Subsection ~~B (3)~~ shall apply regardless of whether the lot complies with current area and frontage requirements.

(4) Extension, alteration, reconstruction or structural change to the rear, side or fascia of a structure which encroaches upon a required yard or setback area where the alteration will not encroach upon such area to a distance greater than the existing structure. The provisions of this subsection shall apply regardless of whether the lot complies with current area and frontage requirements.

(5) Extension, alteration, reconstruction or structural change to a non-conforming structure which will not increase the footprint of the existing structure providing that existing height restrictions shall not be exceeded.

In the event that the Building Commissioner determines that none of the exemptions set forth in subsections (1) through (5) apply, and the Building Commissioner determines that the non-conforming nature of such structure would be increased by the proposed extension, alteration, reconstruction or structural change, then the Board of Appeals may, by special permit, allow such extension, alteration, reconstruction or structural change where the proposed modification will not be substantially detrimental than the existing non-conforming structure to the neighborhood.

; or do or act anything in relation thereto.

Proposed by: ZONING BOARD OF APPEALS
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article proposes to amend the Special Permit Requirements and Exemptions by the addition of language for the purpose of clarity and the inclusion of exemptions to comply with current case law.*

***ARTICLE 38**:* To see if the Town will vote to amend the Zoning Code of the Town of Southborough Article III entitled "Use Regulations" by replacing thereto Section 174-12.1 thereof entitled "Outdoor illumination" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

§ 174-12.1
Outdoor illumination.
[Added 4-11-2005 ATM by Art. 40]

A. Purpose. This section recognizes the benefits of outdoor lighting and provides clear guidelines for its installation, so as to help maintain and complement Southborough's character. The intent of this section is to**:**

(1) encourage lighting that provides safety, utility and security, **productivity, enjoyment and commerce;**

(2) prevent glare on public roadways;

(3) protect the privacy of residents;

(4) promote energy-efficient outdoor lighting;

(5) limit the total allowable illumination of lots located in the Town of Southborough; ~~to reduce atmospheric light pollution.~~

(6) minimize adverse offsite impact such as light trespass, and obtrusive light;

(7) curtail light pollution and reduce skyglow to create a healthy night-time environment for residents of Southborough

The Planning Board is authorized to promulgate rules and regulations to carry forth the purpose and intent of these Bylaw provisions. Appropriately regulated, and properly installed, outdoor lighting will contribute to the safety and welfare of the residents of Southborough.

B. Applicability. Outdoor illumination by flood or spot luminaries rated at 900 lumens or more (which is approximately equal to one sixty-watt incandescent light bulb) or by any other luminaires rated at 1,800 lumens or

more (which is approximately equal to one one-hundred-twenty-watt incandescent light bulb) shall be subject to the provisions of this section **including application to single and two-family residential lots**, with the following exceptions:

(1) emergency lighting;

(2) hazard warning;

(3) temporary decorative or holiday lighting ~~or public roadway illumination.~~

It shall also not apply to any luminaire intended solely to illuminate any freestanding sign, flag or the walls of any building, but such luminaire shall be shielded so that its direct light is confined to the surface of such sign, flag or building.

~~(1) The replacement of existing fixtures shall be subject to the provisions of this section; however, the replacement of existing nonconforming lamps or fixtures with the same or lower output nonconforming lamps or fixtures is exempted.~~

The replacement of fixtures or luminaires shall be subject to the provisions of this section and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. Non-conforming fixtures or luminaires requiring replacement for any reason (including but not limited to end of life, breakdown, vandalism) shall be replaced in compliance with this Bylaw.

~~(2)~~ The Planning Board, in performing review pursuant to § 174-10, Site plan approval, may determine that special circumstances of the site, context or design make an alternative lighting design at least equally effective in meeting the purposes of this section and, in such cases, may modify the requirements of this section.

C. Enforcement. The owner of any lot or property on which a luminaire subject to this Bylaw is located or proposed to be located shall have the burden of demonstrating that the existing or proposed luminaire complies with the standards established by this Bylaw. The manufacturer's specification sheet may be used to establish the lumen level of a luminaire, correlated color temperature (CCT) and, if required, to verify the use of fully shielded fixture design. Illumination levels may be verified through the use of manufacturer's photometric data sheet and/or photometric site drawing or through on-site calibrated light level meter readings. A site visit at night by a representative of the Town in the form of a visual observation and/or photograph may be required to determine if a nuisance has occurred.

(1) Violations of this Bylaw shall be subject to the provisions of the Town of Southborough Article III entitled "Use Regulations" Section 174-24 thereof entitled "Enforcement; procedures; violations and penalties."

D. Definitions. For the purposes of this section, the following terms shall be defined as indicated below. Although set forth here for convenience, the terms shall have the same effect as if in § 174-2 of this Bylaw.

BACKLIGHT – For an exterior luminaire is the 90-degree quarter-sphere located behind and below the light source. For luminaires with symmetric distribution, backlight will be the same as front light.

BUG RATING – A luminaire classification system that classifies backlight (B), uplight (U), and glare (G) per IES TM-15-11.

CORRELATED COLOR TEMPERATURE (CCT) – A specification of the color appearance of the light emitted by a lamp, relating its color to the color of light from a reference source when heated to a particular temperature, measured in degrees Kelvin (K).

FIXTURE – The assembly that houses a lamp or lamps, and which may include a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor, lens or diffuser lens.

FRONTLIGHT – For an exterior luminaire is the 90-degree quarter-sphere located in front and below the luminaire.

FULL CUTOFF – A luminaire designed with an opaque shield surrounding and extending below the lamp, such that no direct light is emitted above a horizontal plane.

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FULLY SHIELDED LUMINAIRE — A luminaire constructed and installed in such a manner that all light emitted by the luminaire, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal plane through the luminaire's lowest light-emitting part.

GLARE – Light emitted from a luminaire with intensity great enough to produce annoyance, discomfort or a reduction in a viewer's ability to see, and in extreme cases causing momentary blindness.

HARDSCAPE – Permanent hardscape improvements to the site including parking lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways, and non-vegetated landscaping that is 100 feet or less in width. Materials may include but are not limited to concrete, asphalt, stone, and gravel.

INDIRECT LIGHT – Light scatter caused by direct light being redirected from a surface.

LAMP – The component of a luminaire that produces the actual light.

LED LAMP– (Light Emitting Diode) An electric lamp with a much longer lifespan than incandescent lighting and low energy consumption.

LIGHT TRESPASS – The shining of direct **or indirect** light produced by a luminaire beyond the boundaries of the lot on which it is located.

LUMEN – A measure of light energy generated by a light source. One footcandle is one lumen per square foot. For purposes of this bylaw, the lumen output shall be the initial lumen output of a lamp, as rated by the manufacturer.

LUMINAIRE – A complete lighting ~~system, including a lamp or lamps and a fixture.~~ **unit (fixture), consisting of a lamp, or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply.**

LUMINAIRE LUMENS - For luminaires with relative photometry per Illuminating Engineering Society (IES), it is calculated as the sum of the initial lamp lumens for all lamps within an individual luminaire, multiplied by the luminaire efficiency. If the efficiency is not known for a residential luminaire, assume 70%. For luminaires with absolute photometry per IES LM-79, it is the total luminaire lumens. The lumen rating of a luminaire assumes the lamp or luminaire is new and has not depreciated in light output.

MOUNTING HEIGHT - The height of the photometric center of a luminaire in feet above grade level. Feet above grade level refers to the overall average grade of the area being illuminated.

UPLIGHT - For an exterior luminaire is all of the light escaping above the luminaire.

E. Lighting zones. The Lighting Zone shall determine the limitations for lighting as specified in this section.

LZ-0: No ambient lighting

Areas where the natural environment will be seriously and adversely affected by lighting. Impacts include disturbing the biological cycles of flora and fauna and/or detracting from human enjoyment and appreciation of the natural environment. Human activity is subordinate in importance to nature. The vision of human residents and users is adapted to the darkness, and they expect to see little or no lighting. When not needed, lighting should be extinguished.

Zoning Districts: Conservation and Research, Scientific & Professional

LZ-1: Low ambient lighting

Areas where lighting might adversely affect flora and fauna or disturb the character of the area. The vision of human residents and users is adapted to low light levels. Lighting may be used for safety and

convenience but it is not necessarily uniform or continuous. After curfew, most lighting should be extinguished or reduced as activity levels decline.

Zoning Districts: Residence A and Residence B

LZ-2: Moderate ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience, but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline.

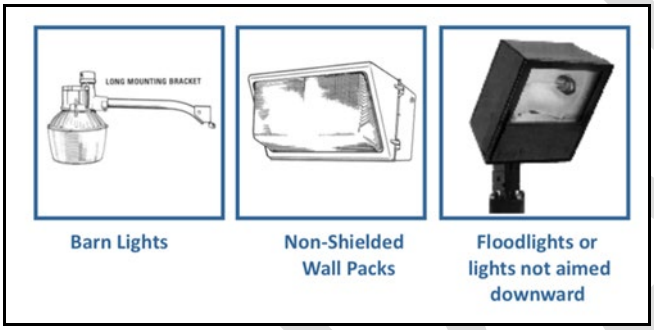
Zoning Districts: Business Village

LZ-3: Moderately high ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderately high light levels. Lighting is generally desired for safety, security and/or convenience and it is often uniform and/or continuous. After curfew, lighting may be extinguished or reduced in most areas as activity levels decline.

Zoning Districts: Business Highway, Industrial and Industrial Park

Non-shielded wall-packs, barn lights, and floodlights not aimed downward are prohibited in all zones.



F. Total site lumen limit. The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen limit shall be determined using the hardscape area and table below. For sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens. The total installed initial luminaire lumens are calculated as the sum of the initial luminaire lumens for all luminaires.

Table 1: Allowed Total Initial Lumens Per Site for Outdoor Lighting by Hardscape Method

LZ-0	LZ-1	LZ-2	LZ-3
• Conservation • Research, Scientific & Professional	• Residential A • Residential B	• Business Village	• Business Highway • Industrial • Industrial Park
0.5 lumens per SF of hardscape	1.25 lumens per SF of hardscape	2.5 lumens per SF of hardscape	5.0 lumens per SF of hardscape

G. Correlated Color Temperature (CCT). All proposed LEDs shall have a correlated color temperature (CCT) between 2200K and 3000K.

H. Exterior lighting plan. Applications subject to the provisions of § 174-10, Site plan approval, shall submit a lighting plan which shall include the following information, except to the extent waived by the Planning Board. All other lighting not subject to the provisions of said § 174-10 does not require a lighting plan but shall meet the standards as set forth in this **Bylaw** ~~section~~, unless as may otherwise be provided herein. **The installation of fixtures**

or luminaires shall be subject to the provisions of this bylaw and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. The lighting plan shall include the following information **and comply with the regulations adopted pursuant to this Bylaw**:

(1) Location, orientation and type of outdoor luminaire, including the height of the luminaire, both existing and proposed;

(2) Type of lamp, such as metal halide, compact fluorescent, high pressure sodium**, LED;**

(3) Luminaire manufacturer's specification data, including lumen output and photometric data showing cutoff angles, as well as a description of all illuminating devices, fixtures, lamps, supports, reflectors, both existing and proposed; this may include, but is not limited to, catalog cuts and illustrations by manufacturers;

(4) Complete report of BUG rating data for all luminaires (if not already included in the manufacturer's specification data) calculated from photometric data (as per IES TM-15-11) showing compliance with the Planning Board Rules and Regulations for Outdoor Illumination;

(5) Photometric plan showing the intensity of illumination expressed in footcandles at ground level within the interior of the property and at the property boundaries **that also includes the Total Site Lumen Limit; Limits to Off Site Impact; Light Shielding for LED lighting; and the Correlated Color Temperature; according to adopted regulations;**

(6) Evidence that the plan complies with light trespass restrictions as set forth herein.

I. Waivers. An applicant may make a waiver request to the Planning Board for increased lighting levels within any given lighting zone and the Planning Board shall have such waiver authority hereunder.

J. Lighting control requirements. Automatic switch controls shall be provided that automatically extinguish all outdoor lighting when sufficient daylight is available using a control device or system such as a photoelectric switch, astronomic time switch or equivalent functions from a programmable lighting controller, building automation system or lighting energy management system, all with battery or similar backup power or device. The Exterior Lighting Plan shall establish curfew time(s) after which total outdoor lighting lumens shall be reduced by at least 30% or extinguished. Lighting reductions are not required for any of the following:

(1) Lighting for residential properties including multiple residential properties not having common areas; with the exception of landscape lighting

(2) When the outdoor lighting consists of only one luminaire.

(3) Code required lighting for steps, stairs, walkways, and building entrances.

(4) Lighting under canopies, in tunnels, parking garages, and similar conditions.

(5) When in the opinion of the Planning Board, lighting levels must be maintained.

(6) Motion activated lighting.

(7) Lighting regulated by special use in which times of operation are specifically identified.

(8) Businesses that operate on a 24-hour basis.

K. Community outdoor sports/recreational lighting requirements. These requirements are an exemption from the total site lumen limit based on hardscape metrics. Community outdoor sports or recreational facilities will be held to the IDA, IES criteria for outdoor sports lighting. On-field illuminance values will be determined by current IDA, IES set forth in the Rules and Regulations for Outdoor Illumination adopted to implement the intent and purpose of this bylaw. Standard regulations include:

(1) Color, luminaire correlated color temperature (CCT) may not exceed 4000 Kelvin;

(2) Other lighting, parking and concession area lighting will be considered a separate luminaire system and must meet the applicable lighting standards for the relevant lighting zones;

(3) Shut-off, curfew time shall be no later than 10:00PM (2200 hrs.); for good cause shown, the Planning Board may waive the compliance requirement of this subsection

L. Street lights. Light emitted by the fixture shall have a correlated color temperature no greater than 3000 Kelvin and/or comply with Massachusetts DPU Tariff standards if applicable. All other street light features are exempt from regulation under this bylaw.

M. Light shielding for parking lot illumination. All parking lot lighting shall have no light emitted above 90 degrees from the installed vertical axis.

N. Flickering and flashing lights. No flickering or flashing lights shall be permitted. Processes, such as arc welding, which create light flashes shall be confined within buildings or shielded to prevent either direct glare or flashing.

O. Fixture mounting heights.

(1) ~~F.~~ Wall-mounted fixtures. In nonresidential districts, a luminaire attached to the exterior of a building or structure for area lighting shall be mounted no higher than 15 feet above grade and shall be shielded to control glare. ~~"Wal-pac" lighting fixtures are prohibited.~~

(2) ~~P.~~ Pole-mounted fixtures. Pole-mounted exterior lighting fixtures **shall not exceed the pole-mounted height limitation of 20 feet in all zones.** ~~types are defined and restricted as follows:~~

Existing non-conforming light heights may remain as mounted until modification is proposed, at which time the height must be brought into compliance.

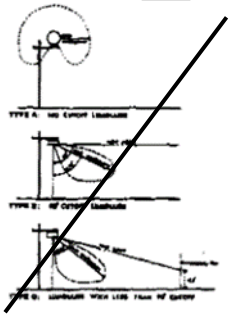
~~(1) Type A: no light cutoff.~~

~~(2) Type B: luminaire shielded such that peak candlepower is at an angle of 75° or less from straight down, and essentially no light is emitted above the horizontal.~~

~~(3) Type C: luminaire shielded such that total cutoff is at less than 90° from straight down, and no light source is in direct view of an observer five feet above the ground at any point off the premises.~~

~~H. Pole-mounted fixtures height limitation. Illustrations of pole-mounted exterior lighting fixture types are shown in Chart I herein. Pole-mounted fixtures shall not exceed the applicable pole-mounted height limitation set forth in Chart II in any district. The Type A pole-mounted exterior lighting fixture is prohibited in all nonresidential districts, unless equipped with shields.~~

~~CHART I. ILLUSTRATIONS~~



~~**HART II. POLE MOUNTING HEIGHT LIMITATIONS**~~

~~**Maximum Luminaire Mounting Height**~~

~~**(feet above grade)***~~

~~"District" is that in which fixtures are located.~~

~~**District**~~

~~**Residential**~~ ~~**Nonresidential**~~

~~**HART II. POLE MOUNTING HEIGHT LIMITATIONS**~~

	~~**Maximum Luminaire Mounting Height (feet above grade)***~~ ~~"District" is that in which fixtures are located.~~	
	~~**District**~~	
	~~**Residential**~~	~~**Nonresidential**~~
~~Fixture Type A~~	~~10~~	~~Not allowed (unless shielded)~~
~~Fixture Type B~~	~~15~~	~~20~~
~~Fixture Type C~~	~~20~~	~~20~~

~~* Note: Feet above grade refers to the overall average grade of the area being illuminated.~~

P. Ceiling-mounted fixtures. In nonresidential districts, luminaires mounted on an exterior ceiling such as under a canopy shall be mounted with the refractor or lens flush with or recessed in the ceiling or fixture.

Q. Lighting levels. Any luminaire with a lamp or lamps rated at a total of 1**,**800 lumens or more (which is approximately equal to one one-hundred-twenty-watt incandescent light bulb) and all flood or spot luminaires rated at 900 lumens or more (which is approximately equal to one 60-watt incandescent light bulb) shall not emit any direct light above a horizontal plane through the lowest direct-light-emitting part of the luminaire. If any spot or flood luminaire rated 900 lumens or less is directed or focused such as to cause direct light from the luminaire to be cast toward residential buildings on adjacent or nearby land, or to create glare perceptible to persons operating motor vehicles on public ways, the luminaire shall be redirected or its light output controlled as necessary to eliminate such conditions. The Planning Board reserves the right to limit and regulate the amount of illumination on a project site between the hours of 10:00 p.m. and 6:00 a.m., while understanding the need for safety and security lighting.

R. Light trespass limitations. There shall be no light trespass by a luminaire beyond the property boundaries of the lot on which it is located, except as within a street right-of-way for which there shall be no limit.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The article proposes to replace the current language in Section 174-12.1 Outdoor illumination with new language to reduce blue lighting and increase public health based on recommendations from the American Medical Association and the International Dark-sky Association.*

ARTICLE 39*:* To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Article III entitled "Use Regulations" by amending thereto Section 174-10, entitled "Site Plan Approval" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

§ 174-10
Site plan approval.
[Amended 4-8-1985 ATM by Art. 39; 4-14-1986 ATM by Art. 48; 4-13-1987 ATM by Art. 43; 4-11-1988 STM by Art. 4; 4-26-1990 ATM by Art. 41]

A. The purpose of the site plan review procedure is to encourage a desirable and compatible character of development within the Town of Southborough and to assure safety, promote logic, imagination and innovation in the design process while complying with all zoning requirements. The requirements of this section shall be applicable to the following:

(1) Any nonresidential development that results in an increase in on-site parking.

(2) All modifications to existing development projects which fall within the applicability of the Town's regulations for parking and loading (§ 174-12) or landscaping (§ 174-13).

(3) Any change in use or reactivation of a facility that has not been in use for a period of two years.
[Added 4-8-1996 ATM by Art. 51]

(4) Multifamily housing for the elderly.
[Added 4-15-1997 ATM by Art. 56]

(5) Adaptive reuse of historic buildings.
[Added 4-25-2017 ATM by Art. 30]

B. Site plan review will be processed by one of the following means:

(1) Minor plan review. Any new development, or expansion in use other than a single-family or two-family residence which adds less than 2,000 square feet of floor area or which would require at least five but fewer than 20 parking spaces regardless of the number of parking spaces existing on the premises, or any change of use of a facility that totals less than 2,000 square feet shall be subject to minor plan review by the **Planning Board** ~~Site Plan Review Committee. The Site Plan Review Committee shall be chaired by the Town Planner and will consist of a Selectmen or its designee, Building Inspector, Highway Superintendent, Board of Health Agent, Superintendent of the Water Department, Police Chief and Fire Chief or their designee, who will meet at a regularly scheduled time and place to review plans.~~ The **Planning Board** ~~Committee~~ shall also seek the advice of the Conservation Commission in the review of all minor plan submissions.
[Amended 4-8-1996 ATM by Art. 51]

(a) ~~Minor plan review will require 10 copies of the site plan to be submitted to the office of the Planning Board, together with an application form and filing fee.~~ **A complete application form, filing fee and multiple copies of all submission documents shall be submitted to the office of the Planning Board according to instructions on the application form.** All plans will be prepared at a scale no greater than one inch equals 40 feet on standard twenty-four-by-thirty-six-inch sheets and shall show, as a minimum:

[1] All existing and proposed buildings, including setbacks.

[2] Existing and proposed parking.

[3] Driveway openings.

[4] All property and street lines.

[5] Existing and proposed landscaping.

[6] Existing and proposed signs.

[7] Surfacing, indicating treatment of all surfaces.

[8] Location of all wetlands.

[9] Method of sewage disposal.

[10] Water supply.

[11] Stormwater drainage.

[12] Such other information as the **Planning Board** ~~Site Plan Review Committee~~ may reasonably request.

~~(b) Any dispute arising from the minor plan review process or any plan not receiving unanimous approval from the Site Plan Review Committee shall be referred to the Planning Board for action. The Committee may also refer any site plan that, due to unusual circumstances or a unique situation, it feels should be approved~~

~~by the Planning Board. All site plans sent to the Planning Board by the Site Plan Review Committee for action will be handled through the minor plan review process.~~

~~[Amended 4-8-1996 ATM by Art. 51]~~

(b) Minor site plan is not a public hearing.

(c) The **Planning Board** ~~Site Plan Review Committee~~ shall approve, **or** disapprove ~~or refer to the Planning Board~~ all submittals for minor **site** plan review within **the required** 30 days of a completed application to the office of the Planning Board**, but the required time may be extended by written agreement between the applicant and the Board, a copy of said agreement to be filed with the Town Clerk. The actions allowed by the minor site plan approval are authorized for a one-year period from the date of grant thereof. The applicant shall be granted a single one-year extension by applying to the Planning Board, in writing, prior to the date of expiration. If the actions permitted are not exercised or the approval not extended, they shall lapse, and a new application will be required.**

(d) Where applicable, all other criteria and conditions of this section will govern minor plan review.

(2) Major plan review. Any new development, or expansion in use other than a single-family or two-family residence which adds 2,000 square feet or more of floor area or which would require 20 or more parking spaces, regardless of the number of parking spaces existing on the premises, or any change of use of a facility that totals 2,000 square feet or more shall be subject to major plan review by the Planning Board. The major site plan submission shall consist of the following elements:
[Amended 4-8-1996 ATM by Art. 51]

(a) Ownership, zoning, use and the general location of structure and topography within 300 feet of the property lines of the site or adjacent land contiguously owned with the site.

(b) All **plans will be prepared at a scale no greater than one inch equals 40 feet on standard twenty-four-by-thirty-six-inch sheets and shall show, as a minimum, all** site features, existing or proposed, including but not limited to the following:

[1] Driveways, including widths.

[2] Parking facilities, including dimensions thereof.

[3] Loading facilities.

[4] Service areas.

[5] Street line, including widths.

[6] Roadways, including widths.

[7] Pedestrian walks, including widths and types of surface.

[8] Landscaping designation, specific plantings.

[9] Screening.

[10] Signs, including proposed sizes, mounting heights, types and drafted design.

[11] Lighting, including plan location and detail information, size, type and wattage.

[12] Surfacing, indicating treatment of all surfaces.

[13] Existing trees on the site which are a caliper of six inches or larger.

[14] Wetlands.

[15] Drainage, including detailed design data, pipe sizing, etc.

[16] Stone walls.

[17] Topography at two-foot contour intervals.

[18] Sewage disposal, including detailed design information.

[19] Water supply.

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[20] Curbing.

[21] Such other information as the Planning Board may reasonably request.

(c) The construction of the work as detailed on the site plan shall not deviate from the work shown on the approved site plan. Accordingly, the site plan shall contain a sufficient level of detail to ensure the constructability of the project. Supporting details and documentation shall be presented as part of the site plan submission.

(3) Incomplete applications for both the minor and major review shall not be accepted by the Planning Board. Following submission of a site plan to the Planning Board, the Board or its designee shall review the **application/**plan for completeness within three business days of the submission. Completeness shall be based on the requirements of **the** ~~this~~ **respective** subsection**s for minor or major review.** If the submission is determined incomplete by the Planning Board or its agent, notice will be **provided** ~~mailed~~ to the applicant ~~by certified mail~~ within three business days of the submission specifying the deficiencies.

C. The plan**s for minor or major site plan approval** shall be prepared by a professional engineer, land surveyor, architect or landscape architect registered to practice in the Commonwealth of Massachusetts**. A complete application form, filing fee and multiple copies of all submission documents shall be submitted to the office of the Planning Board according to instructions on the application form.** ~~and shall be submitted with 11 copies to the office of the Planning Board, together with an application form and a filing fee, if any.~~

D. Approval required.

(1) Site plan approval shall be granted **by a majority vote** upon determination by the Planning Board that the following are complied with. Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment**; shall provide** ~~and~~ adequate provision for utilities and stormwater drainage consistent with the functional requirements of the Southborough Planning Board's Rules and Regulations for the Subdivision of Land**;** ~~and~~ shall be so designed that for the given location, ~~and~~ type and extent of land use, the design of building form, building location, egress points, grading and other elements of the development shall be so as to:

(a) Minimize the volume of cut and fill, the number of removed trees six inches in caliper and larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of stormwater flow increase from the site, soil erosion and the threat of air or water pollution.

(b) Maximize pedestrian and vehicular safety and convenience within the site and egressing from it.

(c) Minimize obstruction of scenic views from publicly accessible locations.

(d) Minimize visual intrusion by minimizing the visibility of parking, storage or other outdoor service areas viewed from public ways or premises residentially used or zoned; minimizing glare from headlights through plantings or other screening; minimizing lighting intrusion through use of such devices as cutoff luminaires confining direct rays to the site; fixture mounting height not higher than 20 feet except adjacent to Route 9; and avoiding unreasonable departure from the character of building**s** in the vicinity.

(2) The Planning Board shall adopt and from time to time amend reasonable regulations for the administration of these guidelines.

E. The Planning Board shall hold a public hearing on the application for **major** site plan approval, with a written notice of the time and place of said hearing being given the applicant and the Board of Selectmen. The applicant is responsible for sending this notice to the certified abutters by certified mail return receipt requested, at least 10 days before the scheduled hearing. The Planning Board shall not act on the application until it has received and given due consideration to the recommendations of the Board of Selectmen or until 10 days have elapsed after the public hearing without receipt of the Selectmen's comments.

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F. The Planning Board shall act on a~~n~~ **complete** application for **major** site plan approval and shall notify, in writing, the applicant, the Board of Selectmen and the Building Inspector of its action within 60 days of the receipt of **a** ~~the~~ **complete** application**, but the required time may be extended by written agreement between the applicant and the Board, a copy of said agreement to be filed with the Town Clerk.** ~~Failure of the Planning Board to so act and to notify the applicant within said 60 days shall constitute approval of the site plan.~~ The actions allowed by the **major** site plan approval are authorized for a one-year period from the date of grant thereof. The applicant shall be granted a single one-year extension by applying to the Planning Board, in writing, prior to the date of expiration. If the actions permitted are not exercised or the approval not extended, they shall lapse, and a new application notice and hearing will be required.

G. Any person aggrieved by the action of the Planning Board on ~~a~~ **either minor or major** site plan approval application may appeal said action to a Court of competent jurisdiction in accordance with M.G.L. c.40A, Section 17**, as amended.**
[Amended 5-22-2018 STM by Art. 3]

H. Minor departures from the site plan as approved**,** may be authorized by the Building **Commissioner** ~~Inspector~~ after approval of the **Planning Board** ~~Site Plan Review Committee~~ if required by engineering or other circumstances not foreseen at the time of plan approval. Any change increasing the size of any building or structure, changing the location of any building, parking or access road by more than 10 feet or reducing landscaping or screening may be made only through review by the Planning Board following the same procedures as for an original submittal. Any departure must be requested, in writing, with the basis for the change given. Any change authorized shall be recorded on the file copy of the site plan with the Building **Commissioner** ~~Inspector~~'s signature and the date.

I. The removal, fill or change of grade of earth materials, including soil, loam, sand or gravel, undertaken in order to construct or locate buildings, structures and such features accessory thereto as ways, driveways, areaways, walks or parking areas, and therefore exempt from regulations under Chapter 85 of this Code, is a part of construction and development process regulated by the Zoning Chapter. Except as necessary for the construction of detached one- or two-family dwellings and of features accessory thereto, the removal, fill or change of grade of earth materials for the purposes defined above shall be subject to approval under this section. Where the commencement of removal, fill or change of grade of earth materials precedes construction by three months or more, the submission and approval of the site plan may be undertaken in two stages, with the information for the first stage limited to property boundaries, existing and proposed topography at two-foot or lesser contour intervals, the character of the soil to be removed, added or relocated, the location and depth of any service and drainage conduits or pipes and the approximate location of any existing or proposed buildings, structures or physical features accessory thereto. Each stage shall be treated as a separate site plan for the purposes of this section, and the approval of Stage 1 of a site plan shall not be construed to assure the subsequent approval of Stage 2.

J. Compliance. The issuance of an occupancy permit will not be given prior to the satisfactory completion of all elements and conditions of the approved site plan. A temporary occupancy permit may be issued after the satisfactory completion of all items essential to public health and safety and sufficient bonding acceptable to the Planning Board is provided to the Town to cover all outstanding items.

; or do or act anything in relation thereto

Proposed by: PLANNING BOARD
Board of Selectmen Recommendation:
Advisory Committee Recommendation:

Summary: *This article proposes to amend the Site Plan Approval bylaw by bringing minor site plan approval under the purview of the Planning Board, as opposed to the Site Plan Review Committee and further clarify steps for minor and major site plan approval.*

ARTICLE 40: Amend Town Code – Zoning – Downtown District

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, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 41: To see if the Town of Southborough will vote to approve the Southborough Noise Bylaw proposal attached to this document, as amended, or do or act anything in relation thereto.

SOUTHBOROUGH NOISE BYLAW

1.1 **Declaration of Policy**
Whereas excessive sound can be a serious hazard to the public health and welfare and safety and the quality of life; and whereas a substantial body of science and technology exists by which excessive sound may be substantially abated; and whereas the citizens of Southborough have a right to and should be ensured an environment free from excessive sound that may jeopardize their health or welfare or safety or degrade the quality of life; now, therefore, it is the policy of the Town of Southborough (the "Town") to prevent excessive sound which may jeopardize the health and welfare or safety of its citizens and/or degrade the quality of life.

It shall be unlawful for any person to make, continue to make, permit or cause to be made or continued, any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities. Furthermore, it shall be unlawful for any person who has custody and control of the premises to allow or permit another person to make, continue or permit to be made or continued any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities within the limits of the Town of Southborough.

1.2 **Definitions**
Except as may be specified herein, acoustical terminology used throughout this Bylaw is that approved as American National Standard Acoustical Terminology [ANSI S1.1-1994] by the American National Standards Institute (ANSI). The following words, phrases and terms as used in this Bylaw shall have the meanings as indicated below:

A. BACKGROUND SOUND LEVEL shall mean the sound level associated with a given environment, being a composite of sounds from all sources excluding the alleged offensive noise, at the location and approximate time at which a comparison with the alleged offensive noise is to be made.

B. CONSTRUCTION shall mean those activities requiring a building permit, and shall also include any site preparation, cemetery burial and caretaking operations, seismic surveys grading, assembly, erection, substantial repair, alteration, or similar action, including demolition, for or of public or private rights-of-way, structures, utilities or similar property.

C. The abbreviation dBA shall mean the A-weighted sound pressure level expressed in decibels and referenced to 20 Micropascals. The abbreviation dBC shall mean the C-weighted sound pressure level expressed in decibels and referenced to 20 Micropascals.

D. EMERGENCY VEHICLE: shall mean any vehicle operated in an effort to protect, provide or restore public safety, including, but not limited to, ambulances, police vehicles and fire vehicles.

E. EMERGENCY WORK: shall mean any work performed in an effort to protect, provide or restore public safety, or work by private or public utilities when restoring utility service or any work performed for the purpose of preventing or alleviating the physical trauma or physical damage threatened or caused by an emergence – an occurrence or set of circumstances involving actual or imminent physical trauma or property damage.

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F. ENFORCING PERSON: shall mean any police officer, building official or public health official of the Town or any other Town employee designated by the Town Manager for this purpose.

G. IMPACT DEVICE: shall mean a construction device in which or by which a hammer, meaning a moving mass of hard solid material, is mechanically by means of a working fluid or compressed air caused to repetitively impact upon and transmit kinetic energy to a tool. The tool may be included as a part of the device, as in the case of a moil on a paving breaker or the drill steel of a jackhammer, or it may be a mass to which the impact device is temporarily connected as in the case of a pile and pile driver. Examples of impact devices are pile drivers, paving breakers, power impact hammers, impact wrenches, riveters and stud drivers.

H. INTRUDING NOISE: shall mean the total sound level created, caused, maintained by, or originating from an alleged offensive source at a specified location while the alleged offensive source is in operation.

I. PERSON: shall mean a person, firm, association, co-partnership, joint venture, corporation or any entity recognized by applicable law, public or private in nature.

J. SOUND LEVEL: shall mean the instantaneous A-weighted sound pressure level, in decibels, (dBA) as measured with a sound level meter set to the "A" weighting scale, slow response. On the decibel scale a sound level increase of 10 means the sound is 10 times more intense or powerful.

Decibel levels of some common activities are listed below:

Sound Level - dB	**Source**
50 - 65	normal conversation
60 - 65	laughter
70	hair dryer, vacuum
V Increasing risk of hearing loss V	
80	garbage disposal
85 - 90	lawnmower
100	garbage truck
120	walk behind leaf blower
130	jet takeoff/landing
145	fireworks

K. SOUND LEVEL METER: shall mean an instrument meeting American National Standard Institute's (ANSI) Standard S1.4-1983 for Type 1 or Type 2 sound level meters or an instrument and the associated recording and analyzing equipment, which will provide equivalent data.

1.3 **Designated Noise Zones**

The properties hereinafter described are hereby assigned to the following noise zones:

NOISE ZONE I: All properties utilized as residential uses in accordance with the Town of Southborough Zoning Bylaws and the grounds of any school, hospital or similar health care institution, house of worship or library while the same is in use, and any Cemetery or Open Space.

NOISE ZONE II: All other property used in accordance with the Town's Zoning Bylaw.

1.4 **Exterior Noise Standards**

It shall be unlawful for any person at any location within the area of the Town to create any loud noise, or to allow the creation of any noise, on property owned, leased, occupied or otherwise controlled by such person, which causes the sound level when measured on complainant's property to exceed the greater of:

A. The maximum allowable exterior sound level outlined in Table I; or
B. Five dB over the background sound level.

Table 1. Maximum Allowable Exterior Sound Level		
Noise Level	Daytime level 7:00 AM to 10:00 PM	Nighttime level 10:00 PM to 7:00 AM
I	60 dBA	50 dBA
II	70 dBA	65 dBA

If the intruding noise source is continuous and cannot reasonably be discontinued or stopped for a time period whereby the background sound level can be determined, the measured sound level obtained while the source is in operation shall be compared directly to the maximum allowable exterior sound level outlined in Table I.

1.5 **Construction Noise Standards**
A. Noise associated with construction is permitted between 7:00 AM and 6:00 PM on weekdays and 9:00 AM and 5:00 PM Saturdays provided the sound level from:

1. Non-impact devices do not exceed 70 dBA as measured over a time interval of 1 minute with the sound meter set to slow located on any other property, but at least 50 feet from the construction activity;

2. Impact devices does not exceed 90 dBA as measured with a sound level meter set to slow response located on any other property, but at least 30 feet from the construction activity.

B. Between the hours of 6:00 PM and 7:00 AM on weekdays and Saturday, noise associated with construction, shall be limited by the standards of Section 1.4.

C. Construction activities shall not be allowed on Sundays or legal holidays.

1.6 **Maintenance Noise Standards**
A. Noise associated with maintenance is permitted between 7:00 AM and 6:00 PM on weekdays, 8:00 AM and 6:00 PM on Saturdays and between the hours of 9:00 AM and 6:00 PM on Sunday, provided the sound level does not exceed 70 dBA as measured with a sound level meter set to slow response on any other property, but at least 50 feet from the maintenance;

B. Between the hours of 6:00 PM and 7:00 AM on weekdays, 6:00 PM and 8:00 AM on Saturday and between the hours of 6:00 PM and 9:00 AM on Sunday or a legal holiday, noise associated with maintenance, shall be limited by the standards of Section 1.4.

1.7 **Commercial Trash Collection and Deliveries or Pick-up**
A. The operation of commercial trash compactors or collection of trash, rubbish, refuse or debris, which generates noise in excess of the criteria given in Section 1.4 at any point of public or common pass-by between the hours of 7:00 PM and 7:00 AM is prohibited.

B. Deliveries or pick-ups for commercial or business purposes between 10:00 PM and 6:00 AM are prohibited unless the noise level of such deliveries or pick-ups in nearby residential areas does not exceed the noise criteria listed in Section 1.4.

1.8 **Motor Vehicles or Motorcycles**
Motor vehicles or motorcycles operated on public ways in the Town of Southborough or in any place where the public has the right of access as invitees or licensees may not exceed a maximum sound level of 85 dBA. It is also in

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violation of the Bylaw to operate a motor vehicle or motorcycle without a sound-limiting device connected to the exhaust system. This prohibits so-called "straight pipe" exhaust systems. This section shall not include screeching sounds emitted from emergency braking. Measurement for the purposes of this Section shall be at a distance of 36 inches from the noise source.

1.9 **Special Provisions**
Noise associated with the following activities shall be exempted from the provisions of this Bylaw:

A. Emergency work or emergency vehicles.

B. The operation of any vehicular alarm provided it terminates within 15 minutes of the initially recorded complaint.

C. Occasional outdoor gatherings, public dances, shows, and sporting and entertainment events provided said events are conducted pursuant to a permit or license issued by the appropriate jurisdiction relative to the staging of said events.

D. The intermittent or occasional use, during the daytime, of homeowners' light residential outdoor equipment

E. Snow removal performed by snow blowers, snow throwers or snow plows when appropriately outfitted with a muffler.

F. Any activity to the extent regulation thereof has been preempted by Town, State or Federal Law or by agreement between Town, State or the Federal Government.

1.10 **Prima Facie Violations**
Any measured noise exceeding the sound level standards as specified in Sections 1.4 through 1.10 may be deemed by the enforcing person to be prima facie evidence of a violation of the provisions of this Bylaw.

1.11 **Penalties for Violations**
A. Violations under Article 1, in the discretion of the enforcing person, may be enforced by non-criminal disposition as provided in MGL Chapter 40, Section 21D.

B. The penalty for a violation under this Bylaw shall be $100 for a first offense, $250 for a second offense, $500 for a third offense, and for each succeeding offense each day or part thereof shall constitute a separate offense.

Proposed by: PETER LAPINE, et al.
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *As the population of Southborough grows, it has transitioned from a rural community to one that is more suburban. People move to Southborough to enjoy its natural beauty and peaceful environment. With increased housing density, practices of earlier times increasingly encroach upon the tranquility of Town residents, resulting in conditions characterized as being out of balance. There is an ever-growing requirement to place limits on these practices – a rebalancing - so that everyone, business owners and homeowners alike, may prosper. This article, a Noise Bylaw, seeks to harmonize the needs of Town residents with those of local business owners.*

***ARTICLE 42**:* To see if the Town of Southborough will vote to pass a bylaw to reduce plastic waste

Section 1 Purpose and Intent

The production and use of single-use plastics such as polystyrene food packing and thin-film plastic checkout bags have significant impacts on the environment, including, but not limited to, contributing to the potential death of aquatic and land animals through ingestion and entanglement; contributing to pollution of the natural environment; creating a burden to solid waste collection and recycling facilities; clogging drainage systems; and requiring the use of millions of barrels of crude oil nationally for their manufacture. Additionally, polystyrene contains known carcinogens, and readily leaches into certain foodstuffs. Measurable levels of polystyrene are now found almost 100% of human fat samples.

The purpose of this bylaw is to preserve the Town's water, wildlife and natural resources—as well as to enhance the health of its citizens—by banning within the Town of Southborough two of the largest contributors of non-recyclable plastics to the environment—single-use polystyrene retail food packaging and single-use plastic checkout bags—while promoting the adoption of more environmentally friendly alternatives.

Section 2 Definitions

"Polystyrene food packaging" – means any holder of food or beverage made from polystyrene, either in solid or foam (Styrofoam) form, such as cups, plates, or take-out containers, as well all other single-use plastic products made to facilitate the consumption of foods, such as straws, lids and utensils made from polystyrene or other non-compostable plastic materials.

"Checkout bag" – means a carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or checkout area of the store.

"Retail Store" – means any business facility that sells goods directly to the consumer whether for or not-for-profit, including, but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, as well as seasonal and temporary businesses.

"Reusable checkout bag" – means a bag with handles that is specifically designed and manufactured for multiple reuse and is either polyester, polypropylene, cotton or other durable material, or durable plastic that is at least 4.0 mils in thickness.

"Thin-film single-use plastic bags" – are those bags typically with handles, constructed of high-density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET), or polypropylene (other than woven and non -woven polypropylene fabric), if said film is less than 4.0 mils in thickness

"Recyclable paper bag" – means a paper bag that is 100 percent recyclable and contains at least 40% post–consumer recycled content, and displays the words "recyclable" and "made from 40% post-consumer recycled content" in a visible manner on the outside of the bag

Section 3 Use Regulations
(A) Polystyrene food packaging shall not be distributed, used, or sold by any retail store within the town of Southborough.

(B) Thin-film single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any retail store within the Town of Southborough.

(C) If a retail store provides or sells checkout bags to customers, the bags must be one of the following (1) recyclable paper bags, or (2) reusable checkout bags. The retail store may charge for said bags.

(D) Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, are still permissible.

(E) Violation of the By-Law to Reduce Plastic Waste: First offense – written warning; 2nd offense - $100 per offense; 3rd and subsequent offenses - $250 per offense.

Section 4 Effective Date

This bylaw shall take effect six (6) months following Town Meeting approval of the bylaw. Upon application of the owner or the owner's representative, the Board of Selectmen or their designee may exempt a retail store from the requirements of this section for a period of up to two (2) months upon a finding by the Board of Selectmen or their designee that (1) the requirements of this section would cause undue hardship; or (2) a retail store requires additional time in order to draw down an existing inventory of straws or checkout bags.

Section 5 Enforcement

DRAFT

Enforcement of this bylaw shall be the responsibility of the Board of Selectmen or their designee. The Board of Selectmen or their designee shall determine the monitoring process to be followed, which may be limited to responding to citizen reports, and incorporating the monitoring process into other town duties as appropriate. Any retail store distributing plastics in violation of this bylaw shall be subject to fines as described in Section 3 (E) above. Any such fines shall be paid to the Town of Southborough. No licenses shall be renewed for any establishment with outstanding violations under this section.

Section 6 Severability

If any provision of this bylaw is declared invalid or unenforceable the other provisions shall not be affected thereby.

; or to do or act anything in relation thereto.

Proposed by: MICHAEL WEISHAN, ET AL.
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This proposed bylaw would make a marked contribution to the heath of both the citizens of Southborough and the overall environment by banning single-use plastic bags, Polystyrene cups, straws, utensils etc. at all retail establishments in Southborough.*

ARTICLE 43: To see if the Town of Southborough will vote to strongly request that the Board of Selectmen direct DPW to conduct an analysis of Flagg Road for the purpose of instituting a commercial truck exclusion (similar to Latisquama Road), or do or act anything in relation thereto.

Proposed by: JONAS LINDEN, ET AL.
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

DRAFT

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this XX (XXth) day of February, 2021.

_____

Martin F. Healey, Chairman

_____

Lisa M. Braccio, Vice-Chairman

_____

Brian E. Shea

_____

Sam Stivers

_____

Chelsea M. Malinowski

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH

DRAFT

FY 2021 Goals - Boards and Committees.	In Progress	Recent Steps	Completed
OML training and support/training for running Open Meetings.	XX		
Promote and enforce Town Email Use Policy.	XX		
Update, consolidate and promote compliance with general policies.	XX		
Encourage and provide support for televising meetings.	XX		
Encourage and provide support for composite agendas and packets.	XX		
Enhance informational outreach and recruiting for volunteers (forum).	XX	XX	XX
Conduct public comment at beginning & end of meetings			XX
Review and update descriptions and charges.	XX		
FY 2021 Goals - Community Initiatives			
Coordinate and oversee Downtown Initiative.	XX	XX	
Coordiate communication/roundtables with local businesses.	XX		
Pursue PILOT initiatives, including community center and projects.	XX	XX	
Pursue "bike friendly" policies and explore Biking Committee.	XX	XX	
300th Anniversary planning, including Committee creation.	XX	XX	
FY 2021 Goals - Employees			
Create Employee Handbook.			
Update job descriptions for BoS staff.	XX		
BoS review of annual staff performance reviews.	XX	XX	
Review staffing and BoS office organization.	XX		XX
Analyze Personnel Board/Town Administrator authority.			XX
FY 2021 Goals - Infrastructure			
Explore municipal electric plant.			
Natl Grid parcel 54-40	XX		
Assimilate Pine Hill Rd into Town Water re: Fire (via MWRA)	XX	XX	
FY 2021 Goals - Long Range/Strategic Planning			
Explore establishing grant writing position(s).	XX		
BoS training, reporting and hiring initiatives re: diversity and inclusion.	XX		
FY 2021 Goals - Municipal Finance			
Additional approval/oversight on appropriation line items.	XX		
Schedule quarterly budget updates (Finance Director).			XX
Establish budget narratives, including long-term impacts.			
Establish BoS budget liaisons.			XX
Communicate BoS position to departments re: new FTEs.			XX
Establish long-term capital plans (with Capital Committee).	XX		XX
Explore generating additional commercial tax revenue.	XX	XX	
Identify and establish a roster of Town service contracts.	XX		XX
Review contracted services and explore re-bidding.	XX		XX
Maximize potential Covid-19 reimbursements and grants.	XX	XX	
Coordinated budget discussions with Advisory, Capital and Schools.	XX	XX	
FY 2021 Goals - Organizational			
Quarterly newsletter.	XX		
Explore public safety regional dispatch.	XX		
Evaluate organizational processes: postage; mailings; data exchanges.	XX		
Budget software implementation.			XX
Pursue policies and projects for 40B threshold.	XX	XX	
Customer service survey re: Town departments.	XX		

GOALS for Town Administrator	In progress	Completed	Recent Steps
Communication with Board of Selectmen	XX		Shared Legal folder set up for Board member access, continue to enhance contents.
Embrace authority of Town Administrator position	XX		
Assist Board of Health with staffing and vaccination plan for COVID-19	XX		Search continues for Public Nurse candidates. Colonial Gardens vaccinations successfully administered on 3/5/2021. Regional vaccination site for Boroughs site in discussions with DPH. Regional health services grant opportunity being explored.
Improve process between Building Dept. and Historical, RE: Demolition delay bylaw	XX		Meetings with Historical Commission members and Building Dept. to change point of contact and revise viewing options to only those items pertinent to Historical Commission review.
Sidewalk access to Public Safety Facility	XX		ADA self-evaluation process commenced. Sboro School buildings being added into study within available funding.
Formal reviews for other contract employees under Board of Selectmen	XX		Review for Police Chief completed and distributed.
Annual goals for department heads/contract employees under Board of Selectmen	XX		

GOALS for Town Administrator	In progress	Completed	Recent Steps
Identify service enhancements/cost reductions; grant opportunities	XX		One Stop Grant proposals being refined for April submission.
Reorganization of Selectmen Office	XX		AA position being advertised. EA and ATA revised job descriptions being sent to Personnel Board for review and approval.
Sustainability of golf course operations; renewal of management contract			CPC approval for golf project received. Executing contract with architect.

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

ADMINISTRATION

DATE: March 17, 2021

TO: Marty Healey, Board of Selectmen Chair
Mark Purple, Town Administrator

FROM: Steven Achilles, Fire Chief

RE: FY22 Revisions to Fire Department Permit Fees

The fire department is seeking the Board's support and approval to revise our current Permit Fee Schedule. For reference, the Permit Fee Schedule was last revised in November 2006. Increased revenue anticipated with the proposed revisions is estimated at $12,000.00 annually. Please refer to the attached for specific permit fee additions and increases.

I am prepared to discuss the requested revisions at your earliest convenience.

Proposed FY22 Permit Fee Schedule

	Proposed Changes	Current
Black Powder	**$10.00**	$10.00
Blasting	**$50.00**	$25.00
Cannon and mortar firing	**$10.00**	$10.00
Cutting/ welding	**$50.00**	$25.00
Dust/explosion prevention	**$25.00**	$25.00
Fire alarm non residential	**$50.00**	$25.00
Fire Alarm - Reinspection	**$25.00**	$0.00
Fireworks Display	**$50.00**	$50.00
Flammable/combustible liquid storage		
0-1000 gallons	**$50.00**	$25.00
1001-10,000 gallons	**$50.00**	$50.00
Over 10,000	**$100.00**	$100.00
Flammable gas/solid storage	**$50.00**	$50.00
LP gas above ground	**$50.00**	$25.00
LP gas underground	**$50.00**	$50.00
LP Reinspection	**$25.00**	$0.00
Oil burn euip	**$50.00**	$25.00
Oil Reinspection	**$25.00**	$0.00
Open air/brush	**$10.00**	$10.00
Smoke/CO	**$50.00**	$25.00
Tank removal	**$50.00**	$50.00
Tank install	**$50.00**	$25.00
Tank Install Reinspection	**$25.00**	$0.00
Tar Kettle	**$25.00**	$25.00
Sprinkler 0-50	**$50.00**	$50.00
Sprinkler 51-100	**$100.00**	$100.00
Sprinkler 201+	**$200.00**	$200.00
Sprinkler 101-200	**$150.00**	$150.00
Sprinkler Reinspection	**50% of Initial**	$0.00

March 12, 2021

Karen Galligan
Superintendent
Town of Southborough
Department of Public Works
147 Cordaville Road
Southborough, MA 01772

SUBJECT: MA0142; Southborough, Worcester County, Massachusetts; Improvement project on Main St and Central St at CSXT grade crossing; 547119K & 547117W; Northern Zone, Fitchburg Subdivision; QBU-30.5 & QBU-31.66
Unexecuted Preliminary Engineering Agreement Amendment No. 1 Transmittal

Dear Ms. Galligan;

Reference is made to the VHB email dated March 3, 2021 requesting an amendment to the Preliminary Engineering Agreement in order to proceed with warning device design for the subject project. Two (2) unexecuted Amendments are enclosed. The railroad Force Account Estimate covering an allowance for additional Preliminary Engineering services is included in the Amendment. This estimate does not include the cost of Construction Engineering/Inspection, Flagging Service, Signal Work relating to materials and installation, and other costs to be incurred during construction.

Please arrange for each original to be executed and return both along with a copy of the necessary advance payment to Bergmann at the following address:

Six Tower Bridge
181 Washington Street, Suite 430
Conshohocken, PA 19428

Per Section 3.3 of the Agreement, Town of Southborough shall provide additional advance payment in the amount of $44,626. These funds are to cover the anticipated additional project costs for Preliminary Engineering only. Please be advised that the advance payment is not a fee, but an advance deposit held in an account against which actual CSXT costs are assessed. If the actual costs are less than the deposit, a refund will be returned, and if the actual costs are more than the deposit, an additional deposit will be requested.

The advance payment should be made payable to "CSX Transportation" and sent with attached Payment Submission Form directly to CSXT at the following address:

P. O. Box 530192
Atlanta, GA 30353-0192

Please note that no work may begin on, over, or adjacent to the CSXT right-of-way, or that could potentially impact CSXT operations, until the following has occurred:

- The advance payment has been received by CSXT

- The plans have been reviewed and no exceptions taken
- A fully executed Construction Agreement is in place with the appropriate parties
- CSXT's notice to proceed with force account work has been received by this office
- The contractor's insurance has been approved in writing by CSXT
- The necessary construction submissions have been submitted with no exceptions taken by CSXT or its representative
- A pre-construction meeting has been held with CSXT personnel present
- A flagman is scheduled and on site
- The contractor signs Schedule I of the Construction Agreement

Please do not hesitate to contact Kevin Lewandowski or me at (610) 834-4080 with any questions regarding the above matters.

Sincerely,



Erin Goglia, PE
Project Manager – CSXT GEC

CC: BA file 9364.50
Derek Mihaly, Project Manager – CSXT Public Projects

CSXT Schedule PA

PAYMENT SUBMISSION FORM

Project Description: Southborough, Worcester County, Massachusetts; Improvement projects on Main St and Central St at CSXT grade crossings; 547119K & 547117W; Northern Zone, Fitchburg Subdivision; QBU-30.5 & QBU-31.66

CSXT OP# MA0142

****

Payment may be made via paper check or ACH/EFT payment as detailed below.
Payment due prior to work commencing.

*********Mail a Check*********

Mail this form, along with your paper check (do not send the Agreement) to the following address:

CSX Transportation, Inc.
P.O. Box 530192
Atlanta, GA 30353-0192

****

OR

*******ACH/EFT Payment*******

Submit Payment to:

CSXT Govt. Billing
P.O. Box 530192
Atlanta, GA 30353-0192

Acct # 1219082172
ACH ABA# 267084199

****

When submitting payment VIA EITHER CHECK OR ACH/EFT, send a photocopy of the check or associated ACH/EFT payment info, along with this form via email/mail to:

Project Manager II - Public Projects
4 Neshaminy Interplex, Suite 205
Trevose, Pennsylvania 19053
Derek_Mihaly@csx.com
(215) 218-3391 phone
(904) 245-3059 fax

****

(All information below to be completed by Agency providing Payment)

Sponsor Name	Payment Date	Check #	Amount

Project: MA0142; Southborough, Worcester County, Massachusetts; Improvement projects on Main St and Central St at CSXT grade crossings; 547119K & 547117W; Northern Zone, Fitchburg Subdivision; QBU-30.5 & QBU-31.66

AMENDMENT NO. 1

To Main Street and Central Street Improvement Projects Preliminary Engineering Agreement Dated May 13, 2019

CSX Transportation, Inc., a Virginia corporation with its principal place of business in Jacksonville, Florida ("**CSXT**"), and the TOWN OF SOUTHBOROUGH, a political subdivision of the Commonwealth of Massachusetts ("**Agency**"), hereby agree to amend the Preliminary Engineering Agreement between Agency and CSXT dated May 13, 2019 (the "**Agreement**") in accordance with the terms of this Amendment No. 1, which shall be effective as of the date the last signature is affixed hereto.

Pursuant to Section 8 of the Agreement, CSXT and Agency desire to amend the Agreement as follows:

A. Amend the first sentence of Section 3.2 to read:

> "CSXT has estimated the total Reimbursable Expenses for the Project to be approximately $61,236 (the "**Estimate**" as amended or revised.)"

B. The Estimate attached to the Agreement is hereby deleted and replaced with the Estimate attached to this Amendment No. 1 as Attachment 1.

C. Capitalized terms used but not defined in this Amendment No. 1 shall have the same meaning as defined in the Agreement.

D. Except as amended by this Amendment No. 1, the Agreement remains in full force and effect in accordance with its terms.

IN WITNESS WHEREOF, the Parties have caused this Amendment No. 1 to be executed, each by its duly authorized officers.

TOWN OF SOUTHBOROUGH

By: _____
Name: _____
Title: _____
Date: _____

CSX TRANSPORTATION, INC.

By: _____
Name: _____
Title: _____
Date: _____

ATTACHMENT 1

ACCT. CODE : 709 - MA0142 **Form Revision** 10/07/19

ESTIMATE SUBJECT TO REVISION AFTER: **3/9/2022** **DOT NO.:** 547119K
CITY: Southborough **COUNTY:** Worcester **STATE:** MA
DESCRIPTION: Improvement project on Main St and Central St at CSXT grade crossing

ZONE: Northern **SUB-DIV:** Fitchburg **MILE POST:** QBU-30.50
AGENCY PROJECT NUMBER:

	PRELIMINARY ENGINEERING:					
212	Contracted & Administrative Engineering Services				$	32,000
	Subtotal				**$**	**32,000**
	CONSTRUCTION ENGINEERING/INSPECTION:					
212	Contracted & Administrative Engineering Services				$	-
	Subtotal				**$**	**-**
	FLAGGING SERVICE: (Contract Labor)					
70	Labor (Conductor-Flagman)		Days @	$ 350.00	$	-
50	Labor (Foreman/Inspector)		Days @	$ 504.00	$	-
70	Additive	187.00% (Transportation Department)			$	-
50	Additive	222.00% (Engineering Department)			$	-
	Subtotal				**$**	**-**
	SIGNAL & COMMUNICATIONS WORK:				**$**	**23,669**
	TRACK WORK:				**$**	**-**
	PROJECT SUBTOTAL:				**$**	**55,669**
900	**CONTINGENCIES:**	10.00%			$	5,567
	PROJECT TOTAL:	**********			$	61,236
	CURRENT AUTHORIZED BUDGET:	**********			$	16,610
	TOTAL SUPPLEMENT REQUESTED:	**********			**$**	**44,626**

DIVISION OF COST:

Agency	100.00%	$	44,626
Railroad		$	-

This estimate has been prepared based on site conditions, anticipated work duration periods, material prices, labor rates, manpower and resource availability, and other factors known as of the date prepared. The actual cost for CSXT work may differ based upon the agency's requirements, their contractor's work procedures, and/or other conditions that become apparent once construction commences or during the progress of the work

Office of Chief Engineer Public Projects--Jacksonville, Florida

Estimated prepared by: Bergmann **Approved by:** *DSM* **CSXT Public Project Group**
DATE: 08/06/18 **REVISED:** 03/09/21 **DATE:** 03/12/21

BERGMANN
ARCHITECTS ENGINEERS PLANNERS

Providing Engineering Services for CSX How tomorrow moves

May 17, 2019

Karen Galligan
Superintendent
Town of Southborough
Department of Public Works
147 Cordaville Road
Southborough, MA 01772

Subject: MA0142; Southborough & Southborough, Worcester & Worcester, Massachusetts; Improvement project on Main St and Central St at CSXT grade crossing; 547119K & 547117W; Albany & Albany; QBU-30.5 & QBU-31.66
Fully Executed Preliminary Engineering Agreement Transmittal

Dear Ms. Galligan;

Reference is made to the Bergmann letter dated April 8, 2019 transmitting the unexecuted revised Preliminary Engineering Agreement for the subject project. Enclosed, please find one (1) original Agreement fully executed by CSXT for the Town of Southborough records.

Please note that no work may begin on, over, or adjacent to the CSXT right-of-way, or that could potentially impact CSXT operations, until the following has occurred:

- The plans have been reviewed and no exceptions taken
- CSXT's notice to proceed with force account work has been received by this office
- The contractor's insurance has been approved in writing by CSXT
- The necessary construction submissions have been submitted with no exceptions taken by CSXT or its representative
- A pre-construction meeting has been held with CSXT personnel present
- A flagman is scheduled and on site
- The contractor signs Schedule I of the Preliminary Engineering/Construction Agreement

Please do not hesitate to contact Kevin Lewandowski or me at (610) 834-4080 with any questions regarding the above matters.

Sincerely,

Erin M. Goglia

Erin Goglia, PE
Project Manager – CSXT GEC

cc: BA file 9363.50

Six Tower Bridge, Suite 430
181 Washington St.
Conshohocken, PA 19428

TEL: 610.834.4080
www.bergmannpc.com

Project: Southborough, Worcester County, Massachusetts, Improvement projects on Main Street and Central Street at CSXT grade crossings, MP QBU-30.50 & QBU-31.68, DOT# 547 119 K & 547 117 W, Albany Zone, Fitchburg Subdivision
CSXT OP# MA0142

PRELIMINARY ENGINEERING AGREEMENT

This Preliminary Engineering Agreement (this "**Agreement**") is made as of May 13, 2019 by and between CSX TRANSPORTATION, INC., a Virginia corporation with its principal place of business in Jacksonville, Florida ("**CSXT**"), and the TOWN OF SOUTHBOROUGH, a political subdivision of the Commonwealth of Massachusetts ("**Agency**").

EXPLANATORY STATEMENT

1. Agency wishes to facilitate the development of the proposed improvement projects on Main Street and Central Street at CSXT grade crossings, Southborough, Worcester County, Massachusetts, DOT Numbers: 547119K & 547117W, QBU-30.50 & QBU-31.68, Albany Zone, Fitchburg Subdivision (the "**Project**").

2. Agency has requested that CSXT proceed with certain necessary engineering and/or design services for the Project to facilitate the parties' consideration of the Project.

3. Subject to the approval of CSXT, which approval may be withheld for any reason directly or indirectly related to safety or CSXT operations, property, or facilities, the Project is to be constructed, if at all, at no cost to CSXT, under a separate construction agreement to be executed by the parties at a future date.

NOW, THEREFORE, for and in consideration of the foregoing Explanatory Statement and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the parties agree as follows:

1. Scope of Work

1.1. Generally. The work to be done by CSXT under this Agreement shall consist of: (i) the preparation or review and approval of preliminary and final engineering and design plans, specifications, drawings, agreements and other documents pertaining to the Project, (ii) the preparation of cost estimates for CSXT's work in connection with the Project, and (iii) the review of construction cost estimates, site surveys, assessments, studies, agreements and related construction documents submitted to CSXT by Agency for the Project (collectively, the "**Engineering Work**"). Engineering Work may also include office reviews, field reviews, attending hearings and meetings, and preparing correspondence, reports, and other documentation in connection with the Project. Nothing contained in this Agreement shall oblige CSXT to perform work which, in CSXT's opinion, is not relevant to CSXT's participation in the Project.

1.2. Effect of CSXT Approval or Preparation of Documents. By its review, approval or preparation of plans, specifications, drawings or other documents pursuant to this Agreement (collectively, the "**Plans**"), CSXT signifies only that the Plans and the Project proposed to be constructed in accordance with the Plans satisfy CSXT's requirements. CSXT expressly disclaims all other representations and warranties in connection with the Plans, including, but not limited to, the integrity, suitability or

fitness for the purposes of Agency or any other persons of such Plans or the Project constructed in accordance with the Plans.

2. Project Construction. Nothing contained in this Agreement shall be deemed to constitute CSXT's approval of or consent to the construction of the Project, which approval or consent may be withheld for any reason directly or indirectly related to safety or CSXT operations, property, or facilities. The Project if constructed is to be constructed, if at all, under a separate construction agreement to be executed by the parties at a future date.

3. Reimbursement of CSXT Expenses.

3.1. Reimbursable Expenses. Agency shall reimburse CSXT for all costs and expenses incurred by CSXT in connection with the Engineering Work, including, without limitation: (i) all out of pocket expenses, (ii) travel and lodging expenses, (iii) telephone, facsimile, and mailing expenses, (iv) costs for equipment, tools, materials and supplies, (v) sums paid to consultants and subcontractors, and (vi) labor, together with labor overhead percentages established by CSXT pursuant to applicable law (collectively, the "**Reimbursable Expenses**").

3.2. Estimate. CSXT has estimated the total Reimbursable Expenses for the Project to be approximately $16,610 (the "**Estimate**" as amended or revised). In the event CSXT anticipates that actual Reimbursable Expenses may exceed such Estimate, it shall provide Agency with the revised Estimate of total Reimbursable Expenses for Agency's approval and confirmation that sufficient funds have been appropriated to cover the total Reimbursable Expenses as reflected in the revised Estimate. CSXT may elect, by delivery of notice to Agency, to immediately cease all further Engineering Work, unless and until Agency provides such approval and confirmation.

3.3. Payment Terms.

3.3.1. Advance Payment in Full. Upon execution and delivery of this Agreement by Agency, Agency will deposit with CSXT a sum equal to the Reimbursable Expenses, as shown by the Estimate. Agency shall pay CSXT for Reimbursable Expenses in the amount set forth in **CSXT Schedule PA** attached hereto, a copy of which shall accompany the advance payment. If CSXT anticipates that it may incur Reimbursable Expenses in excess of the deposited amount, CSXT will request an additional deposit equal to the then remaining Reimbursable Expenses which CSXT estimates that it will incur. CSXT shall request such additional deposit by delivery of invoices to Agency. Agency shall make such additional deposit within thirty (30) days following delivery of such invoice to Agency.

3.3.2. Following completion of all Engineering Work, CSXT shall reconcile the total Reimbursable Expenses incurred by CSXT against the total payments received from Agency and shall submit to Agency a final invoice if required. Agency shall pay to CSXT the amount by which actual Reimbursable Expenses exceed total payments, as shown by the final invoice, within thirty (30) days following delivery to Agency of the final invoice. CSXT will provide a refund of any unused deposits if the deposit exceeds the incurred Reimbursable Expenses for the Project.

3.3.3. In the event that Agency fails to pay CSXT any sums due CSXT under this Agreement: (i) Agency shall pay CSXT interest at the lesser of 1.0% per month or the maximum rate of interest permitted by applicable law on the delinquent amount until paid in full; and (ii) CSXT may elect, by delivery of notice to Agency: (A) to immediately cease all further work on the Project, unless and until Agency pays the entire delinquent sum, together with accrued interest; and/or (B) to terminate this Agreement.

3.4. Effect of Termination. Agency's obligation to pay CSXT Reimbursable Expenses in accordance with this Section shall survive termination of this Agreement for any reason.

4. Appropriations. Agency represents to CSXT that: (i) Agency has obtained appropriations sufficient to reimburse CSXT for the Reimbursable Expenses encompassed by the initial Estimate; (ii) Agency shall use its best efforts to obtain appropriations necessary to cover Reimbursable Expenses encompassed by subsequent Estimates approved by Agency; and (iii) Agency shall promptly notify CSXT in the event that Agency is unable to obtain such additional appropriations.

5. Termination.

5.1. By Agency. Agency may terminate this Agreement, for any reason, by delivery of notice to CSXT. Such termination shall become effective upon the expiration of fifteen (15) calendar days following delivery of notice to CSXT or such later date designated by the notice.

5.2. By CSXT. CSXT may terminate this Agreement (i) as provided pursuant to Section 3.3.3., or (ii) upon Agency's breach of any of the terms of, or its obligations under, this Agreement and such breach continues without cure for a period of ninety (90) days after written notification from CSXT to Agency of such breach.

5.3. Consequences of Termination. If the Agreement is terminated by either party pursuant to this Section or any other provision of this Agreement, the parties understand that it may be impractical to immediately stop the Engineering Work. Accordingly, both parties agree that, in such instance a party may continue to perform Engineering Work until it has reached a point where it may reasonably and/or safely suspend the Engineering Work. Agency shall reimburse CSXT pursuant to this Agreement for the Engineering Work performed, plus all costs reasonably incurred by CSXT to discontinue the Engineering Work and all other costs of CSXT incurred as a result of the Project up to the time of full suspension of the Engineering Work. Termination of this Agreement or Engineering Work on the Project, for any reason, shall not diminish or reduce Agency's obligation to pay CSXT for Reimbursable Expenses incurred in accordance with this Agreement. In the event of the termination of this Agreement or the Engineering Work for any reason, CSXT's only remaining obligation to Agency shall be to refund to Agency payments made to CSXT in excess of Reimbursable Expenses in accordance with Section 3.3.2.

6. Subcontracts. CSXT shall be permitted to engage outside consultants, counsel and subcontractors to perform all or any portion of the Engineering Work.

7. Notices. All notices, consents and approvals required or permitted by this Agreement shall be in writing and shall be deemed delivered (i) on the expiration of three (3) days following mailing by first class U.S. mail, (ii) on the next business day following mailing by a nationally recognized overnight carrier, or (iii) on the date of transmission, as evidenced by written confirmation of successful transmission, if by facsimile or other electronic transmission if sent on a business day (or if not sent on a business day, then on the next business day after the date sent), to the parties at the addresses set forth below, or such other addresses as either party may designate by delivery of prior notice to the other party:

If to CSXT: CSX Transportation, Inc.
500 Water Street, J301
Jacksonville, Florida 32202
Attention: Director Project Management – Public Projects

If to Agency: Town of Southborough
Department of Public Works
17 Common Street
Southborough, Massachusetts 01772
Attention: Karen Galligan

8. Entire Agreement: This Agreement embodies the entire understanding of the parties, may not be waived or modified except in a writing signed by authorized representatives of both parties, and supersedes all prior or contemporaneous written or oral understandings, agreements or negotiations regarding its subject matter. In the event of any inconsistency between this Agreement and the Exhibits, the more specific terms of the Exhibits shall be deemed controlling.

9. Waiver. If either party fails to enforce its respective rights under this Agreement, or fails to insist upon the performance of the other party's obligations hereunder, such failure shall not be construed as a permanent waiver of any rights or obligations in this Agreement.

10. Assignment. CSXT may assign this Agreement and all rights and obligations herein to a successor in interest, parent company, affiliate, or future affiliate. Upon assignment of this Agreement by CSXT and the assumption by CSXT's assignee of CSXT's obligations under this Agreement, CSXT shall have no further obligations under this Agreement. Agency shall not assign its rights or obligations under this Agreement without CSXT's prior written consent, which consent may be withheld for any reason.

11. Applicable Law. This Agreement shall be governed by the laws of the Commonwealth of Massachusetts, exclusive of its choice of law rules. The parties further agree that the venue of all legal and equitable proceedings related to disputes under this Agreement shall be situated in Duval County, Florida, and the parties agree to submit to the personal jurisdiction of any State or Federal court situated in Duval County, Florida.

Project: Southborough, Worcester County, Massachusetts, Improvement projects on Main Street and Central Street at CSXT grade crossings, MP QBU-30.50 & QBU-31.68, DOT# 547 119 K & 547 117 W, Albany Zone, Fitchburg Subdivision
CSXT OP# MA0142

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in duplicate, each by its duly authorized officers, as of the date of this Agreement.

TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS

By: Karen Galligan
Print Name: Karen Galligan
Title: DPW superintendent

CSX TRANSPORTATION, INC.

By: Tony C. Bellamy
Tony C. Bellamy
Director Project Management – Public Projects

ACCT. CODE : 709 - MA0142 | Form Revision 06/18/18

ESTIMATE SUBJECT TO REVISION AFTER: 2/2/2019 **DOT NO.:** 547 119 K
CITY: Southborough **COUNTY:** Worcester **STATE:** MA
DESCRIPTION: Improvement project on Main St and Central St at CSXT grade crossing

REGION: Albany **SUB-DIV:** Fitchburg **MILE POST:** QBU-30.50
AGENCY PROJECT NUMBER:

	PRELIMINARY ENGINEERING:						
212	Contracted & Administrative Engineering Services					$	15,100
	Subtotal					**$**	**15,100**
	CONSTRUCTION ENGINEERING/INSPECTION:						
212	Contracted & Administrative Engineering Services					$	-
	Subtotal					**$**	**-**
	FLAGGING SERVICE: (Contract Labor)						
70	Labor (Conductor-Flagman)		0	Days @	$ 350.00	$	-
50	Labor (Foreman/Inspector)		0	Days @	$ 504.00	$	-
70	Additive	209.30% (Transportation Department)				$	-
50	Additive	188.70% (Engineering Department)				$	-
230	Expenses	(Engineering Department)	0	Days @	$ 75.00	$	-
230	Expenses	(Transportation Department)	0	Days @	$ 45.00	$	-
	Subtotal					**$**	**-**
	SIGNAL & COMMUNICATIONS WORK:					$	-
	TRACK WORK:					$	-
	PROJECT SUBTOTAL:					**$**	**15,100**
900	**CONTINGENCIES:**	10.00%				$	1,510
	PROJECT TOTAL:	**********				$	16,610
	CURRENT AUTHORIZED BUDGET:	**********				$	-
	TOTAL SUPPLEMENT REQUESTED:	**********				**$**	**16,610**

DIVISION OF COST:

Agency	100.00%	$	16,610
Railroad	0.00%	$	-

This estimate has been prepared based on site conditions, anticipated work duration periods, material prices, labor rates, manpower and resource availability, and other factors known as of the date prepared. The actual cost for CSXT work may differ based upon the agency's requirements, their contractor's work procedures, and/or other conditions that become apparent once construction commences or during the progress of the work

Office of Chief Engineer Public Projects--Jacksonville, Florida

Estimated prepared by: Bergmann **Approved by:** *DSM* **CSXT Public Project Group**
DATE: 08/06/18 **REVISED:** **DATE:** 12/10/18

MEMORANDUM

TO: BOARD OF SELECTMEN

FROM: VANESSA HALE, ASSISTANT TOWN ADMINISTRATOR

SUBJECT: IT MANAGER

DATE: MARCH 19, 2021

I would respectfully request that the Board of Selectmen appoint Jason Montijo as the Town's next IT Manager.

The Interview Panel consisted of Chief Achilles, Matt Probst [MTC Chair] and myself [first round], as well as Mark Purple, Brian Ballantine and Tom Laflamme [second round]. We are grateful Tom was so helpful [while in his new position] as he conducted a Zoom interview with the finalist and gave him a virtual tour of his office.

Mr. Purple and I do recommend we start Mr. Montijo at $101,000 annually, which is budgeted. Since it is above the mid-point, it requires the approval of the Personnel Board and they are due to have a special meeting at 4 p.m. on Monday, March 22, 2021.

We are confident his skill set is very strong and that he possesses the knowledge required, as well as the ability, to take over the project management of the coming years in this critical department. Lt. Newell has completed an advanced background check since this person will have access to very confidential systems and has given me his approval.

After a successful appointment and pre-employment physical, we anticipate Mr. Montijo will be able to start in late April.

Thank you for your consideration.

COMMONWEALTH OF MASSACHUSETTS

WORCESTER, ss.

SUPERIOR COURT
CIVIL ACTION
NO. 2085CV00382

LOUISE BARRON & others[1]

vs.

DANIEL L. KOLENDA[2] & others[3]

MEMORANDUM OF DECISION AND ORDER ON DEFENDANTS' MOTION FOR JUDGMENT ON THE PLEADINGS

Plaintiff Louise Barron ("Barron"), sued defendant Daniel Kolenda ("Kolenda"), and other individuals, each individually and as a member of the Southborough Board of Selectmen ("Board"), and the Town of Southborough ("Town") (collectively, "defendants"), alleging civil rights violations after Kolenda publicly chastised Barron and unilaterally adjourned a 2018 Board meeting. Barron asserted several tort-based claims against Kolenda, individually. In addition, Barron, along with plaintiffs Jack Barron and Arthur St. Andre, sued the Board for violating the Open Meeting Law and challenged the Board's public participation policy as unconstitutional under Massachusetts law. The defendants have moved for judgment on the pleadings under Mass. R. Civ. P. 12(c). For the reasons discussed below, the defendants' motion is ALLOWED.

147.

BACKGROUND

The facts are taken from the plaintiffs' first amended complaint. The court assumes the factual allegations in the first amended complaint to be true. *Iannacchino* v. *Ford Motor Co.*, 451 Mass. 623, 625 n.7 (2008).

[1] Jack Barron and Arthur St. Andre
[2] Individually, and as a member of the Southborough Board of Selectmen
[3] Brian Shea, Marty Healey, Lisa Braccio, and Sam Stivers, individually, and as members of the Southborough Board of Selectmen, and The Town of Southborough

Entered and Copies Mailed 3/9/21

On December 4, 2018, Barron attended a Board meeting at the Southborough Town Hall. During the meeting, the Town's Treasurer/Collector presented on the Town's budget for the following fiscal year. The presentation concerned topics related to potential tax increases.

After the budget presentation, the Board reviewed meeting minutes that it had failed to timely review and approve as required by the Open Meeting Law ("OML"), G. L. c. 30A, §§ 18-25. During that review, the Town Administrator noted that the Massachusetts Attorney General's Office had recently determined that the Board had committed dozens of OML violations.

Near the end of the meeting, Kolenda began the public comment period. The Board had adopted a policy entitled "Public Participation at Public Meetings" ("policy") which states:

> "All remarks and dialogue in public meetings must be respectful and courteous, free of rude, personal or slanderous remarks. Inappropriate language and/or shouting will not be tolerated. Furthermore, no person may offer comment without permission of the Chair, and all persons shall, at the request of the Chair, be silent. No person shall disrupt the proceedings of a meeting.
>
> Finally, while it true that State law provides that the Chair may order a disruptive person to withdraw from a meeting (and, if the person does not withdraw, the Chair may authorize a constable or other officer to remove the person from the meeting), it is the position of the [Board] that no meeting should ever come to that point."[4]

Before opening the meeting for public comment, Kolenda re-read the following portion of the Board's public participation policy: "All remarks must be respectful and courteous, free of rude, personal or slanderous remarks."

Soon after, Barron approached the audience lectern with a homemade sign. The sign read on one side "Stop Spending," and on the other side "Stop Breaking Open Meeting Law." Barron began her time by voicing her objection to the proposed budget increases discussed earlier in the

[4] The policy is not attached to the plaintiffs' amended complaint but is Exhibit 1 to the defendants' motion for judgment on the pleadings. The court has considered this exhibit in deciding this motion. See *Marram* v. *Kobrick Offshore Fund, LTD.*, 442 Mass. 43, 45 n.4 (2004) (court may rely on document outside pleadings without converting motion to dismiss into one for summary judgment, when plaintiff had notice of document and relied on it in framing complaint).

meeting and expressed her view that the Board had engaged in irresponsible spending. Barron later turned to the Board's OML violations. In response to one of Kolenda's earlier comments about the Board's violations, Barron stated:

> "And you say you're just merely volunteers and I appreciate that, but you've still broken the law with Open Meeting Law and that is not the best you can do. And when you say 'this is the best we can do' I know it's not easy to be volunteers in town but breaking the law is breaking the law."

Kolenda then interrupted Barron and said, "So ma'am if you want to slander town officials who are doing their very best . . . then we're going to go ahead and stop this public comment session now and go into recess." Barron responded and said, "You need to stop being a Hitler. You're a Hitler. I can say anything I want." This prompted Kolenda to stand up and state, "We are moving into recess," ending the public comment session at that time.

According to the first amended complaint, Kolenda unilaterally ended the Board's meeting and did not motion to move into recess or to end the Board's meeting, nor did any other present Board member. The Board took no vote to adjourn, suspend, or otherwise discontinue the meeting. Instead, Kolenda allegedly signified that the video recording of the meeting should stop. Kolenda then touched the power button on his microphone, presumably shutting off the audio. Kolenda then began to yell at Barron. This was video recorded only, as the audio feed for the Town's public access channel had cut at that time. According to the complaint, during the silent video broadcast, Kolenda stands up and angrily points and yells in Barron's direction. Kolenda allegedly yelled at Barron "You're disgusting! You're disgusting! You're disgusting!" and then threatened to have Barron "escorted out" of the Board's meeting. Barron later left the meeting voluntarily.

At the Board's next meeting, on December 18th, the Board reviewed the draft minutes from its December 4th meeting. The draft minutes allegedly falsely state that "Kolenda moved the meeting to adjournment at 9:06 P.M., seconded by Mrs. Phaneuf." The draft minutes also did not

mention Kolenda's alleged outburst toward Barron. While discussing the draft minutes, Selectmen Brian Shea ("Shea") reportedly noted that he heard Kolenda state that the Board was "going into recess" before ending the public comment period. Selectwoman Bonnie Phanuef also allegedly noted that Kolenda had "adjourned the meeting" on December 4th. The Board later approved the draft minutes of its December 4th meeting by a unanimous vote. This suit followed.

DISCUSSION

Barron sued Kolenda, Shea, and selectwoman Lisa Braccio ("Braccio"), both individually and as members of the Board, under the Massachusetts Civil Rights Act ("MCRA") for violating her civil rights (Count I). Barron also sued Kolenda, individually, for negligent infliction of emotional distress (Count II), intentional infliction of emotional distress (Count III), and defamation (Count IV). The plaintiffs also sued the Board under G. L. c. 30A, § 23(f), for violating the Open Meeting Law (Count V), and seek a declaration against the Board and the Town that the Board's policy violates the Massachusetts Declaration of Rights (Count VI). The defendants move for judgment on the pleadings under Mass. R. Civ. P. 12(c).

I. Legal Standard

A motion for judgment on the pleadings under Mass. R. Civ. P. 12(c) is "actually a motion to dismiss . . . [that] argues that the complaint fails to state a claim upon which relief can be granted." *Jarosz v. Palmer*, 436 Mass. 526, 529 (2002) (citation omitted). The court will grant a motion for judgment on the pleadings "if a plaintiff fails to present sufficient facts in the complaint to support the legal claims made." *Flomenbaum* v. *Commonwealth*, 451 Mass. 740, 742 (2008). To survive dismissal, a complaint must plead more than "labels and conclusions" and allege facts with "enough heft to show that the pleader is entitled to relief." *Iannacchino*, 451 Mass. at 636 (quotation omitted).

II. General Laws c. 12, §§ 11I and 11H, Violation of Article XIX – Count I

Barron first sues Kolenda, Shea, and Braccio, individually and as Board members, under G. L. c. 12, §§ 11I, 11H, of the MCRA for violating her civil rights under Article XIX of the Massachusetts Declaration of Rights. This argument lacks merit.

Article XIX of the Massachusetts Declaration of Rights provides all Massachusetts residents with the "right, in an orderly and peaceable manner, to assemble to consult upon the common good; give instructions to their representatives, and to request of the legislative body, by the way of addresses, petitions, or remonstrances, redress of the wrongs done to them, and of the grievances they suffer." "To establish a claim under the [MCRA], 'a plaintiff must prove that (1) the exercise or enjoyment of some constitutional or statutory right; (2) has been interfered with, or attempted to be interfered with; and (3) such interference was by threats, intimidation, or coercion.'" *Glovsky* v. *Roche Bros. Supermarkets. Inc.*, 469 Mass. 752, 762 (2014). The issue here is whether Barron has alleged facts to show that Kolenda, Braccio, and Shea tried to interfere with or deprived her of a constitutional right by threats, intimidation, or coercion. See *id.*

Under the MCRA, "a 'threat' consists of 'the intentional exertion of pressure to make another fearful or apprehensive of injury or harm'; 'intimidation' involves 'putting in fear for the purpose of compelling or deterring conduct'; and 'coercion' is 'the application to another of such force, either physical or moral, as to constrain [them] to do against [their] will something [they] would not otherwise have done." *Id.* at 762-763, citing *Haufler* v. *Zotos*, 446 Mass. 489, 505 (2006). "Generally, by itself, a threat to use lawful means to reach an intended result is not actionable under [G. L. c. 12,] § 11I." *Sena* v. *Commonwealth*, 417 Mass. 250, 263 (1994) (citation omitted). And a direct deprivation of rights, even if unlawful, that is accomplished without threats, intimidation, or coercion is also not actionable under the MCRA. See *Swanset Dev. Corp.* v. *City*

of Taunton, 423 Mass. 390, 396 (1996).

A. Barron's Claims Against Kolenda, Braccio, and Shea as Board Members

Public officials must be sued in their individual capacities to be found liable under the MCRA. See *Howcroft* v. *Peabody*, 51 Mass. App. Ct. 573, 593 (2001), citing *O'Malley* v. *Sheriff of Worcester Cnty.*, 415 Mass. 132, 141 n.13 (1993) ("[T]o avoid a State's sovereign immunity to a damages suit, a plaintiff must sue the State official in [their] individual and not [their] official capacity."). For that reason, Count I of the complaint is dismissed as to defendants Kolenda, Braccio, and Shea in their official capacities as members of the Board.

B. Barron's Claims Against Braccio and Shea, Individually

Barron's claims against Braccio and Shea, individually, also fail. The only allegations under Count I of the amended complaint that could reasonably be attributed to Braccio and Shea is Barron's allegation that the Board accepted Kolenda's conduct through its silence and its adoption of allegedly false meeting minutes. This conduct is a far cry from the "threats, intimidation or coercion" needed to sustain a claim under the MCRA. As a result, Count I also fails to state a claim upon which relief can be granted against Braccio and Shea, individually.

C. Barron's Claim Against Kolenda, Individually

As to Kolenda, Barron contends that he interfered with her constitutional rights by "silencing her, verbally and physically intimidating her, and threatening to have her forcibly removed from the Board's meeting." Barron's allegations fail to show that Kolenda deprived or attempted to interfere with her rights through "threats," "intimidation," or "coercion."

First, Kolenda's threat to have Barron "escorted out" of the Board's meeting was a threat to use lawful means to remove Barron after she called him "Hitler" twice. This is not actionable under § 12I. See G. L. c. 30A, § 20(g) ("If, after clear warning from the chair, a person continues

to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize [an officer] to remove the person from the meeting."); *Sena*, 417 Mass. at 263 (officer's statement that he would have warrants next time he saw the plaintiffs was an implicit threat to arrest the plaintiffs through lawful means).

Second, Kolenda's alleged outburst toward Barron could not be reasonably understood as Kolenda seeking to "intimidate" Barron to deter her from exercising her constitutional rights. See *Glovsky*, 469 Mass. at 763 ("[Courts] employ a reasonable person standard in determining whether a defendant's conduct constitutes such threats, intimidation, or coercion."). Any reasonable observer would understand that Kolenda's conduct and statements directed toward Barron was his reaction to Barron twice accusing him of being "a Hitler." It was not Kolenda trying to place Barron "in fear for the purpose of compelling or deterring conduct." *Id.*

Lastly, there are insufficient facts alleged to permit the inference that Kolenda acted to coerce Barron from exercising her rights. Kolenda did not apply "physical or moral force" against Barron to constrain her from acting in a way she otherwise would have. Nor did Kolenda compel or attempt to compel Barron to act in a way she otherwise would not have. Thus, even if Kolenda's alleged conduct was unlawful, it does not amount to coercion. See *Currier* v. *National Bd. of Med. Examiners*, 462 Mass. 1, 13 (2012) ("We have determined that the direct violation of a right by itself is not the equivalent of coercion.").

In conclusion, because the first amended complaint fails to allege conduct by Kolenda that could plausibly amount to "threats, intimidation, or coercion" under the MCRA, Count I of the amended complaint fails to state a claim upon which relief can be granted. See *Glovsky*, 469 Mass. at 763 ("A claim under the [MCRA] is properly dismissed where the allegations in the plaintiff's complaint fail to satisfy this standard.").

III. Barron's Tort Claims

Barron next alleges three tort claims against Kolenda based on his conduct at the Board's December 4th meeting. All three claims lack merit.

A. Negligent Infliction of Emotional Distress – Count II

Barron contends that Kolenda negligently caused her to suffer from emotional distress when he called her "disgusting" and threatened to have her physically removed from the Board's meeting. The Massachusetts Tort Claims Act ("MTCA") provides that no public employee "shall be liable for any injury or loss of property or personal injury or death caused by [their] negligent or wrongful act or omission while acting within the scope of [their] office or employment . . . ." G. L. c. 258, § 2. During Kolenda's alleged outburst directed at Barron, he was serving as acting Chair of the Board and is therefore immune from liability for claims of negligence. See *McNamara* v. *Honeyman*, 406 Mass. 43, 46 (1989). Count II of the first amended complaint is dismissed.

B. Intentional Infliction of Emotional Distress – Count III

Barron next contends that Kolenda's outburst toward her at the December 4th meeting amounted to extreme and outrageous conduct that he knew would cause Barron to suffer from emotional distress and suffer from damages.

"The standard for making a claim of intentional infliction of emotional distress is very high." *Polay* v. *McMahon*, 468 Mass. 379, 385 (2014) (citation omitted). To establish this claim, Barron must show "(1) that [Kolenda] intended, knew, or should have known that his conduct would cause emotional distress; (2) that the conduct was extreme and outrageous; (3) that the conduct caused emotional distress; and (4) that the emotional distress was severe." *Id.* (citation omitted). "Conduct qualifies as extreme and outrageous only if it goes beyond all possible bounds of decency, and is regarded as atrocious, and utterly intolerable in a civilized community." *Id.* at

386. (citation and internal quotation marks omitted).

Kolenda's reaction to Barron openly denouncing him as "Hitler" twice was not "beyond all possible bounds of decency," nor was it "atrocious" or "utterly intolerable." See *id.* The court concludes that the facts alleged cannot sustain this claim and therefore Count III is dismissed. *Id.* ("A judge may a grant a motion to dismiss where the conduct alleged in the complaint does not rise to [the extreme and outrageous] level." [citation omitted]).

C. Defamation – Count IV

Barron next sues Kolenda for defamation based on his statement regarding Barron slandering members of the Board after Barron brought up the Board's OML violations at the December 4th meeting. Barron alleges that Kolenda labeled her as a liar at a publicly broadcasted meeting when he knew her statements were true given the attorney general's then-recent determination that the Board had committed several OML violations.

"Statements made by public officials while performing their official duties are conditionally privileged . . . ." *Barrows* v. *Wareham Fire Dist.*, 82 Mass. App. Ct. 623, 630 (2012). "[A] publisher is conditionally privileged to publish defamatory material . . . if the publisher and the recipient share a common interest 'and the communication is of a kind reasonably calculated to protect or further it.'" *Sklar* v. *Beth Israel Deaconess Med. Ctr.*, 59 Mass. App. Ct. 550, 558 (2003) (citation omitted). A conditional privilege can be forfeited by publication "with knowledge of falsity or with reckless disregard of the truth," "unnecessary, unreasonable or excessive publication," or "when it is determined that the defendant has acted with actual malice." *Barrows*, 82 Mass. App. Ct. at 631.

Kolenda made his comment—or, as argued by the defendants, his warning—about Barron slandering members of the board while in his official capacity as acting Chair of the Board. His

statement concerned the Board's policy, which requires speakers' remarks to be respectful and free from "rude, personal or slanderous remarks." The public has a common shared interest in the Board's policies and its meetings. Kolenda's statement can be reasonably calculated to protect or further that interest through the enforcement of—or warning about—the Board's policies at its meeting. The plaintiffs' first amended complaint lacks persuasive allegations that could show that Kolenda abused and lost his conditional privilege by making the statement with knowledge and reckless disregard for the truth, or with actual malice. The court is also not persuaded that Kolenda's statement "could be reasonably understood as an assertion of actual fact about" Barron. See *Tech Plus, Inc.* v. *Ansel*, 59 Mass. App. Ct. 12, 26 (2003) (plaintiff could not recover under defamation when statements could not reasonably be understood as assertions of fact about the plaintiff). Count IV is also dismissed.

IV. The Board's Alleged Violation of the Massachusetts Open Meeting Law – Count V

The plaintiffs next contend that the defendants violated the OML by ending the audio and video feed of the Board's meeting, and by later approving false Board meeting minutes. Because Barron has already filed OML complaints with the Attorney General's Office for the same alleged conduct at issue, Count V is barred and must be dismissed.

General Laws c. 30A, § 23(b), provides a mechanism for a party to enforce the OML. At least thirty days before filing a complaint with the attorney general, a party must file a written complaint with the public body "setting forth the circumstances which constitute the alleged [OML] violation and giving the body an opportunity to remedy the alleged violation[.]" G. L. c. 30A, § 23(b). The public body is then required to send a copy of the complaint to the attorney general within fourteen days. Once received, the attorney general must determine whether there has been an OML violation. See G. L. c. 30A, § 23(c). "As an *alternative* to the procedure in

subsection (b), the attorney general or 3 or more registered voters may initiate a civil action to enforce the open meeting law." G. L. c. 30A, § 23(f) (emphasis added).

On August 5, 2019, the Attorney General's Office issued a decision in response to two OML complaints filed by Barron about the Board's December 4th and December 18th meetings.[5] Barron's arguments in the two referenced complaints nearly mirror those made under Count V. The Attorney General's Office determined that the Board did not violate the OML. The court takes judicial notice of this public document only to establish that Barron has filed OML complaints related to this action with the attorney general. A party aggrieved by an order issued under G. L. c. 30A, § 23, may obtain judicial review through an action in the Superior Court under G. L. c. 249, § 4, within sixty days after the "proceeding complained of." G. L. c. 249, § 4. Barron chose not to appeal the attorney general's August 2019 decision. This court has held that a party may not "avail themselves of the provisions of [G. L. c. 30A, § 23(f)] when complaining of an [OML violation] whe[n] they have already utilized the process provided in [G. L. c. 30A, § 23(b)]. *Siet* v. *Ashland Bd. of Selectmen*, 2017 WL 6040181, at *2 (Mass. Super 2017). As noted in *Siet*, "the language of [G. L. c. 30A, § 23(f)] is crystal clear: it is 'an *alternative* to the procedure in [§ 23](b).'" *Id.* (emphasis added). This reasoning applies here.

In conclusion, Barron is barred from bringing Count V of the plaintiffs' amended complaint. As to plaintiffs Jack and St. Andre, they also cannot proceed under Count V because without Barron, the court lacks jurisdiction. See G. L. c. 30A, § 23(f) ("As an alternative to . . . subsection (b), the attorney general or 3 or more registered voters may initiate a civil action to enforce the open meeting law."). Count V of the plaintiffs' first amended complaint is dismissed.

[5] The decision by the Attorney General's Office is captioned "OML 2019 – 97."

V. Declaratory Judgment – Count VI

Lastly, the plaintiffs move for declaratory relief against the Town and the Board through a facial challenge to the Board's policy.[6] The plaintiffs seek these declarations under Count VI of the first amended complaint:

> "214. The Court should declare that the [paragraph of the policy that states '[a]ll remarks and dialogue in public meetings must be respectful and courteous, free of rude, personal or slanderous remarks . . . . Furthermore, no person may offer comment without permission of the Chair, and all persons shall, at the request of the Chair, be silent"] [is] unconstitutional under Massachusetts law.
>
> 215. The Court should declare that Defendants may not regulate protected speech during any time period designated for speech by the public based on the content of the message of the speaker, the view point of the speaker, or their desire to avoid criticism, ensure 'proper decorum,' or avoid 'personal' or derogatory or even defamatory statements, unless such regulation is the least restrictive means necessary to achieve a compelling government interest;
>
> 216. The Court should declare that the Defendants may not regulate speech during any time period designated for speech by the public other than in compliance with valid, constitutional, written policy which includes definite, objective standards for the regulation of speech, adopted by the Board in accordance with all relevant laws and regulations."

The plaintiffs contend that the policy is unconstitutional because it does not allow criticism of public officials if the chair decides that such criticism is not "respectful" or "courteous," or if the Chair finds that the comments are "rude," "personal," or "slanderous."

A. Forum Classification

The Supreme Judicial Court has noted that "[c]riteria which have been established by the United States Supreme Court for judging claims arising under the First Amendment . . . are equally appropriate to claims brought under the cognate provisions of the Massachusetts Constitution." *Commonwealth* v. *Odgren*, 483 Mass. 41, 61 (2019) (citation omitted). "[T]he extent to which the Government may limit access [to those seeking to exercise protected speech in a particular forum

[6] The plaintiffs' amended complaint identifies defendants Kolenda, Shea, Braccio, Marty Healey, and Sam Stivers as the current members of the Board.

on government property] depends on whether the forum is public or nonpublic." *Roman* v. *Trustees of Tufts Coll.*, 461 Mass. 707, 713 (2012) (alterations in original; citation omitted). "Where the forum is public, the extent to which the government may permissibly limit speech depends on the nature of the property and the extent to which the public has been given access to the forum." *Id.* at 714. "[T]here are three categories of public forums: [1] traditional public forums, such as public streets and parks; [2] designated public forums, which the government has opened for use by the public as a place to assemble or debate; and [3] limited public forums [or nonpublic forums], which are limited to use by certain groups or dedicated solely to the discussion of certain subjects." *Id.* (citation and internal quotation marks omitted). "In traditional or designated public forums, the government may impose reasonable time, place, and manner restrictions on the exercise of free speech rights, but any such restriction must be narrowly tailored to serve a compelling government interest." *Id.* "In a limited public forum, 'a less restrictive level of scrutiny [is applied than in a traditional public forum]'; restrictions on speech need only be reasonable and neutral as to content and viewpoint." *Id.* at 715 (alterations in original; citation omitted).

The Board's policy states that "'Public Comment' is a time when town residents can bring matters before the Board that are not on the official agenda."[7] The court finds that the "Public Comment" portion of the Board's meeting is a limited public forum, as the forum was opened for local residents to discuss matters related to the town that were not on the Board's agenda. See *Lu* v. *Hulme*, 133 F. Supp. 3d 312, 324 (D. Mass. 2015) ("The limited or nonpublic forum is created when the government opens its property only to use by certain groups or for the discussion of certain subjects.").[8] Given this finding, the Board's policy need "only be reasonable and neutral as

[7] The policy requires that all speakers state their name and address before addressing the Board. This requirement supports the defendants' contention that the public comment period is for town residents, and not the general public.

[8] See also *Youkhanna* v. *City of Sterling Heights*, 934 F.3d 508, 518-519 (6th Cir. 2019) (city council meeting was limited public forum); *Galena* v. *Leone*, 638 F.3d 186, 199 (3rd Cir. 2011) ("It is perfectly clear . . . that the March

to content and viewpoint." *Id.*

B. Facial Challenge

The plaintiffs contend that this provision of the Board's policy is unconstitutional:

> "All remarks and dialogue in public meetings must be respectful and courteous, free of rude, personal or slanderous remarks. Inappropriate language and/or shouting will not be tolerated. Furthermore, no person may offer comment without permission of the Chair, and all persons shall, at the request of the Chair, be silent. No person shall disrupt the proceedings of a meeting."

In assessing a facial challenge, the court "presumes that statutes are constitutional[.]" *Blair* v. *Department of Conservation & Rec.*, 457 Mass. 634, 639 (2010). "[I]f the statute allows the setting of guidelines that may reasonably be applied in ways that do not violate constitutional safeguards, then [the court] must indulge that presumption and find that the . . . provisions escape a facial constitutional challenge." *Route One Liquors, Inc.*, v. *Secretary of Admin. & Fin.*, 439 Mass. 111, 118 (2003) (citation omitted).

Viewed in isolation, the Board's prohibition against "rude, personal, or slanderous" remarks borders close to an unconstitutional prohibition on speech. See, e.g., *Acosta* v. *City of Costa Mesa*, 718 F.3d 800, 813 (9th Cir. 2013) ("Like the ordinance in *White* [v. *City of Norwalk*, 900 F.2d 1421 (9th Cir. 1990)], § 2-61 [of city ordinance pertaining to public speaking at city council meeting] prohibits the making of 'personal, impertinent, profane, insolent or slanderous remarks.' That, without limitation, is an unconstitutional prohibition on speech."). But considering it with the rest of the paragraph above, which focuses on disruptive conduct, the policy's prohibition on speech is a reasonable, viewpoint-and-content neutral, restriction that serves the

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20th Council meeting was a limited public forum inasmuch as the meeting was held for the limited purpose of governing Erie County and discussing topics related to that governance."); *Fairchild* v. *Liberty Ind. Sch. Dist.*, 597 F.3d 747, 759 (5th Cir. 2010) ("The [School] Board meeting here—and the comment session in particular—is a limited public forum for the limited time and topic of the meeting." [internal quotation marks omitted]); *Board Rowe* v. *City of Cocoa, Fla.*, 358 F.3d 800, 802 (11th Cir. 2004) ("city commission meetings are 'limited public for a'"); *Griffin* v. *Bryant*, 30 F. Supp. 3d 1139, 1178 (D. N.M. 2014) ("The Court concludes that Governing Body meeting—and the public input portions in particular—constitute a limited public forum for First-Amendment purposes.").

legitimate government interest of preventing disruptions of the Board's meetings. See *Roman*, 461 Mass. at 715 ("A policy or regulation that limits expression is deemed viewpoint neutral if it serves purposes unrelated to the content of expression . . ., even if it has an incidental effect on some speakers or messages but not others." [citation and internal quotation marks omitted]). So long as the Board enforces the policy to meet that end, and not to silence speakers based solely on the topic, viewpoint, or message expressed, the policy is facially valid. See *Massachusetts Coal. for the Homeless* v. *City of Fall River*, 486 Mass. 437, 442 (2020) ("[G]overnment regulation of speech is content based if a law applies to particular speech because of the topic discussed or the idea or message expressed" [citation omitted]).

VI. Declarations

Because Count VI of the plaintiffs' amended complaint is for declaratory relief, "the [Superior] Court judge [is] required to make a declaration of the rights of the parties." *Vergato* v. *Commercial Union Ins. Co.*, 50 Mass. App. Ct. 824, 829 (2001) (first alteration in original; citation omitted). See *Boston* v. *Massachusetts Bay Transp. Auth.*, 373 Mass. 819, 829 (1977) ("[W]hen an action for declaratory relief is properly brought, even if relief is denied on the merits, there must be a declaration of the rights of the parties"). Based on the above findings, the court makes these declarations:

1. The Board's prohibition against "rude, personal, or slanderous remarks" under paragraph 3 of the Board's "Public Participation At Public Meetings" policy is a constitutional prohibition on speech under Massachusetts law when it is employed to maintain order and decorum or to prevent disruptions of the Board's meeting.[9]

2. The Board may not prohibit speech under paragraph 3 of the Board's "Public Participation at Public Meetings" policy based solely on the viewpoint or message of a speaker or the Board's desire to avoid criticism.

[9] See, e.g., *Shero* v. *City of Grove, Okla.*, 510 F.3d 1196, 1203 (10th Cir. 2007) (noting that a speech restriction "was . . . appropriately designed to promote orderly and efficient meetings"). See also *Scroggins* v. *City of Topeka, Kan.*, 2 F. Supp. 2d 1362, 1373 (D. Kan. 1998) (city council's prohibition against "personal, rude, or slanderous remarks" serves "important governmental interest of preventing disruptions to its meeting").

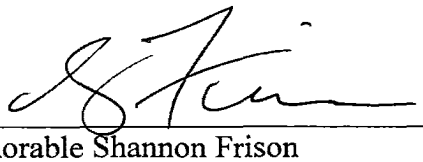
ORDER

For the foregoing reasons, the defendants' motion for judgment on the pleadings is ALLOWED on all counts of the plaintiffs' first amended complaint. The court also DECLARES:

1. The Board's prohibition against "rude, personal, or slanderous remarks" under paragraph 3 of the Board's "Public Participation At Public Meetings" policy is a constitutional prohibition on speech under Massachusetts law when it is employed to maintain order and decorum or to prevent disruptions of the Board's meeting.

2. The Board may not prohibit speech under paragraph 3 of the Board's "Public Participation at Public Meetings" policy based solely on the viewpoint or message of a speaker or the Board's desire to avoid criticism.

The court shall enter final judgment in favor of the defendants on all counts of the first amended complaint.



Honorable Shannon Frison
Justice of the Superior Court

March 8, 2021

Town of Southborough Non-Union Performance Appraisal

Date:

Probationary 6-month Review [ ] **Yes** [X] **No**

Employee Name:	Mark Purple	**Current (SAP) Grade:**	
Employee Title:	Town Administrator	**Current Pay Rate:**	
Department:	Selectmen	**Proposed Pay Rate:**	
Anniversary Date:		**Percentage of Increase:**	

Criteria & Performance Elements	Overall Rating
Quality of Work/Job Knowledge	Meets Expectations
Productivity	Meets Expectations
Communication	Meets Expectations
Collaboration/Interpersonal Skills	Meets Expectations
Leadership (Managers Only)	Meets Expectations

Performance Assessment – Town Administrator – Southborough

Criteria & Performance Elements

Quality of Work / Job Knowledge:

	SS	BS	CM	MH	LB	A
Average	2	4	3.33	4	3	**3.26**

Productivity:

	SS	BS	CM	MH	LB	A
Average	2	4	3.38	3.75	3.37	**3.3**

Communications:

	SS	BS	CM	MH	LB	A
Average	2.1	4	2.57	3.57	3.28	**3.1**

Collaboration/Interpersonal Skills

	SS	BS	CM	MH	LB	A
Average	2	4.2	3.29	4	3.57	**3.41**

Leadership

	SS	BS	CM	MH	LB	A
Average	2.1	4	3.36	4.22	3.41	**3.42**

Town of Southborough Non-Union Performance Appraisal

Date:

Probationary 6-month Review [ ] **Yes** [X] **No**

Employee Name:	Mark Purple	**Current (SAP) Grade:**	
Employee Title:	Town Administrator	**Current Pay Rate:**	
Department:	Selectmen	**Proposed Pay Rate:**	
Anniversary Date:		**Percentage of Increase:**	

Criteria & Performance Elements	Overall Rating
Quality of Work/Job Knowledge	
Productivity	
Communication	
Collaboration/Interpersonal Skills	
Leadership (Managers Only)	

Manager Overall Comments: (required)

Mark has done a solid, often admirable job in this shortened ratings period – but this comment, and those that follow as well as my ratings – reflect a broader perspective as well. Mark has good management skills. He works well with his department heads, oversees an effective budget process, and effectively juggles the myriad responsibilities that come with the TA job. His communication (to the Board and other stakeholders) instincts are a B, moving towards a B+. This is a significant improvement in the two years I've been on the Board, and likely in response to differing and increasing demands for such from BOS members. More can be done and hopefully will be. Communications with other stakeholders, notably the Personnel Board, were addressed during the rating period and from my observation have improved. Mark understands the nature and extent of his responsibilities in the position. He needs to fulfill those responsibilities more proactively in some areas, including being willing to exercise the authority that comes with the TA position, including being quicker to address stresses between departments and between citizen volunteers and Town employees. Finally, pushing hard to move from ad hoc/shorter term planning and decision-making to longer term planning is an imperative.

Employee Overall Comments (required)

Performance Assessment Ratings

Please describe the employee's contributions and professional strengths and/or weaknesses in each of the performance categories below.

Please illustrate specific, detailed examples of goals, results, and job-related attributes and behaviors since last review (if applicable).

Please rate each category according to the definition of ratings.

Comments are required for all sections.

5	**Exceptional** - Outstanding performance, results far exceed the position requirements including all individual objectives areas.
4	**Above Expectations** - Performance surpasses that expected of experienced and qualified individuals in this position. Performance consistently meets and often exceeds standards. Individual shows initiative, motivation, and versatility. Provides leadership, is highly productive, innovative, and responsive.
3	**Meets Expectations** - Performance is at the level expected of experienced and qualified individuals in this position. Performance meets all standards. The employee is considered to be "fully competent."
2	**Does Not Meet Expectations** - Sometimes meets performance standards. Performance in a majority of areas is below the level expected of experienced and qualified individuals in this position.

1	**<u>Unsatisfactory</u>** - Performance fails to meet position requirements, immediate improvement plan must be prepared, or termination is possible. Review performance again within 90 days. *All performance evaluations must be accompanied by a copy of the prior year's evaluation [with the exception of the employee's probationary review].

Performance Assessment – Town Administrator – Southborough

Criteria & Performance Elements

Quality of Work / Job Knowledge:

		Rating
A.	Employee's understanding of rules, procedures, workflow, policies, and operations	5
B.	Demonstrates expertise in skill and knowledge within areas relevant to one's own function and/or work group	4
C.	Measures business decisions with customer/public satisfaction in mind	4
D.	Information shared publicly is accurate, thorough, and complete	4
E.	Acquires and maintains the skills and knowledge required for the position and area of expertise	3
F.	Work is performed with very few errors and mistakes	4
Average		4

Quality of Work / Job Knowledge Comments:

Mark has, and displays, extended experience in the municipal world. He has a good grasp of relevantstate and town statutory requirements. His guidance and oversight of the budget process is a strength, one that could be enhanced by, again, requiring longer term planning from dept heads and from himself.

Employee Feedback (as needed)

Productivity:

		Rating
A.	Accuracy, neatness, thoroughness, and completeness of work duties performed	4
B.	Work assignments are planned, organized, and analyzed for optimum results	4
C.	Implements appropriate cost-saving measures	4
D.	Takes action on assigned projects without being directed to do so and looks for opportunities to move projects along	3
E.	Employee's willingness to take on extra work when required by circumstances	4
F.	Employee's ability to meet deadlines in a timely manner	4
G.	Project goals and task deadlines are routinely met	4
H.	Accomplished previously established goals and objectives	3
Average		3.75

Productivity Comments:

Employee Feedback (as needed)

Communications:

		Rating
A.	Employee's ability to accept and understand criticism, and take appropriate action to correct and improve performance	4
B.	Team player; Maintains open communication with other employees in the organization and is conscientious, dependable and hard-working	4
C.	Appropriately communicates to constituents when needed, follows up promptly with peers/board when needed	3
D.	Employee's ability to communicate, both verbally and in writing	5
E.	Employee performs well based on use of active listening skills	3
F.	Actively solicits feedback from peers/others to determine needs and understand concerns	3
G.	Customer Service: Is able to find the right approach, depending on the situation with the colleague/official/peer and is articulate and diplomatic [when under pressure]	3
Average		3.57

Communications Comments

My ratings are driven by (D), above. Mark has the tools to be a highly effective communicator. He increasingly is making use of those tools. He needs to make it an absolute priority. I, and I believe other members of the Board, want Mark to embrace the full range of TA responsibilities and authority. In order to do that he needs to make sure his communication instincts and practices – to the BOS and other stakeholders – remains on an upward curve.

Employee Feedback (as needed)

Collaboration/Interpersonal Skills

		Rating
A.	Contributes to a positive working environment through behavior; demonstrates commitment to their work	4
B.	Makes effective decisions	4
C.	Employee's success in gaining cooperation from peers	4
D.	Facilitates sharing of methods and knowledge; demonstrates "mentoring" ideas/tasks	n/a
E.	Willingly places extra time and effort to meet deadlines and accomplish goals, assumes additional responsibilities as needed	5
F.	Exhibits strong interpersonal skills; presents willingness to offer counsel to others	3
G.	Board relations: Is responsive and timely when dealing with appointed/elected board and cognizant of MGL's that apply to department/organization	4
Average		4

Collaboration/Interpersonal Skills Comments:

As with above comment, Mark has the skills and is expanding and improving his use of them. Needs to continue.

Employee Feedback (as needed)

Leadership [Managers Only]

		Rating
A.	Contributes to a positive working environment through behavior; demonstrates commitment to their work	5
B.	Makes effective decisions based on available information	4
C.	Employee's success in gaining cooperation and a high level of performance from employees supervised	4
D.	Employee's ability to motivate employees he/she supervises through their action and example	4
E.	Facilitates sharing of methods and knowledge; demonstrates "mentoring" ideas/tasks	n/a
F.	Actively seeks new opportunities to network and build relationships with outside agencies and communities; has improved job performance and workplace presence through professional development	5
G.	Coaches, motivates, and develops other staff members in department/organization; gleans succession planning methods and puts them into practice	n/a
H.	Willingly places extra time and effort to meet deadlines and accomplish goals, assumes additional responsibilities as needed	5
I.	Exhibits strong interpersonal skills; presents willingness to offer counsel to others	3
J.	Presentation and public speaking skills are articulate and tactful	4
K.	Board relations: Is responsive and timely when dealing with appointed/elected board and cognizant of MGL's that apply to department/organization	4
L.	Identify training/development opportunities for their employees, discuss with these individuals a plan for the year ahead and how these tasks will be measured for completion and effectiveness	n/a
Average		4.22

Leadership Comments

Better, more proactive long term planning should be a top priority. And we, as a Board, need to be demanding of the need for 3-5-7 year plans.

Finally, the difficulties of this past year cannot be overstated. Mark, and a result, the Town has weathered them well. He deserves credit for that.

Employee Feedback (as needed)

Town of Southborough Non-Union Performance Appraisal

Date: **02/22/2021**

Probationary 6-month Review [ ] **Yes** [X] **No**

Employee Name:	Mark Purple	**Current (SAP) Grade:**	
Employee Title:	Town Administrator	**Current Pay Rate:**	
Department:	Selectmen	**Proposed Pay Rate:**	
Anniversary Date:		**Percentage of Increase:**	

Criteria & Performance Elements	Overall Rating
Quality of Work/Job Knowledge	
Productivity	
Communication	
Collaboration/Interpersonal Skills	
Leadership (Managers Only)	

Manager Overall Comments: (required)

Overall Mark has done a good job in a difficult year, things have continued to run smoothly for the Town in unprecedented times but I think it has also shown some cracks in the foundation that show us there is more work to be done.

Employee Overall Comments (required)

Performance Assessment Ratings

Please describe the employee's contributions and professional strengths and/or weaknesses in each of the performance categories below.

Please illustrate specific, detailed examples of goals, results, and job-related attributes and behaviors since last review (if applicable).

Please rate each category according to the definition of ratings.

Comments are required for all sections.

5	**Exceptional** - Outstanding performance, results far exceed the position requirements including all individual objectives areas.
4	**Above Expectations** - Performance surpasses that expected of experienced and qualified individuals in this position. Performance consistently meets and often exceeds standards. Individual shows initiative, motivation, and versatility. Provides leadership, is highly productive, innovative, and responsive.
3	**Meets Expectations** - Performance is at the level expected of experienced and qualified individuals in this position. Performance meets all standards. The employee is considered to be "fully competent."
2	**Does Not Meet Expectations** - Sometimes meets performance standards. Performance in a majority of areas is below the level expected of experienced and qualified individuals in this position.
1	**Unsatisfactory** - Performance fails to meet position requirements, immediate improvement plan must be prepared, or termination is possible. Review performance again within 90 days. *All performance evaluations must be accompanied by a copy of the prior year's evaluation [with the exception of the employee's probationary review].

Performance Assessment – Town Administrator – Southborough

Criteria & Performance Elements

Quality of Work / Job Knowledge:

		Rating
A.	Employee's understanding of rules, procedures, workflow, policies, and operations	3
B.	Demonstrates expertise in skill and knowledge within areas relevant to one's own function and/or work group	4
C.	Measures business decisions with customer/public satisfaction in mind	3
D.	Information shared publicly is accurate, thorough, and complete	3
E.	Acquires and maintains the skills and knowledge required for the position and area of expertise	3
F.	Work is performed with very few errors and mistakes	2*
Average		3

Quality of Work / Job Knowledge Comments:

*As noted later in review also – the vacation over-accrual and subsequent liability potentially created as well as the vacation buyout not allowed by contract were mistakes that I would not expect from a Finance Team leader. This is one of my largest issues during this assessment period and is clearly reflected in my scoring. Unfortunately, one mistake can have a large impact on a review.

Mark is very knowledgeable and always willing to be a sounding board on process, which is very important to me.

I think the last year has been difficult to navigate and I think overall Mark has done a good job based on the challenges presented.

Employee Feedback (as needed)

Productivity:

		Rating
A.	Accuracy, neatness, thoroughness, and completeness of work duties performed	3
B.	Work assignments are planned, organized, and analyzed for optimum results	3
C.	Implements appropriate cost-saving measures	3
D.	Takes action on assigned projects without being directed to do so and looks for opportunities to move projects along	3
E.	Employee's willingness to take on extra work when required by circumstances	5
F.	Employee's ability to meet deadlines in a timely manner	3
G.	Project goals and task deadlines are routinely met	4
H.	Accomplished previously established goals and objectives	3
Average		3.37

Productivity Comments:

Golf Course putting green and the remaining CPC funds left open from the original article to get this completed have taken much longer than I would have anticipated. I have been asking about this periodically for almost a year now. While I appreciate that Mark has been working to move this along, I would have hoped/expected we would have been further before the golf season gets ready to start.

As stated from the prior section the vacation over-accrual and the payout of personal time not allowed under contract ultimately had a monetary impact and is also reflected in my scoring in this section.

The Board is still waiting on the energy stipend job description update from last review period.

I think Mark could be more effective if he could delegate more to the Staff he has and focus more on the items he deems most important.

Mark has always been available and willing to take on extra tasks over and above, as Covid has shown us time and time again.

Employee Feedback (as needed)

Communications:

		Rating
A.	Employee's ability to accept and understand criticism, and take appropriate action to correct and improve performance	4
B.	Team player; Maintains open communication with other employees in the organization and is conscientious, dependable and hard-working	3
C.	Appropriately communicates to constituents when needed, follows up promptly with peers/board when needed	4
D.	Employee's ability to communicate, both verbally and in writing	3
E.	Employee performs well based on use of active listening skills	4
F.	Actively solicits feedback from peers/others to determine needs and understand concerns	2
G.	Customer Service: Is able to find the right approach, depending on the situation with the colleague/official/peer and is articulate and diplomatic [when under pressure]	3
Average		3.28

Communications Comments

Flow of information to the Board is not consistent – continue to be blindsided by the public when Town Administrator has the information in most cases.

An initial judgement against the Town showed a lack of process that has since been corrected and the delay in notifying the Board was also a problem.

I believe the Board does not always get a full picture; an example would be the reserve fund transfer in 2020. I appreciate not all members of the Board find the more granular details important, but I do.

Needs better collaboration, can appear to be frustrated. This comment was from the prior assessment, while improvement has been made, I would like to see this continued to be worked on.

Mark spends a lot of time speaking to me on a variety of issues, process or concerns each week that I bring to him.

My communications with Mark have always been positive and is always willing to help which I greatly appreciate.

Employee Feedback (as needed)

Collaboration/Interpersonal Skills

		Rating
A.	Contributes to a positive working environment through behavior; demonstrates commitment to their work	3
B.	Makes effective decisions	4
C.	Employee's success in gaining cooperation from peers	3
D.	Facilitates sharing of methods and knowledge; demonstrates "mentoring" ideas/tasks	3
E.	Willingly places extra time and effort to meet deadlines and accomplish goals, assumes additional responsibilities as needed	5
F.	Exhibits strong interpersonal skills; presents willingness to offer counsel to others	3
G.	Board relations: Is responsive and timely when dealing with appointed/elected board and cognizant of MGL's that apply to department/organization	4
Average		3.57

Collaboration/Interpersonal Skills Comments:

I would like to see continued improvement with communications with the Personnel Board.

During COVID Mark took the lead on working with the Board of Health and the Emergency Director to work towards getting vaccine. This in my opinion was one of his greatest accomplishments for the year.

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Employee Feedback (as needed)

Leadership [Managers Only]

	Rating
A. Contributes to a positive working environment through behavior; demonstrates commitment to their work	3
B. Makes effective decisions based on available information	3
C. Employee's success in gaining cooperation and a high level of performance from employees supervised	3
D. Employee's ability to motivate employees he/she supervises through their action and example	3
E. Facilitates sharing of methods and knowledge; demonstrates "mentoring" ideas/tasks	3
F. Actively seeks new opportunities to network and build relationships with outside agencies and communities; has improved job performance and workplace presence through professional development	4
G. Coaches, motivates, and develops other staff members in department/organization; gleans succession planning methods and puts them into practice	3
H. Willingly places extra time and effort to meet deadlines and accomplish goals, assumes additional responsibilities as needed	5
I. Exhibits strong interpersonal skills; presents willingness to offer counsel to others	4
J. Presentation and public speaking skills are articulate and tactful	3
K. Board relations: Is responsive and timely when dealing with appointed/elected board and cognizant of MGL's that apply to department/organization	4
L. Identify training/development opportunities for their employees, discuss with these individuals a plan for the year ahead and how these tasks will be measured for completion and effectiveness	3
Average	3.41

Leadership Comments

Mark and I have had a discussion on the recent updates to the job descriptions. In my opinion the Asst. Town Administrator should be the right hand of the Town Administrator. If for some reason the Town Administrator must take some time off the Assistant Town Administrator should be able to step in and fill the role in the interim. That is not reflected in the current job description and I view this as a leadership issue. This comment is not way reflective of the current employee and their capabilities.

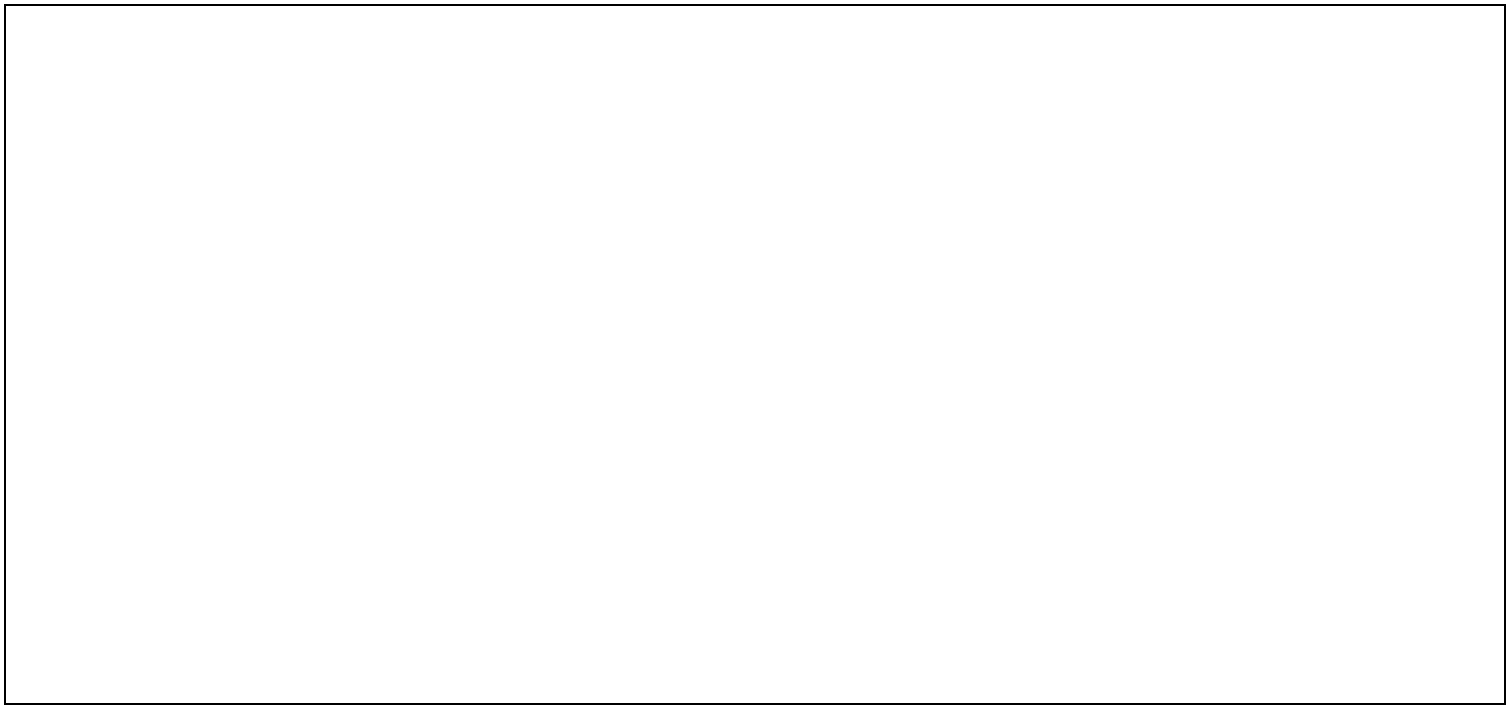
It was concerning that the Personnel Director was not aware of why Town Counsel was receiving a stipend from the SAP and it was taken out of FY22. Also it was concerning that union employees were receiving a stipend from the SAP and not from the union contract.

Frustrating for me that for 2 years and after at least one Board discussion we are still awaiting the broken headstones at the Cemetery to be removed from the ground. I rank this under leadership as Mark has been involved in all discussions with his employee and it is still an outstanding item.

I appreciated the Mark taking the lead on COVID response and coordinating various departments to work more cohesively and proactively to get steps in place to benefit the taxpayers.

I acknowledge one of the biggest challenges for Mark to overcome is from the Board itself. Some members want Mark to be more assertive in his leadership and other members want to be more involved in the decisions and understand why a specific direction was taken. No easy answer other than to continue to communicate with the Board.

Employee Feedback (as needed)



Town of Southborough Non-Union Performance Appraisal

Date: 2/19/2021

Probationary 6-month Review ☐ **Yes** ☒ **No**

Employee Name:	Mark Purple	**Current (SAP) Grade:**	
Employee Title:	Town Administrator	**Current Pay Rate:**	
Department:	Selectmen	**Proposed Pay Rate:**	
Anniversary Date:		**Percentage of Increase:**	

Criteria & Performance Elements	Overall Rating
Quality of Work/Job Knowledge	(2.0) Does not meet expectations
Productivity	(2.0) Does not meet expectations
Communication	(2.1) Does not meet expectations
Collaboration/Interpersonal Skills	(2.0) Does not meet expectations
Leadership (Managers Only)	(2.1) Does not meet expectations

Manager Overall Comments: (required)

I believe that Mark has the skills that should allow him to do a better job, but his performance has continued to fall below my expectations for someone in his position and at his salary level. I'm disappointed to conclude, based on my previous evaluation of Mark's performance and his activities during the most recent 60 day evaluation period, that it is time for a change in this position. Southborough needs a TA who can address a number of long-standing problems and who can proactively identify and realize new opportunities for the Town over the next 5-10 years. I don't believe that Mark is the person who can do this effectively for us.

For example

- In December, 2020, we outlined a series of goals for Mark over the following 60 days. A review of the status of these goals as of 2/16/21 shows that progress has been made on a few of these goals but there are two goals with no reported progress or recent steps and several with questionable results (e.g., Board of Health funding for new positions is still unresolved; Historical Commission/Building Dept relationship continues to be less than smooth (per recent Historical Commission communications); review of contract personnel report is incomplete (only Police Chief status is reported); and grant funding reported results are from activities initiated long before December or are the result of work by others (i.e., State grant portal), not by TA. Overall, my assessment of Mark's progress toward his goals established in December

is between "does not meet expectations" and "unsatisfactory". This is especially disappointing, as I believe that the Board made it clear that this latest evaluation period would be a key factor in the recommendation about renewal of Mark's services agreement.

For example

- I was disappointed in Mark's comment in response to his December review results, about the fact that he had not been reviewed since 2017. That's certainly unfortunate, but I look for someone in Mark's position to be proactive about this process, as opposed to being unable or unwilling to drive this process to work as it should. The fact that Mark did not drive this process for himself is possibly related to what appear to be lax review processes for other staff (e.g., Brian Ballantine, who Mark reported had no review paperwork in the files or Karen Galligan, who has no performance review process specified in her services contract).

For example

- I look for much stronger leadership and management from Mark. My expectation for the Town Administrator position is for this person to address functional gaps in the organization (e.g., where aren't we doing things that should be done—such as coordinating the "downtown initiative") and/or addressing opportunities that should be pursued (such as coordinating and targeting grant funding applications). While the Town Administrator doesn't necessarily have the independent authority to deal completely with these issues, I look for the Town Administrator to continually bring these issues (and his proposals about how to address them) to the Board of Selectmen for our consideration. I've seen much less of this from Mark than I believe he should be doing.

For example

- The recent conversations about vacation and sick time accrual and year-end payouts highlighted some process problems that strong internal controls should have prevented. I believe that it's the job of the TA and his team to see that this type of process problem is identified and corrected, as opposed to having the Advisory Committee identify this issue.

Employee Overall Comments (required)

Performance Assessment Ratings

Please describe the employee's contributions and professional strengths and/or weaknesses in each of the performance categories below.

Please illustrate specific, detailed examples of goals, results, and job-related attributes and behaviors since last review (if applicable).

Please rate each category according to the definition of ratings.

Comments are required for all sections.

5	**Exceptional** - Outstanding performance, results far exceed the position requirements including all individual objectives areas.
4	**Above Expectations** - Performance surpasses that expected of experienced and qualified individuals in this position. Performance consistently meets and often exceeds standards. Individual shows initiative, motivation, and versatility. Provides leadership, is highly productive, innovative, and responsive.
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1	**Unsatisfactory** - Performance fails to meet position requirements, immediate improvement plan must be prepared, or termination is possible. Review performance again within 90 days. *All performance evaluations must be accompanied by a copy of the prior year's evaluation [with the exception of the employee's probationary review].

Performance Assessment – Town Administrator – Southborough
Criteria & Performance Elements

Quality of Work / Job Knowledge:

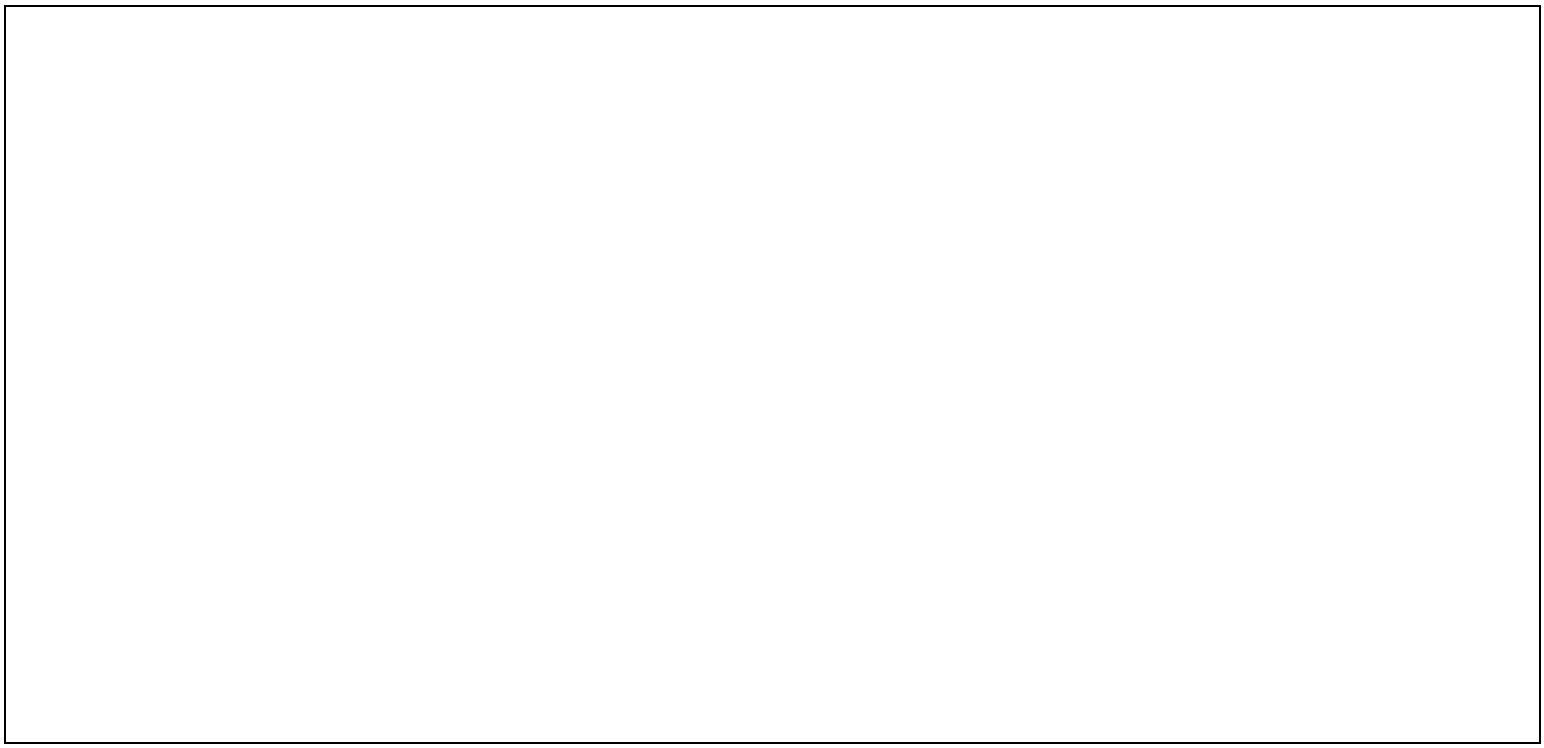
		Rating
A.	Employee's understanding of rules, procedures, workflow, policies, and operations	3
B.	Demonstrates expertise in skill and knowledge within areas relevant to one's own function and/or work group	3
C.	Measures business decisions with customer/public satisfaction in mind	1
D.	Information shared publicly is accurate, thorough, and complete	1
E.	Acquires and maintains the skills and knowledge required for the position and area of expertise	2
F.	Work is performed with very few errors and mistakes	2
Average		2.0

Quality of Work / Job Knowledge Comments:

For Example –

- Follow-through gaps:
  - the recent declaratory judgement against the Town is an example of the lack of follow-through by Mark.
  - the establishment of the new Golf Course Committee is another issue that needs follow-up by the TA so we are well prepared for the new golf season (including the proposed golf course upgrades)
- The recent issue relative to the capital budget request (of $3MM?) by DPW for repairs at the transfer station is an example of a shortcoming in financial analysis of a significant capital request that I expect the Town financial management team, led by the TA, to make. The subsequent analysis by John Butler, at the request of the Advisory Committee, showed that this expenditure is not necessary.

Employee Feedback (as needed)



Productivity:

		Rating
A.	Accuracy, neatness, thoroughness, and completeness of work duties performed	2
B.	Work assignments are planned, organized, and analyzed for optimum results	2
C.	Implements appropriate cost-saving measures	1
D.	Takes action on assigned projects without being directed to do so and looks for opportunities to move projects along	1
E.	Employee's willingness to take on extra work when required by circumstances	3
F.	Employee's ability to meet deadlines in a timely manner	3
G.	Project goals and task deadlines are routinely met	2
H.	Accomplished previously established goals and objectives	2
Average		2.0

Productivity Comments:

- Based on my observation of Mark's performance, I am not confident that he is prepared to deal effectively with the challenges and opportunities over the next several years—particularly relative to goal setting for his staff, performance tracking and ongoing management that can yield the productivity improvements that the Town will need during the expected "resource-constrained" coming years. The examples above illustrate that there are many issues that the Town Administrator needs to address (or to manage his staff and others to address), and that a number of important things have not received sufficient attention. I look for an effective Town Administrator to get more of these issues addressed than Mark has been doing.
- I've observed ongoing shortcomings in the key resource area of personnel management. There are at least a few staff with known, and long standing, performance issues. I believe that the Town Administrator should take the lead in addressing situations like this by working with the staff member and/or their manager to provide counseling, feedback, training, etc. to improve any substandard performance or counsel the employee to look for other job opportunities.
- I've been disappointed by Mark's lack of follow-up on Mr. Healey's request that he work to find funds for a part-time grant writer; Mark's response has been to comment that the departments are already doing this job (and more recently, that the State's new "One Stop" grant application portal will support this activity); this response misses my point that a high-level coordination is needed to plan/focus/coordinate application activities across all departments and potential funding sources.
- As commented above, I don't believe that Mark has made sufficient progress toward his most recent performance objectives established in December.

Employee Feedback (as needed)

Communications:

		Rating
A.	Employee's ability to accept and understand criticism, and take appropriate action to correct and improve performance	2
B.	Team player; Maintains open communication with other employees in the organization and is conscientious, dependable and hard-working	2
C.	Appropriately communicates to constituents when needed, follows up promptly with peers/board when needed	2
D.	Employee's ability to communicate, both verbally and in writing	3
E.	Employee performs well based on use of active listening skills	2
F.	Actively solicits feedback from peers/others to determine needs and understand concerns	2
G.	Customer Service: Is able to find the right approach, depending on the situation with the colleague/official/peer and is articulate and diplomatic [when under pressure]	2
Average		2.1

Communications Comments

- Mark sometimes chooses not to communicate the entire story in response to a question or to not follow up on a request. Examples include:
  - last year's conversations with the Advisory Committee about the "free cash" account, where Advisory members had to ask a series of questions to get the answer that could have been provided initially;
  - the questions I had to ask about the Recreation Department audit report to learn that there were two versions of this report;
  - my request to see the performance evaluation for the Assistant Town Administrator, which Mark deflected and did not follow up on; and
  - my request at the most recent Selectmen's meeting about the Town's allocation of 2020 CARES act funds; Mark, Brian and Carla did not have an answer for me, but in Carla's follow-up with me after the meeting it seemed that this number was known by the group and I'm surprised that they didn't tell me when I asked the question.
- Relative to "customer service", I've been disappointed in Mark's support of one of his key "customers"—the Personnel Board:
  - The Town Administrator (per the Town Administrator bylaw) is the Town's Personnel Director. There have been a variety of personnel management shortcomings over the past year or so (e.g., missing and/or non-current job descriptions; problems with the recent part-time job study; missing performance reviews). I expect the Town Administrator, as the Personnel

Director, to support the Personnel Board and to see that these administrative problems do not happen. I believe that the Personnel Board should participate in Mark's performance evaluation process.

- Also relative to customer service, I expect the Town Administrator to focus on customer service to the public and to encourage and support the Town departments to focus on this as well. This can include process improvements such as streamlining the permitting processes, measuring customer satisfaction via surveys, tracking of service delivery metrics (e.g., time required for permitting). These things should be in place, and I've observed very little effort/progress with these issues.
- I've experienced a defensive response from Mark relative to criticism of his performance.

Employee Feedback (as needed)

Collaboration/Interpersonal Skills

		Rating
A.	Contributes to a positive working environment through behavior; demonstrates commitment to their work	2
B.	Makes effective decisions	3
C.	Employee's success in gaining cooperation from peers	2
D.	Facilitates sharing of methods and knowledge; demonstrates "mentoring" ideas/tasks	1
E.	Willingly places extra time and effort to meet deadlines and accomplish goals, assumes additional responsibilities as needed	3
F.	Exhibits strong interpersonal skills; presents willingness to offer counsel to others	1
G.	Board relations: Is responsive and timely when dealing with appointed/elected board and cognizant of MGL's that apply to department/organization	2
Average		2.0

Collaboration/Interpersonal Skills Comments:

- I'm concerned about what I have seen as an insufficient "team approach" across Town staff. My conversations with Town staff have produced a number of comments that communication from the Town Administrator is too much of a "one way" process, and too little information is shared with staff. The relatively rigid "silo" structure of Town departments is reinforced by this lack of the ability for departments to work more closely together.
- Mark's recent efforts with the reorganization of the Selectmen's office staff is a step in the right direction, but he didn't consider a sufficiently broad range of possible resources for shared administrative staffing (e.g., building department, DPW)

Employee Feedback (as needed)

Leadership [Managers Only]

		Rating
A.	Contributes to a positive working environment through behavior; demonstrates commitment to their work	2
B.	Makes effective decisions based on available information	3
C.	Employee's success in gaining cooperation and a high level of performance from employees supervised	2
D.	Employee's ability to motivate employees he/she supervises through their action and example	2
E.	Facilitates sharing of methods and knowledge; demonstrates "mentoring" ideas/tasks	2
F.	Actively seeks new opportunities to network and build relationships with outside agencies and communities; has improved job performance and workplace presence through professional development	2
G.	Coaches, motivates, and develops other staff members in department/organization; gleans succession planning methods and puts them into practice	1
H.	Willingly places extra time and effort to meet deadlines and accomplish goals, assumes additional responsibilities as needed	3
I.	Exhibits strong interpersonal skills; presents willingness to offer counsel to others	2
J.	Presentation and public speaking skills are articulate and tactful	3
K.	Board relations: Is responsive and timely when dealing with appointed/elected board and cognizant of MGL's that apply to department/organization	2
L.	Identify training/development opportunities for their employees, discuss with these individuals a plan for the year ahead and how these tasks will be measured for completion and effectiveness	1
Average		2.1

Leadership Comments

- I expect the Town Administrator to identify areas that need improvement and to implement plans to address them . One of the Town Administrator's responsibilities, per the Town Administrator bylaw, is to "… provide leadership and direction in the development of short- and long-range plans, including but not limited to the gathering, analysis and preparation of data for studies, reports and recommendations to the Board of Selectmen." I understand that as Town Administrator, Mark can't do this unilaterally, but I look for him to provide much more of a motivating force for these activities than I have seen him deliver.
- I'm concerned about the shortcomings I've seen in Mark's ability to motivate a "high level of performance from employees supervised"; I know that Mark and I have different views of what this level of performance should be for various staff positions, but my expectations are based on several decades of management experience.
- I'm also concerned about what I've observed as a low level of staff training and development activity. I understand the limitation on resources available for this, but it's my observation that this activity is typically primarily initiated by individual staff members, rather than by an organized planning/mentoring effort for each individual staff member.

Employee Feedback (as needed)

Town of Southborough Non-Union Performance Appraisal

Date: **February 2021**

Probationary 6-month Review ☐ **Yes** ☒ **No**

Employee Name:	Mark Purple	**Current (SAP) Grade:**	
Employee Title:	Town Administrator	**Current Pay Rate:**	
Department:	Selectmen	**Proposed Pay Rate:**	
Anniversary Date:		**Percentage of Increase:**	

Criteria & Performance Elements	Overall Rating
Quality of Work/Job Knowledge	4
Productivity	4
Communication	4
Collaboration/Interpersonal Skills	4.2
Leadership (Managers Only)	4

Manager Overall Comments: (required)

Mark has performed very good/excellent in my years on the Board, and also from my observations as part of other Town Boards/Committees. My only constructive criticism, as offered in Fall 2020, is to be more attention to details – as an example, be cognizant of distribution lists on emails/correspondence and be pro-active in making sure the full Board is in receipt of correspondence. Also, be cognizant of issues that require Board attention, and be pro-active in making sure we hear of these issues from him before we are caught off-guard in hearing things from Town citizens. These are issues we can continue to work through, and in no way would warrant any other action by our Board. In his time as our Town Administrator, Mark has played a very good/excellent role. I wish him many more successful years in this role; and am of the opinion that the Town is best served by entering into an extension of Mark's contract. The Town has undertaken historic and transformative projects in his time here in Town, and he has played a positive role in each of them.

Employee Overall Comments (required)

Performance Assessment Ratings

Please describe the employee's contributions and professional strengths and/or weaknesses in each of the performance categories below.

Please illustrate specific, detailed examples of goals, results, and job-related attributes and behaviors since last review (if applicable).

Please rate each category according to the definition of ratings.

Comments are required for all sections.

5	**Exceptional** - Outstanding performance, results far exceed the position requirements including all individual objectives areas.
4	**Above Expectations** - Performance surpasses that expected of experienced and qualified individuals in this position. Performance consistently meets and often exceeds standards. Individual shows initiative, motivation, and versatility. Provides leadership, is highly productive, innovative, and responsive.
3	**Meets Expectations** - Performance is at the level expected of experienced and qualified individuals in this position. Performance meets all standards. The employee is considered to be "fully competent."
2	**Does Not Meet Expectations** - Sometimes meets performance standards. Performance in a majority of areas is below the level expected of experienced and qualified individuals in this position.
1	**Unsatisfactory** - Performance fails to meet position requirements, immediate improvement plan must be prepared, or termination is possible. Review performance again within 90 days. *All performance

	evaluations must be accompanied by a copy of the prior year's evaluation [with the exception of the employee's probationary review].

Performance Assessment – Town Administrator – Southborough

Criteria & Performance Elements

Quality of Work / Job Knowledge:

		Rating
A.	Employee's understanding of rules, procedures, workflow, policies, and operations	4
B.	Demonstrates expertise in skill and knowledge within areas relevant to one's own function and/or work group	4
C.	Measures business decisions with customer/public satisfaction in mind	4
D.	Information shared publicly is accurate, thorough, and complete	3
E.	Acquires and maintains the skills and knowledge required for the position and area of expertise	5
F.	Work is performed with very few errors and mistakes	4
Average		4

Quality of Work / Job Knowledge Comments:

Mark is very good/excellent in productivity, quality of work, planning/organizing/follow through and self-management. The quality of his work is very good/excellent, as is his job knowledge. He is always available as a resource to provide insight and background information to help Board members arrive at decisions on issues that arise. Mark takes direction and input well from all Board members to take the lead on developing policies/documents for the full Board review. Mark is actively involved with MMA to continue to acquire skills and knowledge required for his position.

Employee Feedback (as needed)

Productivity:

		Rating
A.	Accuracy, neatness, thoroughness, and completeness of work duties performed	4
B.	Work assignments are planned, organized, and analyzed for optimum results	4
C.	Implements appropriate cost-saving measures	4
D.	Takes action on assigned projects without being directed to do so and looks for opportunities to move projects along	3
E.	Employee's willingness to take on extra work when required by circumstances	5
F.	Employee's ability to meet deadlines in a timely manner	4
G.	Project goals and task deadlines are routinely met	4
H.	Accomplished previously established goals and objectives	4
Average		4

Productivity Comments:

Mark is a key player in our Town's Finance team, and together the team presents full and complete information to the Board and Advisory Committee for review during budget season. Mark took on a great deal of extra work with the undertaking of the Public Safety complex design and construction, and re-development of the golf course. This was a significant amount of work for which he deserves tremendous credit. Development of the budget book, and working with Town staff on a capital improvement program has been excellent. Extra work required by the Covid-19 pandemic was also a challenge, to which Mark has responded in an excellent manner. In his role as Town Administrator, Mark can take charge more often in new initiatives. This can be a challenge with changing personalities on the Board, but I recommend that Mark communicate goals or changes he wants to undertake, and move forward with them, communicating to the Board his plan.

Employee Feedback (as needed)

Communications:

		Rating
A.	Employee's ability to accept and understand criticism, and take appropriate action to correct and improve performance	4
B.	Team player; Maintains open communication with other employees in the organization and is conscientious, dependable and hard-working	4
C.	Appropriately communicates to constituents when needed, follows up promptly with peers/board when needed	4
D.	Employee's ability to communicate, both verbally and in writing	4
E.	Employee performs well based on use of active listening skills	4
F.	Actively solicits feedback from peers/others to determine needs and understand concerns	4
G.	Customer Service: Is able to find the right approach, depending on the situation with the colleague/official/peer and is articulate and diplomatic [when under pressure]	4
Average		4

Communications Comments

Mark is excellent at providing clear, concise updates to the full Board on on-going matters. In particular the end of the week summaries of events that took place during the past week, and issues that will be addressed in the upcoming week are appreciated. Mark frequently identifies issues that arise in Town to the Board via email, and in those emails presents solutions that he recommends be implemented. He welcomes input from others in implementing actions.

Employee Feedback (as needed)

Collaboration/Interpersonal Skills

		Rating
A.	Contributes to a positive working environment through behavior; demonstrates commitment to their work	5
B.	Makes effective decisions	4
C.	Employee's success in gaining cooperation from peers	4
D.	Facilitates sharing of methods and knowledge; demonstrates "mentoring" ideas/tasks	4
E.	Willingly places extra time and effort to meet deadlines and accomplish goals, assumes additional responsibilities as needed	4
F.	Exhibits strong interpersonal skills; presents willingness to offer counsel to others	4
G.	Board relations: Is responsive and timely when dealing with appointed/elected board and cognizant of MGL's that apply to department/organization	4
Average		4.2

Collaboration/Interpersonal Skills Comments:

Mark is always a team player. In his role, he may not always give the answer that department heads want to hear, but often that is required in that position. As evidenced by the recent Covid-19 pandemic, Mark acted quickly and appropriately to ensure safe work places for town employees. I attended a meeting with Town House staff prior to the Town House being shut down, and Mark was authoritative, while showing concern for each employee's health/safety. Staff responded very well to Mark's leadership.

Employee Feedback (as needed)

Leadership [Managers Only]

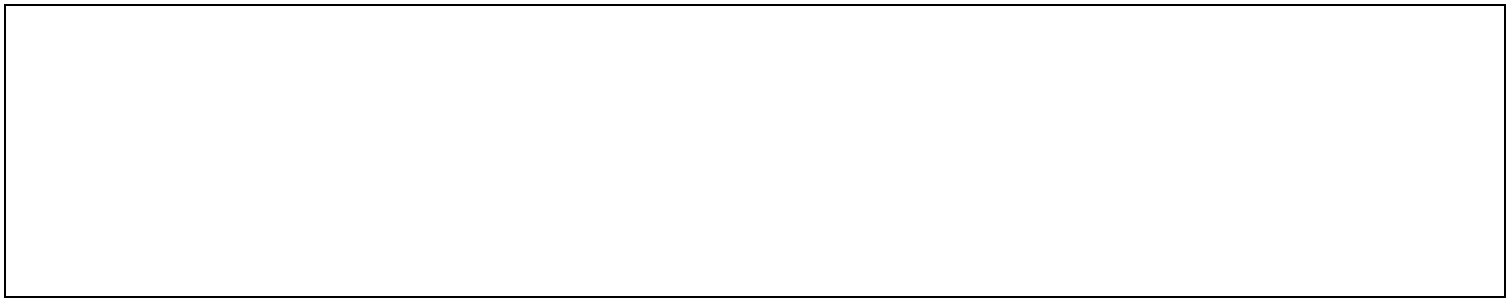
	Rating
A. Contributes to a positive working environment through behavior; demonstrates commitment to their work	4
B. Makes effective decisions based on available information	4
C. Employee's success in gaining cooperation and a high level of performance from employees supervised	4
D. Employee's ability to motivate employees he/she supervises through their action and example	4
E. Facilitates sharing of methods and knowledge; demonstrates "mentoring" ideas/tasks	4
F. Actively seeks new opportunities to network and build relationships with outside agencies and communities; has improved job performance and workplace presence through professional development	4
G. Coaches, motivates, and develops other staff members in department/organization; gleans succession planning methods and puts them into practice	4
H. Willingly places extra time and effort to meet deadlines and accomplish goals, assumes additional responsibilities as needed	4
I. Exhibits strong interpersonal skills; presents willingness to offer counsel to others	4
J. Presentation and public speaking skills are articulate and tactful	4
K. Board relations: Is responsive and timely when dealing with appointed/elected board and cognizant of MGL's that apply to department/organization	4
L. Identify training/development opportunities for their employees, discuss with these individuals a plan for the year ahead and how these tasks will be measured for completion and effectiveness	4
Average	4

Leadership Comments

Mark defines the purpose and long term vision for departments, and with assistance from his Finance Team and Assistant Town Administrator seeks improvements in department processes and function. Mark is effective in getting ideas accepted and has an ability to inspire, motivate, instill confidence and high morale; earns respect and trust of others. Leads by example with words and deeds. Demonstrates integrity and business behavior and expects this in others. Instills accountability for results.

Mark accepts responsibility and failures, quickly credits others on is team, and aligns priorities of work for an effective organization and delegates effectively. Tackles performance & discipline issues in a fair and timely manner. Resolves conflicts that arise in departments under his control. Understands the unique value of each person to enrich the effectiveness of the organization and its people (right people in right place at right time). Clearly communicates expectations.

Employee Feedback (as needed)



Town of Southborough Non-Union Performance Appraisal

Date:
2/23/2021

Probationary 6-month Review ☐ **Yes** ☒ **No**

Employee Name:	Mark Purple	**Current (SAP) Grade:**	
Employee Title:	Town Administrator	**Current Pay Rate:**	
Department:	Selectmen	**Proposed Pay Rate:**	
Anniversary Date:		**Percentage of Increase:**	

Criteria & Performance Elements	Overall Rating
Quality of Work/Job Knowledge	
Productivity	
Communication	
Collaboration/Interpersonal Skills	
Leadership (Managers Only)	

Manager Overall Comments: (required)

Mark has had a challenging year with varying expectations from the board. He is still trying to figure out how to strike a balance on the best approach to issues. I would like to see Mark be more proactive and forward thinking, and less transactional. In order to improve on that, he needs to evaluate whether he has the right team and structure underneath him. Mark does do some things well, but there are some areas that need improvement. I think he is very capable and with some changes he can perform above average. In evaluating Mark, I went by the scale in this evaluation form and cited examples of what he does well or needs to improve on. Mark works with a lot of different people in town and the more successful he is, the better off Southborough is.

Employee Overall Comments (required)

Performance Assessment Ratings

Please describe the employee's contributions and professional strengths and/or weaknesses in each of the performance categories below.

Please illustrate specific, detailed examples of goals, results, and job-related attributes and behaviors since last review (if applicable).

Please rate each category according to the definition of ratings.

Comments are required for all sections.

5	**Exceptional** - Outstanding performance, results far exceed the position requirements including all individual objectives areas.
4	**Above Expectations** - Performance surpasses that expected of experienced and qualified individuals in this position. Performance consistently meets and often exceeds standards. Individual shows initiative, motivation, and versatility. Provides leadership, is highly productive, innovative, and responsive.
3	**Meets Expectations** - Performance is at the level expected of experienced and qualified individuals in this position. Performance meets all standards. The employee is considered to be "fully competent."
2	**Does Not Meet Expectations** - Sometimes meets performance standards. Performance in a majority of areas is below the level expected of experienced and qualified individuals in this position.
1	**Unsatisfactory** - Performance fails to meet position requirements, immediate improvement plan must be prepared, or termination is possible. Review performance again within 90 days. *All performance evaluations must be accompanied by a copy of the prior year's evaluation [with the exception of the employee's probationary review].

Performance Assessment – Town Administrator – Southborough

Criteria & Performance Elements

Quality of Work / Job Knowledge:

		Rating
A.	Employee's understanding of rules, procedures, workflow, policies, and operations	3
B.	Demonstrates expertise in skill and knowledge within areas relevant to one's own function and/or work group	3
C.	Measures business decisions with customer/public satisfaction in mind	3
D.	Information shared publicly is accurate, thorough, and complete	4
E.	Acquires and maintains the skills and knowledge required for the position and area of expertise	3
F.	Work is performed with very few errors and mistakes	4
Average		3.33

Quality of Work / Job Knowledge Comments:

Mark has been open to making improvements to policies and processes that the board brings forward. He has been collaborative and provided valuable insight to guide the board in the right direction to be more transparent.

Mark sometimes makes decisions without completely understanding the ramifications and downstream impacts. The payout/accrual issues that arose as a result of COVID should have been thoroughly vetted and addressed timelier. There seemed to be a lack of understanding and transparency with the tracking of vacation and carryover.

The workflow related to legal notifications presented challenges which led to a delay in the board receiving information. I believe Mark could have handled the situation better initially. However, he and other departments have worked on improving the workflow to ensure it does not happen again.

Employee Feedback (as needed)

Productivity:

		Rating
A.	Accuracy, neatness, thoroughness, and completeness of work duties performed	4
B.	Work assignments are planned, organized, and analyzed for optimum results	3
C.	Implements appropriate cost-saving measures	3
D.	Takes action on assigned projects without being directed to do so and looks for opportunities to move projects along	2
E.	Employee's willingness to take on extra work when required by circumstances	4
F.	Employee's ability to meet deadlines in a timely manner	4
G.	Project goals and task deadlines are routinely met	4
H.	Accomplished previously established goals and objectives	3
Average		3.38

Productivity Comments:

Mark is easy to reach and is willing to work outside of regular business hours if necessary. He is accessible and responds quickly.

I am happy that Mark took feedback on consolidating job functions, it is a step in the right direction.

Mark is not aggressive on identifying opportunities for improvement. I would like to see him be more proactive than reactive with topics like shared resources (internal and external), grant opportunities, training, and the budget process.

Mark has made good progress towards identifying and monitoring his own goals for the year, but he does not have a tracking mechanism for pipeline projects for himself and his department heads.

Employee Feedback (as needed)

Communications:

		Rating
A.	Employee's ability to accept and understand criticism, and take appropriate action to correct and improve performance	2
B.	Team player; Maintains open communication with other employees in the organization and is conscientious, dependable and hard-working	3
C.	Appropriately communicates to constituents when needed, follows up promptly with peers/board when needed	3
D.	Employee's ability to communicate, both verbally and in writing	4
E.	Employee performs well based on use of active listening skills	2
F.	Actively solicits feedback from peers/others to determine needs and understand concerns	3
G.	Customer Service: Is able to find the right approach, depending on the situation with the colleague/official/peer and is articulate and diplomatic [when under pressure]	1
Average		2.57

Communications Comments

Mark does provide good weekly updates on items that he has worked on throughout the week. He is very good about getting back to board members the same day.

I often request multiple times to get information or at least a timeline. Examples: phone data info, yearly Rec Revolving Fund audit, DocuSign info, year end GL detail. It would be more prudent to be able to go directly to a department head rather than Mark being a gate keeper.

Mark does not always conduct himself in the best manner when responding to criticism. It would be more productive if Mark listened to what board members or other board/committee members are saying rather than go on the defensive. We are there to be the voice for the residents and do what is best for them. It is our job to evaluate the facts and give constructive feedback as needed.

It often feels like a power struggle between the Board of Selectmen and other boards and committees. We need to help Mark collaborate better and utilize others' expertise to best serve the taxpayers. We should be more open to ideas regardless of what entity they come from. Mark's recent work with BOH on vaccine preparedness is a step in the right direction and he should use that as an example to build on.

Employee Feedback (as needed)

Collaboration/Interpersonal Skills

		Rating
A.	Contributes to a positive working environment through behavior; demonstrates commitment to their work	3
B.	Makes effective decisions	3
C.	Employee's success in gaining cooperation from peers	3
D.	Facilitates sharing of methods and knowledge; demonstrates "mentoring" ideas/tasks	3
E.	Willingly places extra time and effort to meet deadlines and accomplish goals, assumes additional responsibilities as needed	4
F.	Exhibits strong interpersonal skills; presents willingness to offer counsel to others	3
G.	Board relations: Is responsive and timely when dealing with appointed/elected board and cognizant of MGL's that apply to department/organization	4
Average		3.29

Collaboration/Interpersonal Skills Comments:

Mark helped to collaborate with town departments on coming up with a strategy and plan for vaccines. He recognized that it was important to bring the right parties together so that Southborough would be ready to execute.

Mark does provide board members with insight and perspective when evaluating a situation. He is a good sounding board and does listen to ideas even if he is not on board. However, I have noticed that is not always the case with certain boards and committees.

Mark sometimes makes decisions without notifying the board. I think it is important for the board to be aware of anything that impacts operations.

Employee Feedback (as needed)

Leadership [Managers Only]

		Rating
A.	Contributes to a positive working environment through behavior; demonstrates commitment to their work	N/A
B.	Makes effective decisions based on available information	3
C.	Employee's success in gaining cooperation and a high level of performance from employees supervised	4
D.	Employee's ability to motivate employees he/she supervises through their action and example	2
E.	Facilitates sharing of methods and knowledge; demonstrates "mentoring" ideas/tasks	3
F.	Actively seeks new opportunities to network and build relationships with outside agencies and communities; has improved job performance and workplace presence through professional development	4
G.	Coaches, motivates, and develops other staff members in department/organization; gleans succession planning methods and puts them into practice	3
H.	Willingly places extra time and effort to meet deadlines and accomplish goals, assumes additional responsibilities as needed	5
I.	Exhibits strong interpersonal skills; presents willingness to offer counsel to others	3
J.	Presentation and public speaking skills are articulate and tactful	3
K.	Board relations: Is responsive and timely when dealing with appointed/elected board and cognizant of MGL's that apply to department/organization	4
L.	Identify training/development opportunities for their employees, discuss with these individuals a plan for the year ahead and how these tasks will be measured for completion and effectiveness	3
Average		3.36

Leadership Comments

There is no upward feedback mechanism, so it is hard to measure part A. In the future, I would like to get input from others to include in Mark's evaluation.

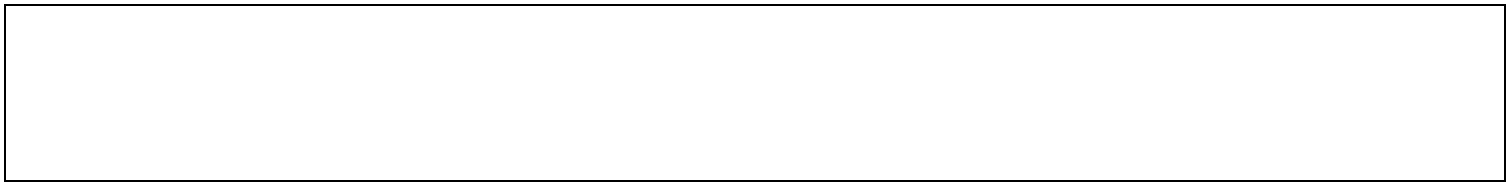
There has been extreme improvement in the Admin Assistant and Executive Assistant positions to BOS. We need to create clarity on notification expectations (this is partially on the board) on whether Mark or his direct reports should be communicating to the board on emergent situations. E.g. Fires, water main breaks, police activity. Several times in the last year, I have found out about major incidences in town and had to reach out to Mark to get information.

We must find a way that Mark is an executor and not a doer. He spends too much time making sure things are getting done that it takes away from his ability to execute. We could have had the South Union discussion 3 months earlier than we did, if we had known we were taking a 20 year old perc test.

As requested, Mark has provided the board with a schedule on department head reviews and is taking feedback from board members. I would like to see more upward feedback opportunities as we continue to evaluate the best method to evaluate department heads. I would also like to see Mark give the board a sense for financial commitments over the course of contracts (department heads and unions).

Mark has a pulse on some departments but not on others. He should understand and collaborate better on needs for all town departments so that we can capitalize on our resources.

Employee Feedback (as needed)



KATHRYN M. COOK
11 GRAYSTONE WAY
SOUTHBOROUGH, MA 01772

MARCH 10, 2021

Mr. Martin Healey (Chair, Board of Selectmen)
Mr. Jim Hegarty (Town Clerk)
VIA E-mail

Dear Marty and Jim:

I hereby resign from the Ad Hoc Capital Planning Committee effective today, March 10, 2021. As you both know, the current Advisory by-law prohibits Advisory members who serve on other committees from being able to count toward a meeting quorum and from being able to discuss the subject matter of the other committee including participating in any related votes.

Because there are currently three Advisory members on Capital Planning, Advisory would not be able to hold a meeting with Capital Planning which is not appropriate. Advisory must weigh in on the Capital Planning Committee FY 22 capital plan recommendations.

Let me know if you have any questions.

Sincerely,

Kathryn M. Cook

Kathryn M. Cook

Copies to: Jason Malinowski, Chair Capital Planning Committee (via e-mail)
Mark Purple, Town Administrator (via e-mail)

RECEIVED
By OB at 3:48 pm, May 07, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, March 30, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Consent Agenda

a. Mr. Stivers asked to hold agenda item "a." Mr. Stivers stated there is a typo on line 46, line 175, line 217, line 236 and line 276. Chairman Healey made a motion to approve Open Session Minutes: March 16, 2021 as amended by Mr. Stivers. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

III. Public Forum – Downtown District Bylaw

Chairman Healey thanked all those who had part in implementing the draft downtown district bylaw language and moving the process forward. He stated Ms. Braccio will host the public forum. Ms. Braccio summarized the questions that have risen over the last few weeks regarding the timing of hearings, the document, the teams involved and the zoning map. She addressed each which included coordinating timing with the completion of the Main Street Project and following through with goals from the Master Plan. She added the Planning Board is required to hold public hearings and bring the bylaw to Town Meeting as this is a zoning amendment. Ms. Braccio stated there have been many stakeholders with input into this document including the EDC, Planning Board, SHOPC, Board of Selectmen and others. She introduced Attorney Costa who will be attending shortly to address more questions.

Mr. Stivers outlined his questions regarding the split lots on the current zoning map, the threshold for site plan review and the change that includes 80% lot coverage. Ms. Malinowski asked about the current percentage of affordable housing in Southborough and the minimum

number of units for the downtown district. Ms. Braccio shared her screen to show the draft downtown district bylaw language and noted that the Planning Board wanted 25% of units to be affordable. Chairman Healey shared his praise that there is a focus on affordable housing as it has been a goal for Southborough along with a more vibrant and business-friendly downtown.

Attorney Costa joined the Zoom meeting at 6:41 P.M. He introduced himself and his law firm, Meade, Talerman and Costa, LLC. He explained how his municipal law firm works and his experience working with zoning bylaws and the Town of Southborough. Mr. Stivers explained concerns from residents regarding split lots and asked if these concerns were a serious risk. Attorney Costa explained his conversations with Ms. Reynolds and Ms. Munsiff regarding changing the zoning in this area and why it is important to relinquish some discretionary authority in order to reach the goals desired by stakeholders and as outlined in the Master Plan. Attorney Costa explained his opinion on the lots identified as split zoning and stated that he felt that risk was low that any could be sold to create a larger development. He read Chapter 174 § 5 of the Town Code entitled "Establishment of Districts" which he felt would protect the Town from redevelopment on the split lots. He added that rezoning the remaining portion of those lots as residential would eliminate risk completely. Chairman Healey asked Attorney Costa if he felt adopting a new map for this district was a heavy lift or if there were other options to solve the split lot issue. Attorney Costa explained that it is not a heavy list to craft a new map for this district and added that if new language were added to address the lots, it could create a domino affect that could impact the rest of the 150 pages of the Town Code. He explained the ramifications of amending 174 § 5 of the Town Code and amending the zoning map. He stated that a zoning map is not a heavy lift legally but he is not aware of how it would fare politically.

Mr. Stivers expressed his interest in modifying the zoning map and Ms. Braccio identified the seven split lots and the CSX owned land. She stated she will be reaching out to the owners of those lots to get their opinion on how this should best be handled.

Resident Kevin Miller outlined his concerns on the current zoning map and strongly urged all parties to update the map to address the split lot issue. He listed more lots that he identified as split and residential properties that would be included in the downtown district according to the existing zoning map. He stated that he was told owners of a split lot could sell their business village zoned property commercially and keep the front residential. Mr. Miller felt the risk was higher for commercial purchasing of split lot land than presented. Attorney Costa was asked to opine by Chairman Healey. He stated that he appreciated the risked described by Mr. Miller but due to the environment in the district along with the size and configurations of the split lots, he did not see an incredible opportunity for a land grab. He spoke to Chapter 175 § 5 as properly addressing major risks for selling a portion of a split lot and reiterated that he does not have concern that there is a significant risk of a sale such as this. He added that if the property owners are in favor or changing the map or being removed from the district, it should be done.

Chairman Healey supported Ms. Braccio's decision to reach out to the landowners of the split lots and Ms. Braccio stated that the concerns were heard and she will be working with the land owners and the EDC to address them.

John Wood of the EDC stated that Ms. Hoecker, Principal Department Assistant to the Planning Board, had done extensive research on the zoning map and found that these lots were identified in mid-2000 and again in 2013 as a potential issue but no changes were made. He asked if anyone on the Board or public knew why. Mr. Stivers replied that he was on ZAC at the time and

he does not remember why these split lots were not addressed but added that the whole project lost momentum for a variety of reasons. Mr. Wood asked if the Planning Board has taken a position on this area of the zoning map. Chairman Healey replied that he did not think they had but the Board will be gathering as much information as possible, starting with speaking to the individual landowners. Kevin Miller stated that he watched the Planning Board meeting from two meetings ago and Mr. Morris clearly instructed the EDC to reexamine the map as there is a problem with it. He stated that at the subsequent EDC meeting the map was not addressed. Claire Reynolds stated that Mr. Morris had not given the EDC a directive to reexamine the map and any changes or revisions to the zoning map would not fall under the purview of the EDC.

Marnie Hoolahan spoke as a member of the Planning Board and stated she was at the meeting Mr. Miller is referring to. She stated Mr. Miller brought the issue of the zoning map to their attention and the Planning Board agreed that a solution must be provided. She stated the Planning Board has not taken a vote but speaking for herself, she is not comfortable supporting this bylaw until a solution to the zoning map is brought forward.

Resident David Parry stated he was formerly a city planner and he agreed with the points Mr. Miller has made. He spoke to a provision in the ordinance that there shall only be one principal permitted use on any one lot and asked that this be included in the downtown district. Mr. Stivers stated that he would like to see consistency in the trigger for Planning Board review and 2,000 square feet remain the measurement. Attorney Costa explained the thought behind establishing a higher threshold of 3,000 square feet which included incentivizing development to allow a relatively larger development to proceed in a manner where it would not need discretionary special permit review. He added that there does not need to be consistency in this area and he read an excerpt from an email provided by Ms. Barrett regarding this topic. Attorney Costa explained Ms. Barrett's thought to apply the threshold to the use versus the structure. Chairman Healey asked if Ms. Barrett was describing an appropriate path to mixed use buildings and if not followed as described the town could be limiting their ability to allow mixed use. Attorney Costa agreed with that statement. Julie Connelly of the EDC outlined the uses they were looking to attract that may require a 3,000 square foot threshold as outlined in 174-8 (12) (b) of the draft bylaw.

Mr. Stivers described his concerns on the 80% lot coverage and floor area ratio as included in this and prior draft language. He added that he felt it opened the door to substantial development. Ms. Braccio clarified that the 80% lot coverage was not discussed but was added by Ms. Barrett. There was discussion regarding floor area ratio and lot coverage and the implications of using these as thresholds for development. Attorney Costa stated that both propose challenges as the lots in the proposed downtown district are not similar in size and has smaller lots. He stated that Ms. Barrett is the expert in this area but suggested looking at minimum setbacks and height limits in conjunction with lot coverage. Mr. Shea left the meeting at 8:10 P.M.

Ray Hokinson (10 Main Street) stated his concern regarding the presented lot size measurement to dictate the height of a building. He stated that the potential for three- and four-story buildings would change the character of the downtown district. He added that he is concerned that allowing taller buildings would change the character of this area. Ms. Connelly clarified that historically there have been taller buildings on Main Street and she listed the Southborough Arms and the school among others. She added that part of the proposed bylaw includes design guidelines promulgated by the Planning Board. She added that the EDC is cognizant to maintain the village historic piece of town but they are also looking for ways to promote the goals of

bringing in small business and promoting diversity in housing. Mr. Parry questioned the forty-foot height restriction compared to the thirty-five feet in other districts and asked to delete paragraph "g." There was discussion on why the proposed forty-foot height restriction was included and what businesses might require a higher building. Ms. Braccio read a chat comment from Mr. Parry regarding his perception that there is a disparity on vision for the downtown district.

Mr. Hokinson stated he felt the EDC approach is simply zoning and he would like to see more of a focus on preservation and a push to keep the historic character. Ms. Connelly explained that the EDC is very focused on zoning at the moment because this was outlined as the next step to revitalizing downtown. She said that they have been working on the downtown initiative for three years and it began with a goal to attract small business and development but also preservation, walkability, beautification and creating greenspaces. Ms. Connelly added that the EDC engaged ULI in a study and they instructed them to update the antiquated zoning bylaw and addresses the lack of wastewater infrastructure. She described how each of those objectives were being done.

Mr. Miller stated he agreed with Mr. Hokinson's comments and felt that the approach has been focused on appeasing developers and that there is consistent dissonance between the way the project is being sold and the article itself. Ms. Braccio thanked him for his comments and stated that this is not the end of the conversation. She added the Board will be working with stakeholders and there will be more discussions to come. Mr. Hokinson added that he is not singling out the EDC with his concerns but hopes the Board is also open to addressing issues of historic and characteristic qualities in downtown. Ms. Braccio thanked the public for participating and Attorney Costa for his attendance and participation.

IV. On a motion made by Chairman Healey, seconded by Mr. Stivers and voted all in favor by roll call, Braccio, aye; Malinowski, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 8:38 P.M.

Upcoming Meetings		
April 6, 2021	*April 13, 2021*	*April 20, 2021*

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the March 30, 2021 BOS Meeting:

- Regular Session Minutes, March 16, 2021
- Draft Downtown District Bylaw language, March 9, 2021 Revisions

DOWNTOWN DISTRICT (DD)

~~February 26~~March 9, 2021 Revisions

Part 1. Amend Article I, Miscellaneous Provisions, **§ 174-2** Definitions, by adding the following new terms and definitions in appropriate alphabetical order.

BED AND BREAKFAST

Bed and breakfast is an establishment on owner-occupied property offering transient lodging accommodations to the general public, with not more than four guest rooms and food service limited to breakfast for guests.

CO-WORK CENTER

A building or portion thereof used for flexible work spaces offering short-term, monthly, or longer lease periods for self-employed people or people working for different employers, and typically providing shared furnishings, equipment, and business support services.

ESTABLISHMENT

An institutional, business, commercial, or industrial activity that occupies all or a portion of a building; a place of business.

FAÇADE

The external faces of a building.

FRONTAGE OCCUPANCY

The percent of a lot's street frontage that is occupied by a building between the minimum and maximom front setback range.

MICROBREWERY

A microbrewery is a licensed establishment that produces and distributes beer, ale, or other malt beverages, and which may include accessory uses such as tours of the microbrewery, retail sales, and a taproom for on-site consumption. In addition to selling beer at retail on the premises, a microbrewery may act as wholesaler for beer of its own production for off-site consumption if it has a valid pub brewery license from the Commonwealth of Massachusetts.~~[1]~~

MIXED-USE DEVELOPMENT

~~[1] The use requires a special permit in this district. The concerns raised in the Planning Dept. comment traffic, etc., would be handled the same way for this use as for any other, and the use would be subject to the same special permit granting criteria that apply to all special permits. Similarly, the ZBL already has parking and loading requirements. They should be applied to this use as much as they are to any other use.~~

A development that includes ~~both multifamily units[2] and~~ any combination of permitted nonresidential uses and one or more dwelling units within a single structure. The ground floor facing the street shall be used only for permitted nonresidential uses, and the total gross floor area occupied by nonresidential uses shall be at least 10 percent of the gross floor area of the structure.~~[3]~~

Part 2. Amend Article II, Establishment of Districts, **§ 174-3 Districts enumerated,** by adding the following new district:

M. Downtown District, referred to as DD

Part 3. Amend Article III, Use Regulations, **§ 174-8.C.(2)** as follows (amendment shown in italics)

Not more than one principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a business district or Industrial Park District, *or a mixed-use development in the Downtown District*, shall be deemed to be in a single principal permitted use. . . .

Part 4. Amend **Article III, Use Regulations**, § 174-8, Schedule of Use Regulations, by adding the following new section:

§ 174-8.12 Downtown District

A. Permitted uses are as follows:

(1) All uses permitted in the residential districts (RA and RB).

(2) Mixed-use development,[4] provided that each use in the development is a permitted use under this Section 174-8.12(A) or Section 174-8.12(B).

(3) Professional or business office, or bank, but not including a medical or dental office.

(4) Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsperson, or bakery.

(5) Bed and breakfast.

(6) Child care center.

~~[2] We have added these words to address a Planning Board comment. However, note that in the ZBL's definitions, multifamily applies to a dwelling with 2 or more units. A mixed-use building is not a dwelling. Does the insertion of multifamily units here address the concern?~~

~~[3] If the Planning Dept. prefers to see a maximum on commercial space, what do they recommend?~~

~~[4] See revised definition of mixed-use development.~~

(7) Co-work center.

B. Permitted uses, up to a maximum of 3,000 square feet per establishment.

(1) Retail sales and services.[5]

(2) Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited).

(3) Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive-through service is prohibited).

(4) Personal services such as barber shop, beauty salon, tailor, or shoe repair.

C. Permitted uses by special permit from the Planning Board are as follows:

(1) Any use listed in Subsection B exceeding 3,000 sq. ft. per establishment.

(2) Mixed-use development that includes a use requiring a special permit under this Section 174-8.12[6]

(3) Microbrewery.

(4) Veterinarian, animal hospital.~~[7]~~, or animal clinic.

(5) Medical or dental office.

(6) Multifamily dwelling, up to twelve units.[8]

(7) Private garage or parking for more than three cars or more than one truck or other commercial vehicle.

(8) Indoor recreation, athletic or exercise facility.

D. Uses by special permit from the Zoning Board of Appeals are as follows:

(1) Accessory apartment.[9]

~~[5] "Retail sales and services" is a customary use term in zoning. If the Planning Department believes the term should be divided somehow or further described, please provide wording for review.~~

~~[6] The only referenece to RA and RB is under permitted uses in Section A above. Obviously, something that requires a special permit in RA but is allowed as of right in the DD district would not require a special permit in DD because it would need one if the site were zoned RA …~~

~~[7] Dog kennel was intentionally omitted.~~

~~[8] The comment about this item seems inconsistent with the town's existing zoning. There is no specific wording about kitchens, unit sizes, and so forth in the RA special permit provision for multifamily dwellings in a major development, or housing for seniors, or conversions to two-family dwellings. Why wojuld multifamily dwellings in DD be singled out and treated differently?~~

~~[9] If the town wants to permit ADUs as of right – which would be a good thing! – don't put that discussion solely on the back of the DD district. It should be discussed in termsof all districts and not just this one. Same comment applies to two-family~~

(2) Conversion of a one-family house in existence for two years or longer to a two-family dwelling, on a lot with a minimum of 15,000 square feet.

(3) A mobile home or travel trailer used as a dwelling or business quarters for more than 30 days in a year.

E. Prohibited uses. All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations are prohibited.

F. Development standards are as follows:

(1) Minimum lot area: 5,000 square feet.~~10~~

(2) Minimum frontage: 60 feet.

(3) Minimum setbacks:

(a) Front: 10 feet.

(b) Rear: 35 feet.

(c) Side: 10 feet; 25 feet if adjacent to a residential district.

(d) Other street: 10 feet

(4) Maximum front setback: 20 feet unless waived by the Planning Board.

(5) Maximum lot coverage: 80 percent

~~(5)~~(6) Minimum landscaped green space: 20 percent. At least 50 percent of the landscaped open space shall be contiguous and located between the front building line and front lot line unless the Planning Board approves a different placement of the open space as part of Site Plan Review.

~~(6) Maximum floor area ratio: 0.35 as of right, or a maximum of 0.70~~~~11~~ ~~by special permit from the Planning Board.~~

(7) Minimum Façade Buildout (% Lot Width) unless waived by the Planning Board.

(a) With less than 50 feet of frontage: N/A

~~conversions. This district was written to be as consistent with possible with the rules that apply in your business village districts.~~

~~10 Obvioujsly, if someone wants to build on a 5,000 sq. ft. lot, they still have to meet all the other dimensional requirements of the district. Someone with only 5,000 sq. ft. may not develop some or many of the proposed uses; they would have the option to decide, or perhaps to assemble land.~~

~~11 The maximum FAR was increased to 0.70 in v. 5. Not sure where 0.50 came from.~~

(b) 50-80 feet of frontage: 60%

(c) Over 80-100 feet of frontage: 70%

(d) Over 100 feet ~~or more~~ of frontage: 75%

(8) Height regulations:

(a) Maximum building height: 40 feet and three stories, except by special permit from the Planning Board under Section H below

(b) Minimum ground floor height: 12 feet

(c) Maximum ground floor height: 18 feet

(9) Residential dwellings. Single-family or two-family dwellings in the Downtown District shall comply with RB District standards.

G. Special Permit for Height Increase. The Planning Board may grant a special permit to increase the maximum building height to 48 feet and four stories, provided that the minimum rear setback shall be increased at a 1-to-1 ratio, e.g., an additional one foot of setback for every one additional foot in building height.

H. Building Regulations

(1) The principal entrance(s) to the building shall be on the front façade, which shall face the street.

(2) The maximum distance between street-level entrances in a single building shall be 35 feet unless waived by the Planning Board.~~12~~

(3) The maximum depth of street-level commercial spaces shall be the lesser of 30 feet or 60 percent of the depth of the building unless waived by the Planning Board.

(4) The maximum front setback in Section F(4) may be increased for purposes of amenities such as landscaping, a plaza, square, courtyard, recessed entrance, sidewalk, multi-use path, raised terrace, façade offsets, or outdoor dining, but not for vehicle use.

(5) Affordable housing. In any multifamily or mixed-use building with four or more units, at least 12.5 percent of the units shall be affordable housing that is eligible for the Chapter 40B Subsidized Housing Inventory (SHI) in accordance with the Chapter 40B regulations and Guidelines of the Massachusetts Department of Housing and Community Development (DHCD). In consultation with the Southborough Housing Opportunity Partnership Committee (SHOPC), the Planning Board may adopt a guidance document interpreting the Chapter 40B Guidelines as they apply to

~~12 This is a maximum separation between front entrances. The entrances could be closer together. The purpose of the regulations in this section is to "shape" the size and configuration of business spaces to encourage small tenant businesses.~~

development under this section.[13]

I. The operation of any marijuana establishment as defined in MGL c. 94C, § 1, including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough.

Part 5. Amend Article III, Use Regulations, by adding the following new section, **§ 174-10.2 Downtown District plan approval.**

In the Downtown District, major site plan approval shall be by special permit from the Planning Board for any use requiring a special permit. In such cases, the procedural requirements and decision criteria of § 174-9, § 174-10, and 174-10.1(A) through (C) shall apply. The Planning Board may adopt design guidelines and apply them to major site plan approval applications regardless of whether a special permit is required.[14]

Part 6. Amend Article III, Use Regulations, § 174-12 **Parking and loading regulations**, by inserting the new Section F below and relabeling the existing Section F. Egress to Section G.

F. Exceptions in the Downtown District. Off-street parking requirements for development in the Downtown District shall comply with Section E above except for the following uses:

(1) Dwellings: two spaces for each dwelling unit, plus one space for each 80 square feet of floor area devoted to a customary home occupation or a professional use.

(2) Bed and breakfast: one space for each guest room plus two spaces for the owners of the premises.

(3) Restaurants and other places serving food or beverages: one space for each four seats.[15]

(4) Mixed-use development: one space per dwelling unit and one space per 300 square feet of nonresidential floor area.[16]

(5) Professional or business office: one space per 300 square feet for ground floor offices and one space per 350 square feet for offices above the first floor.

[13] ~~Recommendation: keep SHOPC in here. It would be good for the Planning Board to have their expertise. Refer the legal question to Atty. Costa.~~

[14] ~~What additional or different language does the Planning Dept. want here? How are other uses subject to site plan review but not a special permit handled for purposes of the LID bylaw?~~

[15] ~~Best practices in parking requirements no longer include set-asides for employee parking.~~

[16] ~~This section sets a parking for the uses in mixed-use buildings. Why would 174-12.E(1) apply?~~

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March 9, 2021 Revisions

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Part 5. Amend Article III, Use Regulations, by adding the following new section, **§ 174-10.2 Downtown District plan approval.**

In the Downtown District, major site plan approval shall be by special permit from the Planning Board for any use requiring a special permit. In such cases, the procedural requirements and decision criteria of § 174-9, § 174-10, and 174-10.1(A) through (C) shall apply. The Planning Board may adopt design guidelines and apply them to major site plan approval applications regardless of whether a special permit is required.

Part 6. Amend Article III, Use Regulations, § 174-12 **Parking and loading regulations**, by inserting the new Section F below and relabeling the existing Section F. Egress to Section G.

F. Exceptions in the Downtown District. Off-street parking requirements for development in the Downtown District shall comply with Section E above except for the following uses:

(1) Dwellings: two spaces for each dwelling unit, plus one space for each 80 square feet of floor area devoted to a customary home occupation or a professional use.

(2) Bed and breakfast: one space for each guest room plus two spaces for the owners of the premises.

(3) Restaurants and other places serving food or beverages: one space for each four seats.

(4) Mixed-use development: one space per dwelling unit and one space per 300 square feet of nonresidential floor area.

(5) Professional or business office: one space per 300 square feet for ground floor offices and one space per 350 square feet for offices above the first floor.

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, March 16, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

I. Public Comment

None

II. Scheduled Appointments

Volunteer Interviews

i. Rachael E. O'Day – Recreation Commission, term 6/30/23

Ms. O'Day described her professional background and her desire to be involved in the community. She explained she has a young daughter and is excited to be a part of creating the opportunity for children to socialize and participate in sports. Mr. Stivers asked if she has watched any Recreation Commission meetings and she stated she had not but reviewed recent meeting minutes and had a conversation with Ms. Hansen. Ms. Hansen stated the they had a great conversation and she is looking forward to adding more energy to the Commission. Chairman Healey made a motion to appoint Rachael E. O'Day to the Recreation Commission, term 6/30/23. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

ii. Ira Schild – Golf Committee, term 6/30/21

Mr. Schild gave a background of his time living in Southborough and patronizing the Southborough Golf Course. He explained his passion for the sport and his desire to volunteer as he nears retirement. Mr. Stivers outlined goals to improve the course.

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Chairman Healey mad a motion to appoint Ira Schild to the Golf Committee, term 6/30/21. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

iii. David Nixon – Golf Committee, term 6/30/21

Mr. Nixon gave a background of his experience with golf course management at Framingham Country Club. The Board agreed Mr. Nixon's experience perfectly positions him to assist in the future success of the Southborough Golf Club. Chairman Healey made a motion to appoint David Nixon to the Golf Committee, term 6/30/21. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

iv. Jay Dietz – Golf Committee, term 6/30/21

Mr. Dietz gave a background of his experience managing golf tournaments and volunteering in Southborough youth sports. The Board agreed Mr. Dietz would be a good fit for this Committee. Chairman Healey made a motion to appoint Jay Dietz to the Golf Committee, term 6/30/21. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

<u>Brian Ballantine, Finance Director</u>

i. FY22 budget update

Mr. Ballantine stated that the estimated tax rate increase is now at 4.04%. The adjustments made since last update included a change to a Fire Department line item, the Algonquin debt has been finalized and the interface program for Youth and Family Services is now being funded through outside sources. The next step is for the Board to meet with the Advisory Committee and to provide any funding source questions regarding the budget. Ms. Braccio asked if there were any other adjustments that could bring the tax rate lower. Mr. Ballantine stated that other than minor items, the biggest item would be how capital items are funded. Mr. Stivers asked if there were any items from the State that could increase the tax rate. Mr. Ballantine replied local aide could increase the tax rate and he believes the State will be late with final numbers but does not expect a negative impact. Mr. Stivers asked if the newly passed stimulus package included any opportunity for budget relief. Mr. Ballantine stated that they will be meeting tomorrow to discuss this. Mr. Purple explained how funds could be dispersed and the intricacies included in qualifying for relief.

ii. Results of fee review

Chairman Healey asked if there were any items he would like to discuss outside of what is included in the budget. Mr. Ballantine stated that departmental fees are being reviewed on a regular basis internally and were presented to the Advisory Committee. He stated it was decided to follow up with the Fire and Building Departments for potential fee increases. Chairman Healey stated that most fees are set by statute or regulations and the Board has little control. Ms. Malinowski asked for a timeline for fee increase submittal from the Fire and Building Department. Mr. Ballantine replied that it would not take more than a few weeks. Mr. Stivers suggested a regular review session of all fees every two years. Mr. Ballantine agreed. Ms. Braccio asked Tim Davis, Recreation Manager if it was the appropriate time to increase the rent fees for the 9/11 Field. Mr. Davis stated that he has not been here a full year where seasons have been fully open due to the pandemic. He added that the fees are on the higher side and they are hoping for a successful spring season

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which is slated to bring in $30,000 - $35,000 in fees. Chairman Healey asked that a Town of Southborough fee sheet be added to the website for public reference. Mr. Ballantine agreed.

Steve Achilles, Fire Chief – FY22 Capital – Fire tender (tanker)

Chief Achilles introduce Tom Durkin, the newly hired firefighter, to the Board. Mr. Durkin gave a brief overview of his experience with the Bolton Call Fire Department. The Board welcomed him to Southborough.

Chief Achilles gave an overview of the need for the fire tender and the grant applied to assist in the funding. Ms. Braccio asked about the number of quotes. Chief Achilles explained the process of receiving a quote and moving forward to entering into an agreement. He stated they have received strong estimates all around $400,000. Ms. Braccio stated the Capital Committee has reviewed this item and said she was in support of purchasing the fire tender. Mr. Ballantine explained that the first payment will not be made until 2023. Ms. Malinowski stated she supported the purchase of the tender. Mr. Shea agreed and asked about proper staffing for the vehicle. Chief Achilles explained his approach and how it will benefit response time and increase available water during active fires. Chief Achilles added they will be more prepared to assist mutual aid partners with the tender.

Karen Galligan, DPW Superintendent

i. Surplus designation DPW pickup truck

Chairman Healey asked the Board if there were any questions on this topic and topic three. The Board had no questions. Chairman Healey made a motion to approve the surplus designation of the DPW pickup truck and to award the grounds bid as recommended by Ms. Galligan. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

ii. Update on CSX/Main Street project

Ms. Galligan stated she received a quote of $44,000 from the CSX engineer to design sidewalks and a pedestrian crossing over the train tracks on Main Street. She stated the first pieces will be funded out of Chapter 90 funds designated from the Main Street project and Mr. Purple needs authorization to sign the engineering agreement for the Board. She outlined the next steps and timeline for the sidewalk and pedestrian crossing. Chairman Healey asked if the March 23rd meeting was an acceptable time to vote on the authorization of a document and Ms. Galligan replied that it was. There was discussion regarding cost and Ms. Galligan informed the Board that she has heard the high-end estimate is $580,000.

Chairman Healey asked about funds directed towards cities and towns from a federal level for annual road maintenance and if there should be a three to five-year plan for bonding. Ms. Braccio asked about shovel ready projects in order to receive the federal funding. Mr. Purple explained that the Board allocated Chapter 90 money to get a priority list of projects shovel ready for federal funding. He explained the priority list for the Complete Streets Grant and timing of projects with funding schedules. Ms. Braccio asked about the wastewater feasibility study and Ms. Reynolds explained the next steps. She added that the plans could change if the downtown zoning warrant article is not passed at Town Meeting. Ms. Reynolds explained the piping that could be done on Main Street by the Fay School

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which could be part of the feasibility study. Mr. Shea explained the details of a sleeve pipe and gravity pipe and added that it would make sense to do this work while Main Street is being worked on.

iii. Award of Grounds bid

This item was voted in item "i." above.

iv. Water Rates recommendation

Ms. Galligan explained that the Town must pay MWRA for water use for the last calendar year. She explained how the rates are set based on usage in Boston and due to the pandemic, rates will be increasing. She stated that discussion with the Finance Team yielded a proposed water rate increase of 5% for fiscal year 2022. She added that because of the uncertainty of businesses and the economy, the analysis done concluded it would be advantageous to have money in retained earnings to pay for any shortfalls. Mr. Stivers explained in detail how Boston's water usage impacts the Town and surrounding towns. Ms. Galligan explained how rate tiers were created and what they mean. Ms. Braccio stated she was concerned that this and the proposed increases could cause sticker shock for residents. Ms. Malinowski asked how the Newton Street project could affect water rates and Ms. Galligan explained. Chairman Healey clarified that MWRA sets the water rates and not the Town. Mr. Stivers explained that the only way to decrease cost is to substantially cut back on water flow. Chairman Healey stated that since increases were due to the pandemic there could be relief from other avenues. Ms. Malinowski added that there are capital projects that could impact water rates and the Capital Planning Committee would like to know these impacts before the Selectmen vote on a water rate for 2022. There was discussion on timeframes for approving a water rate increase. There was discussion regarding the timing of the Newton Street project. Chairman Healey suggested the Capital Planning Committee review the information and report to the Board for a decision at the March 30th meeting. The Board decided to vote on the rates this evening and to assign the Capital Planning Committee to look into how the Newton Street project impacts these rates. Mr. Shea made a motion to set the fiscal year 2022 water rates with a 5% increase. Mr. Stivers seconded. Ms. Malinowski stated she agreed though it may change due to findings from the Capital Committee and a review of first quarter bills. Ms. Malinowski asked to amend the motion. Mr. Shea amended his motion to set the fiscal year 2022 water rate by 5% subject to further review after the first quarter. Mr. Stiver seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

v. Newton Street water project

This item was discussed in item "iv" above.

vi. Update on the cost of recycling

Ms. Galligan explained the cost of recycling and the volatile stage at which the costs are currently. Mr. Stivers added that because of the instability of the recycling world, it would be best to look at long-term recycling opportunities and controlling the stream of recyclables. He added there are companies that could manage the recyclable flows to help redirect collected recyclables to get more value from them. Ms. Braccio added that the Public Works Planning Board and DPW should start thinking about a potential sticker fee increase. Ms. Galligan stated that is usually done in April or May and they will look into it.

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vii. Update and discussion re: Chapter 90 planning

Ms. Braccio explained the discussions being had by the Capital Planning Committee and asked the Board to work in conjunction with them on this topic. She added this was discussed under item ii."

viii. Update on Shared Streets project – Award of bid

Ms. Galligan recommended that the Board not award the contract and go back out to bid and award in April. She explained that separating the projects into multiple bids would likely yield better pricing and save the Town money. Mr. Purple explained that he spoke with Representative Dykema who felt confident that MASSDOT would allow an extension after sending in a letter of request. Ms. Galligan stated she would like to request Chapter 90 funds for the sidewalk maintenance and explained how in doing so they would receive more funds. She explained the timeline for funding and work to begin. Ms. Galligan explained the Chapter 90 funds allotted for Newton Street and downtown sidewalks. Mr. Shea made a motion to reject the bid for the Shared Streets project in the best interest of the Town. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

ix. Complete Streets priority list

Ms. Galligan asked the Board to accept the policy as it needs to be submitted to MASSDOT by April 1st. Chairman Healey asked if the Public Works Planning Board had reviewed the document and Mr. Stivers said they had and there is one project he would like to add. Ms. Braccio suggested mothers in Town be included in the group for feedback and stated only seventeen of the projects listed are on the southside of Town. Ms. Braccio spoke about the train station and connectivity, playgrounds and the recreation field at Liberty Estates all located on the southside. There was discussion about the addition of sidewalks in Town and the now disbanded Sidewalk Committee. Mr. Stivers proposed to add a pedestrian bring at Oak Hill Road and Central Street. Chairman Healey made a motion to approve the proposed Complete Street Priority list for submission to the State with the amendment proposed by Mr. Stivers. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

III. Reports

Chairman's Report

i. Cemetery/Old Burial Ground Issues: Veterans and Historical Commission Communications

Chairman Healey summarized the communications regarding the flags at the Old Burial Ground and communications between veterans and Michael Weishan, the Chairman of the Historical Commission. He summarized Mr. Weishan's previous similar conduct which resulted in a two-year hiatus from the Historical Commission. He added that the Board was assured by him at his reappointment months ago that the conduct will not be repeated. Chairman Healey summarized Mr. Weishan's conduct with members of the Building Department earlier in the week. He then explained the conversation he had with Mr. Weishan regarding the complaints regarding the flags that Mr. Weishan brought to the veterans. Chairman Healey stated that the jurisdiction over the Old Burial Ground lies with the Board and not Mr. Whynot and explained incomplete and misinformation distributed by Mr. Weishan. He stated that this is not an isolated issue as it occurred two years ago and

twice this week. He stated that he would like the Board to add an agenda item to a future meeting regarding the flag complaints at the Old Burial Ground which would include the opportunity for Southborough veterans to speak. He also asked that the Board discuss the status of the Historical Commission at a future meeting as well. Chairman Healey invited Dan Kolenda to speak.

Mr. Kolenda thanked the Board for bringing this issue forward. He stated that the manner in which the complaints regarding flags at the Old Burial Ground had been handled offended many members of the veteran community and explained the history of the Gadsden Flag. He stated the veterans are looking for respectful discussion about issues from Town officials. He stated that threats to go to a Board or the media is unacceptable. He asked that the flag complaints be included on a future agenda with input from the veteran community and hopes that the conduct of issuing threats and coerciveness be addressed by the Board.

Mr. Whynot explained that Mr. Weishan told him, "I hope we can come to an understanding so it doesn't have to go to the Board of Selectmen or media" and he felt this was egregious and ludicrous. He stated that the call with Mr. Weishan was not pleasant and he was taken aback. He asked that this topic be added to a future meeting to be handled appropriately. He stated that he did not feel the flags were in the wrong place and stated he would like to speak about the flags at a future meeting as well.

Mr. Weishan stated that the veterans are not a monolithic group and the Historical Society voted 7-1 to remove the flags. He stated that everyone was allowed to join this Zoom meeting and that if you polled the average person, they would agree the flags are not representative all the people of Southborough. He added that he would not speak to his conduct and stated he is disappointed in the Board and Marty Healey in particular. Mr. Weishan stated that he is ready to work with the Board and that any accusations that he was threatening are incorrect. Chairman Healey told Mr. Weishan he tends to misstate occurrences and stated these topics will be addressed at a later meeting where the veterans would be invited to participate.

Chairman Healey stated that Mr. Purple's evaluation will be on the agenda for March 23, 2021.

<u>Members' Reports</u>

ii. Update on Downtown District project and scheduling of public forum

Ms. Braccio asked that the Board commit to a public forum in order to begin to move forward with the document a document to include in the warrant. She explained to the Board updates made by Ms. Barrett and Attorney Costa. The Board agreed to hold a public forum on March 30 and Ms. Braccio will reach out to Ms. Barrett and Attorney Costa to invite them to attend.

iii. Update on BOS Office Hours

Ms. Malinowski stated there was one attendee and due to the frequency of upcoming meetings, she suggested Office Hours be held closer to Town Meeting to discuss the articles.

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Ms. Malinowski stated that the Rent and Mortgage Program has restarted yesterday and is included on the website. She stated that the Stockwell Lane property is now on the market.

iv. Board of Health update

Mr. Stivers stated there are open issues relative to the Board of Health and their need of a full-time director and full-time administrative assistant. He stated that Advisory has not come to a decision about these positions and asked the Board prepare for a future discussion regarding this. Ms. Braccio asked about the status of regionalizing health services. Chairman Healey stated that there is a back and forth with the Board of Health and their budget for next year. He added that he would like them to attend the April 6th meeting for a discussion.

Town Administrator Report

i. COVID update

Mr. Purple stated there was a vaccination clinic conducted at Colonial Gardens on March 5th and another set of doses will be coming in the beginning of April for their second shot. He stated that a regional vaccination site has been approved by the state for the boroughs and other communities. He thanked Representative Dykema for her help to move this forward. He stated that the clinic should be ready in two weeks and will be located at the DoubleTree in Westborough. He stated that he is meeting with CERT volunteers, paramedics and others to coordinate staffing.

Mr. Purple told the Board that the Board of Health is moving forward to implement their proposal to increase their staffing hours in fiscal year 2022 from 57-120 hours. He stated that Advisory feels they can achieve a more collaborative approach to fill any gaps and explained the Shared Services Grant that is available. He added that he spoke with Ms. Woodford, Chair of the Board of Health, who stated that the track record for regionalization has not been a good one. He added that he received a phone call from the Northborough Town Administrator before the meeting informing him that Ms. Woodford told him they were not interested in moving forward with regionalization. Chairman Healey asked that the Board of Health attend the April 6th meeting to discuss regionalization. Ms. Braccio agreed and stated that the decision to regionalize or not should be based on what is best for the tax payers. Ms. Malinowski asked if the Board of Health met to vote on regionalization and Mr. Purple replied that he does not believe they did. She asked about a timeline for the grant application and Mr. Purple explained a letter of intent was due yesterday and could have already been submitted. Mr. Shea and Mr. Stivers both agreed that a discussion regarding regionalization should be had to come to the right solution for the Town.

IV. Consent Agenda

a. Approve Open Session Minutes: March 2, 2021

Ms. Malinowski asked to hold item "a." Ms. Malinowski asked that "draft RFP" be added to line 119. The Board agreed. Chairman Healey made a motion to approve Open Session Minutes: March 2, 2021 with the amendment stated by Ms. Malinowski. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

b. Ms. Malinowski asked to hold item "b." Ms. Malinowski explained the funding in regards to the bid proposal. She stated there is potential that the budget could exceed a $15,000 overage without using contingency money and it could be more if contingency

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funds are needed. She stated that she is not in favor of using the revolving fund to source the $15,000. She added that the project is subject to the Capital Policy previously approved by the Board. Chairman Healey asked if Ms. Malinowski's request is to not approve this tonight and to bring this item to the Capital Committee for consideration. Ms. Malinowski replied in the affirmative. Chairman Healey asked Mr. Davis if this would impact his timeline and Mr. Davis explained. Chairman Healey suggested that they proceed to review the contract and work in parallel during the Capital Committee review process. Ms. Braccio suggested reaching out to the Capital Committee to schedule a meeting so as not to hinder the progress of the project. Chairman Healey made a motion to award the Richardson Tennis Court Lighting project to Island Lighting and Power Systems contingent on approval by the Capital Planning Committee. Mr. Stivers seconded. Ms. Malinowski stated that this is an example of how the Board could resolve overages and future oversight of projects. She stated that as the Board reviews projects in the future, they need to remember this process and where there were failures and delays. Ms. Braccio suggested Mr. Davis reach out to the Capital Planning Committee to move this forward in an expedited manner. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

c. Chairman Healey made a motion to approve the donation to Recreation Department. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

V. Other Matters Properly Before the Board

Chairman Healey pointed out that the scheduling of Board meetings has already been discussed and agreed upon. He stated that the discussion of committee vacancies will be pushed to a future meeting. Chairman Healey asked the Board to think about whether a bicycle committee should be a freestanding committee or whether it should be included in a pedestrian/transportation committee.

<u>Review of RFP for disposition of 21 Highland Street</u>

Ms. Malinowski thanked Ms. Esposito for her work on the RFP and explained the weighted point system. There was discussion regarding the categories, the point system and the potential bids received. Mr. Purple explained the proposed schedule included in the document and explained the timeline requirements. He told the Board this needs to be decided upon this evening. Ms. Braccio stated she supports the document and Chairman Healey added that conceptually, the system makes sense. Mr. Stivers stated he would make more changes to the document. Ms. Malinowski explained that the Adaptive Reuse of Historic Buildings bylaw adopted in 2017 is included in the document and added as this property is located in the Residence B district, there is more allowed by right. Mr. Purple asked if the appraisal should be included in the RFP and the Board agreed it should. Mr. Purple stated Town Counsel will review this document if it is approved tonight. Chairman Healey made a motion to approve the RFP for South Union School subject to Town Counsel's review and it will not need to come back to the Board for any non-substantive changes. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

<u>Review of RFP for Legal Services</u>

Chairman Healey stated the changes he made to the draft RFP were typo corrections and structure revisions and nothing substantive. Chairman Healey made a motion to approve

the RFP for legal services. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Scheduling of ATM warrant articles review & department budget reviews
This item was discussed under Members' Updates.

Update on One Stop Grant Expression of Interest submission for projects
Ms. Hale said that included in the packet are a memo and two correspondences regarding the One Stop Grant Program. She described the projects proposed by the EDC, DPW and SHOPC. Ms. Hale explained the process and the letter of intent deadline of April 1st. Chairman Healey stated he was impressed by the coordinated effort here and he is completely in favor. Ms. Braccio explained that there can be up to five letters of intent and there are two opportunities still available. Ms. Malinowski asked about the next steps and Ms. Hale explained. Chairman Healey volunteered to be the Board liaison for the One Stop Grant process.

Mr. Stivers stated there is a list of sixty projects on the Complete Streets Project and hoped there could be some that apply for the One Stop Grant. He stated that Route 9 development would help stimulate tax income and suggested there could be opportunities within housing and transit within the Stimulus Act. Chairman Healey stated he hopes to have draft letters of interest for the next meeting.

Discussion of committee vacancy update Golf Course, Recreation, Arts Council
This item was moved to a future meeting as stated by Chairman Healey.

New committees - Bicycle, Southborough 300th
This item was moved to a future meeting as stated by Chairman Healey.

VI. Public Comment
None

VII. On a motion made by Chairman Healey, seconded by Ms. Braccio and voted all in favor (5-0-0) by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 11:04 P.M.

Upcoming Meetings			
March 23, 2021	*April 6, 2021*	*April 13, 2021*	*April 20, 2021*

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the March 16, 2021 BOS Meeting:

- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator
- Citizen Activity Form, Rachel O'Day
- Citizen Activity Form, Ira Schild

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- Citizen Activity Form, David Nixon
- Citizen Activity Form, Jay Dietz
- Advisory Fee Request 2.3.21
- Departmental Fee Submissions 2021
- Capital Purchase Request - Water tender
- Letter from Karen Galligan to BOS re: Surplus Equipment 3.10.21
- Letter from Karen Galligan to BOS re: Grounds Maintenance Contract - Award Request 3.10.21
- Letter from Karen Galligan to BOS re: Water Rate Increase 3.12.21
- Letter from Karen Galligan to BOS re: Complete Streets 3.12.21
- Draft Regular Session Minutes, March 2, 2021
- Letter from Tim Davis to BOS re: Contract Award Requests – Neary/Richardson Tennis Court Lighting Installation
- Letter from Tim Davis to BOS re: Consent Agenda Request - Donation Acceptance
- Draft RFP For South Union School
- Draft RFP For Town Counsel Services
- Letter from Vanessa Hale to BOS re: One Stop Grant Application. Includes letters of intent
- Active Transportation and Safety Committee Charge, Westborough
- Transportation Advisory Committee Charge, Concord
- Bicycle Advisory Committee, Lexington
- Letter from Mark Purple to BOS re: ATM warrant placeholders 3.12.2021
- Letter from Jason Malinowski to Vanessa Hale re: One Stop Grant 3.9.2021

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RECEIVED
By OB at 10:49 am, Jun 18, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, April 6, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Public Comment

None

I. Scheduled Appointments

Volunteer Interview: Alexandra S. Mills, Scholarship Advisory Committee, term 6/30/22

Chairman Healey asked for Ms. Mills to give an overview of her background and interest in the Committee. Ms. Mills stated Isabelle Murphy approached her to join the Committee and felt it was a great opportunity to volunteer. She added that she is a teacher and parent to three children and she understands the importance of student scholarships. Ms. Braccio asked if this were her first time on a Board. Ms. Mills replied it was her first time on a town board but she was involved in Kindergroup and committees within the school system. Chairman Healey made a motion to appoint Alexandra S. Mills to the Scholarship Advisory Committee, term 6/30/22. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Review of FY22 Departmental Budgets

Chairman Healey stated that the Fire and Police Department budgets will be covered in the consent agenda and he gave accolades to Mr. Purple and Mr. Ballantine for their coordination with department heads. Ms. Malinowski praised Mr. Purple, Mr. Ballantine and the Fire and Police Chiefs for their work in the budget process. Ms. Braccio praised the department heads and Mr. Stivers praised the Advisory Committee for their work throughout the budget process.

i. Fire Department

There were no questions or comments from the Board regarding the Fire Department budget.

ii. Police Department

There were no questions or comments from the Board regarding the Police Department budget.

iii. Library

Ms. Malinowski asked for an outline on the short-term staffing projections. Mr. Donovan stated that staffing is consistent and he may add a teen librarian position into the SAP. He explained that he is not looking to add a seventh full-time staff member but will add the position through attrition. He plans to engage the Personnel Board in this matter next year.

iv. Information Technology

Mr. Purple informed the Board that the new IT Director will be starting on April 20th. Chairman Healey asked for a summary of staffing for IT and reasons the staffing levels in the FY22 budget are suitable. Mr. Purple stated that currently the budget includes an IT Director and an Assistant IT position at 19.5 hours. He added that a discussion needs to be had for a potential increase for that assistant position from part-time to full-time. He outlined options for increasing the budget and suggested that additional money be added to the contracted services line in the technology budget to give the manager the ability to contract out services. Mr. Purple suggested the IT Manager take some time to understand the role and give a recommendation for his staffing.

Mr. Shea agreed with Mr. Purple's approach and suggested this be reviewed a year after the IT Manager has taken his position. Mr. Stivers stated that the need for IT staff is abundantly clear and suggested adding funds to the budget to increase staffing for January 1st. Ms. Braccio stated that she would like to have the IT Manager review his needs after taking the position and added she is not ready to add another benefitted position. Ms. Malinowski agreed with Mr. Purple's suggestion. Chairman Healey stated the consensus is for the IT Manager to take his position and review his staffing needs for the future.

v. Building Department

There were no questions or comments from the Board regarding the Building Department budget.

vi. Board of Health

Chairman Healey stated that there will not be formal votes on department budgets this evening and gave a summary of previous discussions regarding the proposed Board of Health budget. He asked Mary Lou Woodford if the Board of Health budget request is a 100% increase from one year to another. Ms. Woodford gave reasonings for this increase which include three additional full-time positions. Mr. Stivers stated he supports the request and asked if any items could be funded through the CARES Act or stimulus package aid. Ms. Woodford explained how it could be funded and requested a revolving fund for inspectional fees. Ms. Braccio stated that other departments propose increases such as this through a staggered strategy plan. She outlined her concerns regarding the tax rate increase for FY22. Ms. Malinowski made a motion that the Board commit to holding a fall town meeting to allow for the Board of Health to bring forward their budgetary plan. Chairman Healey seconded for discussion. Ms. Malinowski explained that by holding a fall town meeting, the Board of Health will continue to operate with current staffing levels and any expenses above their budget would be covered by CARES Act funding. She added that with the shared services grant, the Board of Health will have time to understand their needs

on a long-term basis without removing any request at this time. Mr. Purple reminded the Board that budgetary items do not qualify for CARES reimbursement. He explained the impact of waiting until a fall town meeting. Mr. Shea stated that there are advantages to tax payers with this strategy but could also pose hiring challenges for the Board of Health. He said he was not comfortable voting this evening and asked to hear from the Board of Health and Advisory on this option. Ms. Braccio stated that this strategy gives flexibility and that CARES Act funding should be used to fund these positions. Chairman Healey made an amendment to the motion that the Board continue to explore and pursue a fall town meeting and if it is appropriate, to pursue as much CARES Act funding as possible. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye. Ms. Woodford asked for clarity on what is being proposed. Ms. Malinowski stated that the FY21 budget remain intact until a fall town meeting and any overages in the Board of Health budget be covered by the CARES Act. Ms. Woodford outlined her reasons to increase the Board of Health budget as soon as possible. Chairman Healey stated there would be no vote this evening and the Board will speak with Advisory next week.

vii. Public Works

Ms. Malinowski wanted to remind the Board not to lose sight of where the $100,000 should be allotted from and noted the increase in the price of recycling. Mr. Purple stated that when the Board consisted of three members, it was determined that $100,000 was included in the tax rate to fund the Transfer Station and the rest of the costs would be covered by sticker fees. Mr. Stivers stated that the Public Works Planning Board has consistently agreed that this amount is appropriate. Ms. Braccio asked Mr. Stivers if he were bringing information from the Public Works Planning Board regarding this topic. He agreed to look into this.

<u>Review of Annual Town Meeting warrant articles</u>

i. Article 5 – Amend the Personnel Salary Administration Plan

Ms. Rosenbloom stated that all revisions for the SAP were forwarded to the Selectmen's Office and thanked Ms. Esposito for her work implementing it into the warrant. She stated that a summary was supplied to the Board and the Personnel Board has not yet met to approve it. She stated that they plan to proceed with the language and thanked Ms. Hale, Mr. Purple and Mr. Ballantine for their contribution to the SAP. Ms. Braccio shared her thanks to the Personnel Board and the rest of the Board echoed her comments.

ii. Article 19 – CPC – Kallander Field Construction

Chairman Healey asked Mr. Mills from the CPC for clarification on the process to bring these articles forward. Mr. Mills explained. Mr. Davis from Recreation explained the construction needed to bring the Kallander Field online for use. Ms. Malinowski asked about the timing of bids and opening and Mr. Davis stated that there are some stormwater permits that need to be approved and they hope to open the field in spring of 2022.

iii. Article 20 – CPC – St. Mark's Church Bell Tower Renovation

Brad Blanchette and Mark Weiler, representatives of St. Mark's Church, were invited to give an overview of their town meeting proposal. Mr. Blanchette gave a history of the bell tower and the repairs needed to be done which total $750,000. They are asking the Town for $300,000 of CPC funds. He stated that $50,000 was awarded from the Massachusetts Historical Commission and parishioners raised approximately $352,000. Mr. Weiler stated he forwarded documents to the Board that outlined other congregations that have used CPA funds to repair historical monuments. He stated that they spoke to ten other towns who had successfully used CPA

funding for similar projects and none were threatened with litigation. Mr. Weiler outlined sixty active congregations that have been approved for $9.6 million in CPA funding in Massachusetts since the Kaplan case. Mr. Shea stated that CPC articles from last year were held until this year and that State funding has dropped. Mr. Stivers asked about potential amendments to the preservation restriction as outlined by Attorney Cipriano. Mr. Weiler stated that no one had come to them regarding amending the current restriction but they were open to doing so. Chairman Healey stated that seeing as part of this was already state funded the risk of litigation was low. Ms. Malinowski asked what would happen to the tower if this were not funded and Mr. Weiler stated that the current funds generated would go to restoration and a future restoration project would need to be done in the very near future.

iv. Article 21 – CPC – Town House Historical Preservation

Chairman Healey stated that because there is bonding in this article and he has yet to receive clearance from the Ethics Office, he will not be participating in this discussion. Mr. Mills outlined the maintenance that is needed to be done and explained that the it has been deferred in the past and rehabilitation is needed. He stated the project is $2,238,284 and as it is bonding and such an expensive project, it makes sense to do all of the work at once. Mr. Parent stated the engineering firm Spencer and Sullivan were hired to do a full site assessment. He gave a summary of what is needed to be done at the Town House and its historical significance. He stated that the structure has been neglected and all residents benefit from the use of this building. He added that he believes it needs to be preserved in a true historic fashion. Mr. Stivers agreed this is long overdue.

v. Article 22 – CPC – Flagg School Assessment

Mr. Mills gave an overview of the CPC request of $9,950 to repair the Flagg School Building that houses the Southborough Historical Museum. Ms. Deans-Rowe of the Historical Commission gave an overview of the results of the Spencer and Sullivan review. Ms. Braccio asked how old the building was and Ms. Dean-Rowe replied that it is 162 years old.

vi. Article 23 – CPC – Trail on DCR Land

Kathryn McKee of the Trails Committee presented an overview of the project that is included in the packet. She explained the work needed to be done to connect the last major piece of the Boroughs Trail Loop.

vii. Article 36 – Outdoor Illumination

Ms. Hoolahan, Ms. Hoecker from the Planning Board and Mr. Heilman were brought into the meeting. Ms. Hoolahan outlined the document presented this evening and the updates that will be coming to the language. She explained the difference between the bylaw language and the purpose of the rules and regulations. Chairman Healey stated he looked into how other towns approach their illumination bylaw. He asked what steps would need to be taken by a complainant in order to trigger enforcement. Ms. Hoolahan stated that the writing committee would need to address the process. Chairman Healey asked how the violation would get resolved, who has the authority to enforce it and how evidence is collected. Ms. Hoolahan stated the collection of evidence would be defined by the committee and that the enforcement lies with the Building Commissioner. Chairman Healey asked about a potential burden to the Building Department for enforcement. Ms. Hoolahan stated there is no additional burden as it has been opined by Town Counsel that the current bylaw applies to residences. Chairman Healey noted that the Building Commissioner does not agree. There were no other questions from the Board. Chairman Healey asked that the warrant article proponents forward the

illumination bylaws they have been using as references from other towns. Ms. Hoolahan agreed.

viii. Article 37 – Site Plan Review

Ms. Luttrell of the Planning Board stated that this warrant article will bring the bylaw in line with Town Code § 23. There was discussion regarding the ninety-day time period prior to a constructive approval. Chairman Healey stated that Town Counsel's opinion was that the constructive approval should be stricken from the language. He added that if that is taken out, there should be a provision that allows relief for the applicant. Ms. Luttrell explained that projects do not come before the Planning Board solely for site plan review. She stated that there is always another component such as a special permit or building permit. There was discussion on whether a time limit for a Planning Board decision should be included. Mr. Shea stated that the bylaw already stated that the Planning Board shall act within sixty days of receipt of an application. Ms. Luttrell described the challenges with the current language and Chairman Healey stated this language was unnecessarily unclear.

ix. Article 38 – Zoning – Downtown District

Ms. Braccio stated there was a meeting to discuss sending a letter to split lot owners which will be sent at the end of the week. She added that there will be an invitation to homeowners and the goal is to set two dates for opportunities to speak with Attorney Costa. She added she received three additional pieces of correspondence; one from Ms. Quinn of the Planning Board, one from Mr. Hokenson and another from Mr. Parry. She gave an overview of the larger five outstanding issues which include the floor area ratio number, the zoning map, the ability to build a four-story building and the language regarding mixed use on the bottom floor. She added that she hopes to meet with homeowners next week.

Ms. Quinn from the Planning Board asked to speak to the site plan warrant article. She read the legal opinion from Town Counsel regarding the article. She explained that extension requests occur often and have worked very well for the Planning Board and applicants. Ms. Quinn added that regarding the zoning article, any changes of the name of the district or to the map should be included as part of the warrant article.

x. Article 39 – Noise Bylaw

Mr. Purple stated that Mr. Lapine requested through email that any questions from the Board be provided to him in advance and he stated he could not make the meeting this evening. Mr. Purple stated that Mr. Lapine is scheduled to meet with Advisory tomorrow evening.

II. Reports

Chairman's Report

None

Members' Reports

Mr. Stivers stated that the Board of Health is making good progress on the regional vaccination clinic in Westborough.

Ms. Braccio gave her condolences to the Hubley family on the passing of Linda Hubley. She stated Ms. Hubley volunteered at the schools, as an election worker, as a photographer for the Fire Department and she received several awards including being one of the first women to

receive the Unsung Heroine Award. She gave her deepest condolences to the family on behalf of the Board.

Town Administrator Report

Mr. Purple thanked Ms. Hale for covering the office while he was out last week.

Mr. Purple stated that the target date for the regional vaccine clinic is April 15th.

Mr. Purple stated that the architect is coming to the Southborough Golf Course for a site visit on Saturday with the goal to have plans for the putting green completed in the next month. The hope is to have the project bid and ready to begin construction in August.

III. Consent Agenda

a. Ms. Malinowski asked to hold agenda item "a." Ms. Malinowski stated she will need to abstain from this vote. Chairman Healey made a motion to approve the Signing of the May 11, 2021 Annual Town Election Warrant. Mr. Shea seconded. The motion passed (4-0-1) by roll call vote, Braccio, aye; Shea, aye; Stivers, aye; Healey, aye; Malinowski, abstained.

b. Chairman Healey made a motion to approve the Town Clerk's fee increase recommendation for fuel storage tanks. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

c. Chairman Healey made a motion to accept donations totaling $275.00 for Southborough Youth and Family Services. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

d. Chairman Healey made a motion to revise the charge for Capital Planning - School Research Subcommittee. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

e. Chairman Healey made a motion to appointment Kathy Cook to Capital Planning - School Research Subcommittee, term 6/30/21. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

f. Chairman Healey made a motion to approve the Arbor Day Proclamation 2021. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

IV. Public Comment

None

V. On a motion made by Chairman Healey seconded by Mr. Stivers and voted all in favor by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye; the meeting was adjourned at 9:29 P.M.

Upcoming Meetings
April 13, 2021
April 20, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the April 6, 2021 BOS Meeting:

- Citizen Activity Form, Alexandra Mills
- FY22 Department Budgets
- Trails Committee, Community Preservation Funding Application, Boroughs Loop
- Warrant for Annual Town Election
- Letter from Jim Hegarty to Mark Purple re: Suggestion for increase in fuel permit fees - $2290 increase in revenue
- Youth and Family Services Donation approval request
- Letter from Jason Malinowski to Martin Healey re: Capital Planning - School Research Subcommittee
- Arbor Day Proclamation

PROCLAMATION

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, WE, THE SOUTHBOROUGH BOARD OF SELECTMEN, DO HEREBY PROCLAIM APRIL 30, 2021 AS

Arbor Day

In the Town of Southborough, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, We urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Signed this _____ day of _____ in the year of our Lord Two Thousand and Nineteen.

Chairman.....
Member.....
Member.....
Member.....
Member.....

Board of Selectmen

DRAFT

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	March 30, 2021
Name:	Alexandra S Mills
Home Address:	2 MacNeill Drive Southborough, MA 01772
Mailing Address:	2 MacNeill Drive SOUTHBOROUGH
Current Occupation/Employer:	
Narrative:	As a prior educator and parent of three children in high school and college, I would love to be a part of a committee that helps students further their education.
Board(s) / Committee(s):	___SCHOLARSHIP ADVISORY COMMITTEE

Name	Account ID	Note	2021 Budgeted	FY2022 - In Progress
Public Works				
Salaries and Wages				
SALARIES FULL-TIME	0100-5-400-421-51100		$787,905.00	$797,200.00
TEMPORARY POSITIONS	0100-5-400-421-51200		$22,500.00	$22,500.00
SALARIES DPW-ADMIN OVERTIME	0100-5-400-421-51300		$47,717.99	$55,087.00
LONGEVITY	0100-5-400-421-51450		$8,400.00	$8,200.00
DEFERRED COMP	0100-5-400-421-51460			$0.00
STANDBY ADD. GROSS DIFF.	0100-5-400-421-51470		$20,800.00	$20,800.00
STIPENDS	0100-5-400-421-51950		$16,350.00	$26,350.00
SALARIES SNOW & ICE OVERTIME	0100-5-400-423-51300		$96,882.01	$89,580.00
Total Salaries and Wages:			**$1,000,555.00**	**$1,019,717.00**
Operating Expenses				
WATER-DOMESTIC	0100-5-400-421-52300	All domestic water for DPW buildings - no water division buildings - in this location	$594.00	$0.00
DPW ADMIN BUILDING MAINT	0100-5-400-421-52400	All DPW Building maintenance - no water division buildings - in this location	$1,000.00	$5,000.00
OFFICE EQUIP. MAINT. REPAIR	0100-5-400-421-52460		$1,000.00	$1,000.00
COMPUTER EQUIP.REPAIR MAINT.	0100-5-400-421-52540		$4,200.00	$4,200.00
UNIFORM RENTAL	0100-5-400-421-52810	contract change		$0.00
MEDICAL DENTAL PROF. TECH.	0100-5-400-421-53000		$1,500.00	$1,500.00
ENGINEERINGARCHITECT PROF. TECH.	0100-5-400-421-53050	All locations in this location - except water	$48,480.00	$55,000.00
EMPLOYEE TRAINING PROF.TECH.	0100-5-400-421-53070	All training - except water employees - is here because the whole department benefits	$3,900.00	$6,400.00
ADVERTISING PROF.TECH.	0100-5-400-421-53100		$1,000.00	$1,000.00
POSTAGE COMMUNICATIONS	0100-5-400-421-53420		$3,000.00	$3,000.00
CONTRACTED SERV. OTHER SERV.	0100-5-400-421-53880	All contracted services moved to admin - line includes police details, exterminators, catch basin cleaning, sweeping disposal, vehicle inspections etc. Attachment shows where the money is spent , we will keep this updated, even though we no longer use the locations.	$72,640.00	$120,000.00
STATIONARY OFFICE SUPPLIES	0100-5-400-421-54200			$0.00
OTHER OFFICE SUPPLIES	0100-5-400-421-54220		$2,600.00	$2,600.00
GROUNDSKEEPING SUPPLIES	0100-5-400-421-54600			$0.00
GASOLINE	0100-5-400-421-54800		$75,000.00	$78,000.00
PARTS ACCESS. VEHICULAR SUPPLIES	0100-5-400-421-54850			$0.00
FOOD AND FOOD SERVICE SUPPLIES	0100-5-400-421-54900	We have lunch trainings		$250.00
GRAVEL STONE FILL	0100-5-400-421-55340	All in construction		$0.00
SMALL TOOLS	0100-5-400-421-55410	This has all small tools now - since they are used department wide	$500.00	$7,500.00
SERVICE SUPPLIES	0100-5-400-421-55420	All moved to this location since used department wide - except water	$3,875.00	$18,000.00
MISCELLANEOUS-OTHER CHARGES	0100-5-400-421-55470			$0.00
UNIFORMS	0100-5-400-421-55850		$11,870.00	$12,500.00

Name	Account ID	Note	2021 Budgeted	FY2022 - In Progress
SUASCO	0100-5-400-421-56500		$4,000.00	$4,000.00
IN-STATE TRAVEL	0100-5-400-421-57100		$200.00	$200.00
DUES	0100-5-400-421-57300	All dues are in this location now - except water	$545.00	$1,150.00
OTHER EQUIPMENT RENTALS LEASES	0100-5-400-422-52840	All of these expenses are in this (Construction) location now	$950.00	$2,500.00
CONTRACTED SERV. OTHER SERV.	0100-5-400-422-53880	All in admin location now - except water	$26,720.00	$0.00
GRAVEL STONE FILL	0100-5-400-422-55340	All of this line item is in this location - except water	$5,000.00	$10,000.00
BITUMINOUS CONCRETE	0100-5-400-422-55370	All in this location - except water	$13,000.00	$15,000.00
DRAINAGE MATERIALS	0100-5-400-422-55390		$3,000.00	$5,000.00
SMALL TOOLS	0100-5-400-422-55410	All in admin location since used throughout department (except water)	$1,000.00	$0.00
SERVICE SUPPLIES	0100-5-400-422-55420	All moved into Admin location - except water - used department wide	$3,325.00	$0.00
SNOW REMOVAL CONTRACT	0100-5-400-423-52910		$156,000.00	$165,000.00
CONTRACTED SERV. OTHER SERV.	0100-5-400-423-53880	All of this line in admin - can be pulled out for reporting	$1,040.00	$0.00
PARTS ACCESS. VEHICLE SUPPLIES	0100-5-400-423-54850	All in vehicle location - can be pulled out for reporting		$0.00
FOOD FOOD SERVICE SUPPLIES	0100-5-400-423-54900		$1,750.00	$1,500.00
PUBLIC WORKS SUPPLIES	0100-5-400-423-55350	SALT AND SAND	$185,000.00	$185,000.00
VEHICLE REPAIR MAINT.	0100-5-400-425-52420	All vehicle maintenance - except water vehicles - moved to this location - article for body waor incorporated into this line item per Advisory and BOS	$3,100.00	$10,000.00
CONST. EQUIP. MAINT. REPAIR	0100-5-400-425-52500	All repair in this location - except water	$31,600.00	$35,000.00
RADIO REPAIR MAINT.	0100-5-400-425-52560	New radios just installed - now we need to keep some repair/replacement money (water not included)	$250.00	$500.00
ENGINEERINGARCHITECT PROF. TECH.	0100-5-400-425-53050			$0.00
CONTRACTED SERV. OTHER SERV.	0100-5-400-425-53880		$3,120.00	$0.00
ANTI-FREEZE VEHICLE SUPPLIES	0100-5-400-425-54810		$150.00	$150.00
BATTERIES VEHICLE SUPPLIES	0100-5-400-425-54820		$1,000.00	$1,000.00
TIRES TUBES VEHICLE SUPPLIES	0100-5-400-425-54830		$5,000.00	$5,000.00
MOTOR OIL LUBE VEHICLE SUPPLIES	0100-5-400-425-54840		$5,000.00	$5,000.00
PARTS ACCESS. VEHICLE SUPPLIES	0100-5-400-425-54850		$38,000.00	$38,000.00
SMALL TOOLS	0100-5-400-425-55410	Moved to admin (421) location universal use	$3,000.00	$0.00
SERVICE SUPPLIES	0100-5-400-425-55420	moved to admin (421) location universally used	$4,875.00	$0.00
WATER-DOMESTIC	0100-5-400-433-52300	moved to admin	$297.00	$0.00
SOLID WASTE BUILDING MAINT	0100-5-400-433-52400	all moved into 421 admin	$500.00	$0.00
VEHICLE MAINT. REPAIR	0100-5-400-433-52420	All vehicle maintenance moved to vehicle location	$2,600.00	$0.00
RENTAL PORT-O-LETS	0100-5-400-433-52830		$1,050.00	$1,050.00
OTHER EQUIPMENT RENTALS LEASES	0100-5-400-433-52840	All in admin	$750.00	$0.00
REFUSE DISPOSAL	0100-5-400-433-52930	Change in recycling costs is the driving force this increase. Tonnage has also increased in FY21. The FY21 line item is going to be overrun due to increased recycling costs and tonnage. Budget increase is assuming similar tonnage and recycling costs to FY21 actuals.	$235,000.00	$290,000.00

Name	Account ID	Note	2021 Budgeted	FY2022 - In Progress
ENGINEERINGARCHITECT PROF.TECH.	0100-5-400-433-53050	All moved into admin - not a function of the operation - administrative requirement - this is for third party inspection and landfill inspections - still will use line item for that in 421 location	$6,520.00	$0.00
POSTAGE COMMUNICATIONS	0100-5-400-433-53420			$0.00
CONTRACTED SERVICES-OTHER SERVICES	0100-5-400-433-53880	All moved to 421 admin	$6,240.00	$0.00
TIRES TUBES VEHICLE SUPPLIES	0100-5-400-433-54830			$0.00
SMALL TOOLS	0100-5-400-433-55410	all moved to admin - universal uses	$250.00	$0.00
SERVICE SUPPLIES	0100-5-400-433-55420	all moved to admin - universally used	$1,085.00	$0.00
WATER-DOMESTIC	0100-5-400-491-52300	Moved to admin 421	$1,215.00	$0.00
WATER -IRRIGATION	0100-5-400-491-52320	Moved to Grounds	$0.00	$0.00
CEMETERY BUILDING MAINT	0100-5-400-491-52400	Moved to admin	$500.00	$0.00
VEHICLE REPAIR MAINT.	0100-5-400-491-52420	All vehicle maintenance - except water - moved to vehicle location	$1,700.00	$0.00
UNIFORM RENTAL	0100-5-400-491-52810			$0.00
OTHER EQUIPMENT RENTALS LEASES	0100-5-400-491-52840	All moved to admin	$100.00	$0.00
EMPLOYEE TRAINING PROF.TECH.	0100-5-400-491-53070			$0.00
POSTAGE-COMMUNICATIONS	0100-5-400-491-53420			$0.00
CONTRACTED SERV.-OTHER SERVICES	0100-5-400-491-53880	all moved to admin	$4,160.00	$0.00
OTHER OFFICE SUPPLIES	0100-5-400-491-54220			$0.00
GROUNDSKEEPING SUPPLIES	0100-5-400-491-54600	all moved to grounds	$1,500.00	$0.00
PARTS ACCESS. VEHICLE SUPPLIES	0100-5-400-491-54850			$0.00
GRAVEL STONE FILL	0100-5-400-491-55340	all moved to construction	$1,000.00	$0.00
SMALL TOOLS	0100-5-400-491-55410	moved to admin	$500.00	$0.00
SERVICE SUPPLIES	0100-5-400-491-55420	All moved to admin	$2,015.00	$0.00
UNIFORMS	0100-5-400-491-55850	moved to admin		$0.00
CEMETERY DUES	0100-5-400-491-57300	all moved to admin	$150.00	$0.00
EMPLOYEE TRAINING PROF.TECH.	0100-5-400-492-53070	moved to admin	$1,000.00	$0.00
TREE EXPERTS PROF.TECH.	0100-5-400-492-53160		$92,850.00	$85,000.00
CONTRACTED SERV. OTHER SERV.	0100-5-400-492-53880	moved to admin location	$6,080.00	$0.00
SMALL TOOLS	0100-5-400-492-55410	moved to admin location	$500.00	$0.00
SERVICE SUPPLIES	0100-5-400-492-55420			$0.00
UNIFORMS	0100-5-400-492-55850		$600.00	$0.00
TREE DUES	0100-5-400-492-57300	moved to admin	$205.00	$0.00
TRAFFIC SIGNAL MAINT.	0100-5-400-493-52430		$20,000.00	$20,000.00
STREET PAVING MARKING	0100-5-400-493-52530		$18,000.00	$25,000.00
ENGINEERINGARCHITECT PROF.TECH.	0100-5-400-493-53050			$0.00
HIGHWAY PAINT	0100-5-400-493-55310		$1,500.00	$1,500.00
SIGNS	0100-5-400-493-55380		$6,500.00	$6,500.00
SMALL TOOLS	0100-5-400-493-55420		$250.00	$0.00
WATER-DOMESTIC	0100-5-400-494-52300	Moved to admin	$594.00	$0.00
WATER IRRIGATION	0100-5-400-494-52320	All irrigation in this location	$12,000.00	$16,700.00
BUILDING MAINTENANCE	0100-5-400-494-52400	In admin location	$500.00	$0.00
VEHICLE REPAIR MAINT.	0100-5-400-494-52420	all vehicle maintenance - except water - moved to vehicle location	$2,600.00	$0.00

Name	Account ID	Note	2021 Budgeted	FY2022 - In Progress
CONST EQUIP REPAIR MAINT	0100-5-400-494-52500	in admin	$2,400.00	$0.00
GROUNDS REC FIELD MAINT	0100-5-400-494-52580		$175,000.00	$178,000.00
PORT-O-LET RENTAL	0100-5-400-494-52830		$6,050.00	$6,050.00
EQUIPMENT RENTALS	0100-5-400-494-52840	In admin	$700.00	$0.00
EMPLOYEE TRAINING	0100-5-400-494-53070	Moved to admin	$1,500.00	$0.00
GROUNDSKEEPING SUPPLIES	0100-5-400-494-54600		$23,500.00	$28,000.00
GRAVEL STONE AND FILL	0100-5-400-494-55340	All in construction	$4,000.00	$0.00
DRAINAGE MATERIALS	0100-5-400-494-55390	All in construction	$2,000.00	$0.00
SMALL TOOLS	0100-5-400-494-55410	All in admin	$1,500.00	$0.00
SERVICE SUPPLIES	0100-5-400-494-55420	all in admin	$2,825.00	$0.00
DUES	0100-5-400-494-57300	All in admin	$250.00	$0.00
Total Operating Expenses:			**$1,377,820.00**	**$1,457,750.00**
Equipment				
ADDITIONAL EQUIPMENT	0100-5-400-421-58500	All equipment moved to this location - universally used - except water	$1,250.00	$10,000.00
REPLACEMENT EQUIPMENT	0100-5-400-421-58700	All equipment moved to this location - universally used - except water		$5,000.00
ADDITIONAL EQUIPMENT	0100-5-400-422-58500			$0.00
REPLACEMENT EQUIPMENT	0100-5-400-422-58700		$750.00	$0.00
ADDL EQUIPMENT	0100-5-400-423-58500			$0.00
REPLACEMENT EQUIPMENT	0100-5-400-423-58700		$1,000.00	$0.00
ADDITIONAL EQUIPMENT	0100-5-400-425-58500		$1,500.00	$0.00
REPLACEMENT EQUIPMENT	0100-5-400-425-58700		$1,000.00	$0.00
REPLACEMENT EQUIPMENT	0100-5-400-433-58700			$0.00
ADDITIONAL EQUIPMENT	0100-5-400-491-58500		$1,250.00	$0.00
REPLACEMENT EQUIPMENT	0100-5-400-491-58700		$400.00	$0.00
REPLACEMENT EQUIPMENT	0100-5-400-492-58700		$400.00	$0.00
NEW EQUIPMENT	0100-5-400-494-58500		$4,000.00	$0.00
REPLACEMENT EQUIPMENT	0100-5-400-494-58700		$450.00	$0.00
Total Equipment:			**$12,000.00**	**$15,000.00**
Total Public Works:			**$2,390,375.00**	**$2,492,467.00**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1																					
2	DEPT.: PUBLIC WORKS No Water					FULL TIME SALARIES			FY 2022			6/30/2022									
3			Date	Ann.	Years of				No.	51100	51300	51450	51500 Vacation		51510 Sick		51530 Holidays		51600 Personal		
4		Position	Hired	Date	Sevice	Grade	Hours	Rate	wks.	Salary	Overtime	Longevity	Days	Cost	Days	Cost	Days	Cost	Days	Cost	TOTAL
5	SALARY ADMINISTRATION																				
6	GALLIGAN	SUPT.	10/16/2000	7/1	21.72	Contract	24	56.59	52.2	70,896	0	850	30	13,581.60	5	2,264	13	5,885	3	1,358	71,746
7							24	0	0.0	0	0	0	0	0.00	0	0	0	0	0	0	0
8	RICE	BUS ADMIN II	1/11/2016	2/6	6.47	5	24	30 92	52.2	38,737	278	400	15	3,710.40	5	1,237	13	3,216	3	742	39,415
9							24	0.00	0.0	0	0	0	0	0.00	0	0	0	0	0	0	0
10	J. JOHNSON	BUS ADMIN I	1/2/1997	1/2	25.51	4	16	29 7	52.2	24,805	267	0	0	0.00	0	0	0	0	0	0	25,073
11							16	0.00	0.0	0	0	0	0	0.00	0	0	0	0	0	0	0
12																					
13	AFSCME																				
14	CIBELLI	DIV. SUPER.	11/2/1988	10/22	33.68	6-8	40	35.87	36.2	51,940	14,061	1200	30	8,608.80	5	1,435	13	3,730	3	861	67,201
15						6-8	40	35.87	16.0	22,957	0	0	0	0.00	0	0	0	0	0	0	22,957
16	MOONEY	EQ.OP. III	3/1/1990	9/1	32.35	5-8	40	33.77	43.2	58,355	14,318	1200	30	8,104.80	5	1,351	13	3,512	3	810	73,873
17							40	33.77	9.0	12,157	0	0	0	0.00	0	0	0	0	0	0	12,157
18	McLAUGHLIN	EQ.OP. III	12/11/1995	12/1	26.57	5-8	40	33.77	30.2	40,794	13,609	1000	30	8,104.80	5	1,351	13	3,512	3	810	55,403
19						5-8	40	33.77	22.0	29,718	0	0	0	0.00	0	0	0	0	0	0	29,718
20	REMILLARD	EQ.OP. I	6/9/2004	12/9	18.07	3-8	40	30.28	29.2	35,367	13,565	700	20	4,844.80	5	1,211	13	3,149	3	727	49,632
21						3-8	40	30.28	23.0	27,858	0	0	0	0.00	0	0	0	0	0	0	27,858
22	PETRUSKA	DRIVER	9/6/2016	3/6	5.82	2-8	40	27.27	16.2	17,671	10,663	400	15	3,272.40	5	1,091	13	2,836	3	654	28,734
23						2-8	40	27.27	36.0	39,269	0	0	0	0.00	0	0	0	0	0	0	39,269
24	COLLINS	TR.STA.OPER.	9/18/2015	3/18	6.79	4-8	40	31 74	14.2	18,028	4,110	400	15	3,808.80	6.25	1,587	16.3	4,139	3.75	952	22,539
25						4-8	40	31 74	38.0	48,245	0	0	0	0.00	0	0	0	0	0	0	48,245
26	GILLENEY-DECENZO	EQ.OP. II	8/16/1989	7/1	32.89	4-8	40	31 74	52.2	66,273	4,872	1200	30	7,617.60	5	1,270	13	3,301	3	762	72,345
27						4-8	40	31 74	0.0	0	0	0	0	0.00	0	0	0	0	0	0	0
28	P.HARDING	DIV. SUPER.	10/25/2005	7/1	16.69	6-8	0	35.87	52.2	0	11,550	0	0	0.00	0	0	0	0	0	0	11,550
29						6-8	0	0.00	0.0	0	0	0	0	0.00	0	0	0	0	0	0	0
30	ASPESI	WATER SPECIALIST	6/1/2004	7/1	18.09	4-8	0	31.74	52.2	0	8,697	0	0	0.00	0	0	0	0	0	0	8,697
31						4-8	0	0.00	0.0	0	0	0	0	0.00	0	0	0	0	0	0	0
32	LEQUERRE	DRIVER	10/1/2017	11/4	4.75	4-2	0	27.38	34.2	0	5,024	0	0	0.00	0	0	0	0	0	0	5,024
33						4-1	0	26.07	18.0	0	0	0	0	0.00	0	0	0	0	0	0	0
34	LEROY	DIV. SUPER.	3/8/2001	12/1	21.33	6-8	40	35.87	30.2	43,331	17,228	850	30	8,608.80	5	1,435	13	3,730	3	861	61,409
35						6-8	40	35.87	22.0	31,566	0	0	0	0.00	0	0	0	0	0	0	31,566
36	CHARBONNEAU	GROUNDSKEEPER	4/20/2021	10/20	1.19	4-4	40	29.19	39.2	45,770	12,245	0	10	2,335.20	5	1,168	13	3,036	3	701	58,015
37						4-3	40	28.47	13.0	14,804	0	0	0	0.00	0	0	0	0	0	0	14,804
38	NORTON	MECHANIC	1/2/2019	11/4	3.49	4-3	40	28.47	34.2	38,947	14,178	0	10	2,277.60	5	1,139	13	2,961	3	683	53,125
39						4-2	40	27.38	18.0	19,714	0	0	0	0.00	0	0	0	0	0	0	19,714
40																					
41	Total									797,200.13	144,667	8,200		74,876		16,537		43,008		9,922	950,067
42																					950,067.34
43	DEPT.: PUBLIC WORKS No Water					TEMPORARY SALARIES			FY 2022												
44			Date						No.	5110											
45		Position	Hired			Grade	Hours	Rate	wks.	Salary											TOTAL
46																					
47		Co-Op Mechanic					0	15	20	-											0
48		Co-Op Grounds					0	15	20	-											0
49		SEAS. LAB. 2 Co-Op Grounds					60	15	12.5	11,250											11,250
50		SEAS. LAB. 2 Co-Op Mech					60	15	12.5	11,250											11,250
51	Total																				22,500
52																					
53	GRAND TOTAL														Grand Total						972,567
54																					

Name	Account ID	Note	2021 Budgeted	FY2022 - In Progress
Public Safety				
Police Department				
Salaries and Wages				
SALARIES FULL-TIME	0100-5-210-000-51100	Contractual, Additional Officers - Dispatch Salaries Full Time (0100-5-210-222-51100) split out for FY22	$1,721,275.00	$1,596,839.00
SALARIES PART-TIME	0100-5-210-000-51110	3 Year Average	$17,307.00	$25,794.00
RESERVES	0100-5-210-000-51200			$0.00
SALARIES OVERTIME	0100-5-210-000-51300	Estimated at $135,884 plus 4% increase due to contractual salary increases - Dispatch Salaries Overtime (0100-5-210-222-51300) split out for FY22	$155,884.00	$141,319.00
HOLIDAY	0100-5-210-000-51410	Contractual, Additional Officers - Dispatch Holiday Pay (0100-5-210-222-51410) split out for FY22	$70,551.00	$63,446.00
SHIFT DIFFERENTIAL	0100-5-210-000-51430	Contractual, Additional Officers - Dispatch Shift Differential (0100-5-210-222-51430) split out for FY22	$34,376.00	$31,202.00
EDUCATION INCENTIVE	0100-5-210-000-51440	Contractual - additional 3 Officers with a Bachelor's Degree ($7,000 each), 1 Officer with Associates Degree ($2,000) and 1 expected graduation (additional $2,000) - Dispatch Education Incentive (0100-5-210-222-51440) split out for FY22	$49,297.00	$69,000.00
LONGEVITY	0100-5-210-000-51450	Contractual - Dispatch Longevity (0100-5-210-222-51450) split out for FY22	$9,600.00	$10,300.00
VACATION BUYBACK	0100-5-210-000-51505	Contractual		$3,169.00
STANDARD HOLIDAY	0100-5-210-000-51530			$0.00
COURT LEAVE FRINGE BENEFITS	0100-5-210-000-51540		$8,610.00	$8,610.00
TUITION REIMBURSEMENT	0100-5-210-000-51900	Restored to FY20 Budgeted, Additional Officers	$10,000.00	$15,000.00
CAREER INCENTIVE QUINN BILL	0100-5-210-000-51910	Contractual, 1 expected graduation (additional 5%)	$81,914.00	$87,971.00
UNIFORM ALLOWANCE	0100-5-210-000-51930			$0.00
STIPENDS	0100-5-210-000-51950	Contractual, Additional Officers	$23,000.00	$24,064.00
OFFICER-IN-CHARGE	0100-5-210-000-51951		$1,896.00	$1,896.00
DISP SALARIES FULL-TIME	0100-5-210-222-51100	Contractual, Split from Salaries Full Time (0100-5-210-000-51100) for FY22		$216,630.00
DISP SALARIES OVERTIME	0100-5-210-222-51300	Estimated at $20,000 plus 3% increase due to contractual salary increases - Split from Salaries Overtime (0100-5-210-000-51300) for FY22		$20,600.00
DISP HOLIDAY PAY	0100-5-210-222-51410	Contractual, Split from Holiday (0100-5-210-000-51410) for FY22		$10,790.00
DISP SHIFT DIFFERENTIAL	0100-5-210-222-51430	Contractual - Split from Shift Differential (0100-5-210-000-51430) for FY22		$5,642.00
DISP EDUCATION INCENTIVE	0100-5-210-222-51440	Contractual - Split from Education Incentive (0100-5-210-000-51440) for FY22		$2,000.00
DISP LONGEVITY	0100-5-210-222-51450	Contractual - Split from Longevity (0100-5-210-000-51450) for FY22		$1,200.00
Total Salaries and Wages:			**$2,183,710.00**	**$2,335,472.00**

Name	Account ID	Note	2021 Budgeted	FY2022 - In Progress
Operating Expenses				
WATER -DOMESTIC	0100-5-210-000-52300			$0.00
COMPUTER EQUIP. REPAIR MAINT.	0100-5-210-000-52540	IMC Maintenance is additional $826 for FY22	$18,805.00	$19,631.00
RADIO REPAIR REPAIR MAINT.	0100-5-210-000-52560		$1,100.00	$1,100.00
TASER RENTAL LEASES	0100-5-210-000-52730	Taser Assurance Plan ($10,603) was previously a Capital item		$10,603.00
MEDICAL DENTAL PROF. TECH.	0100-5-210-000-53000		$1,992.00	$1,992.00
EMPLOYEE TRAINING PROF. TECH.	0100-5-210-000-53070	$750 per officer	$11,000.00	$15,000.00
ADVERTISING PROF. TECH.	0100-5-210-000-53100			$0.00
DATA PROCESS LINES COMMUNICATION	0100-5-210-000-53410		$3,480.00	$3,480.00
POSTAGE COMMUNICATIONS	0100-5-210-000-53420		$610.00	$610.00
LAUNDRY CLEANING OTHER SERVICES	0100-5-210-000-53820			$0.00
MISC. CONTRACTED SERVICES	0100-5-210-000-53880	Signet - Split with SFD is an additional $1,295	$21,250.00	$22,545.00
STATIONERY OFFICE SUPPLIES	0100-5-210-000-54200		$4,000.00	$4,000.00
OTHER OFFICE SUPPLIES	0100-5-210-000-54220		$2,000.00	$2,000.00
BATTERIES VEHICLE SUPPLIES	0100-5-210-000-54820		$5,540.00	$5,540.00
PARTS ACCESS. VEHICLE SUPPLIES	0100-5-210-000-54850		$9,000.00	$9,000.00
FOOD FOOD SERVICE SUPPLIES	0100-5-210-000-54900		$1,000.00	$1,000.00
MEDICAL SURGICAL SUPPLIES	0100-5-210-000-55000		$1,600.00	$1,600.00
AMMUNITION CRIME PREVENTION SUPPLIES	0100-5-210-000-55820	Additional Officers, Budgeted at $10,000 since FY16	$10,000.00	$12,000.00
SUBSCRIPTIONS	0100-5-210-000-55830		$920.00	$920.00
UNIFORMS	0100-5-210-000-55850		$26,650.00	$26,650.00
IN-STATE TRAVEL	0100-5-210-000-57100	Restored to FY20 Budgeted	$200.00	$1,200.00
OUT-OF-STATE TRAVEL	0100-5-210-000-57200	Restored to FY20 Budgeted	$543.00	$1,543.00
DUES	0100-5-210-000-57300		$2,610.00	$2,610.00
Total Operating Expenses:			**$122,300.00**	**$143,024.00**
Equipment				
NEW EQUIPMENT	0100-5-210-000-58500		$4,000.00	$4,000.00
REPLACEMENT EQUIPMENT	0100-5-210-000-58700		$4,100.00	$4,100.00
Total Equipment:			**$8,100.00**	**$8,100.00**
Total Police Department:			**$2,314,110.00**	**$2,486,596.00**

210 POLICE FY22 SALARY REQUEST

								52 weeks, 1 day			104 HRS							
	Last Increase	FY21 SAP/MA COP	FY21	FY21 Rate	FY22 SAP/MA COP	FY22	FY22 Rate	Weekly Salary	Weeks		FY22 Salary	Holiday	Shift Dif.	Ed. Incentive	QUINN	Longevity	Sp. Pay	Defib.	TOTAL
Chief Paulhus	2/11/2020	Contract	7/1/20-2/10/21	74.67	Contract	7/1/21-2/10/22	76.91	3,078.40	31.0	95,868									
		Contract	2/11/21-6/30/21	76.91	Contract	2/11/22-6/30/22	79.22	3,168.80	21.2	67,179	162,547	-	-			400	7,800		170,747
Lt. Ryan Newell	7/1/2020 (retro)	SAP	7/1/20-6/30/21	46.97	SAP .028	7/1/21-6/30/22	48.18	1,927.29	52.2	100,605	100,605	-	-		25,151	700		500	126,956
Sgt. Tim Slatkavitz	7/1/2020	PS-8 PA	7/1/20-6/30/21	37.24	PS-8 PA	7/1/21-12/31/21	37.98	1,519.20	26.2	39,803			-						
						1/1/22-6/30/22	38.17	1,526.80	26.0	39,697	79,500	3,970				1,000	1,566	500	86,536
Sgt. Heath Widdiss	7/1/2020	PS-8 PA	7/1/20-6/30/21	37.24	PS-8 PA	7/1/21-12/31/21	37.98	1,519.20	26.2	39,803									
						1/1/22-6/30/22	38.17	1,526.80	26.0	39,697	79,500	3,970	1,968		7,950	1,000	1,566	500	96,454
Sgt. James Deluca	7/1/2020	PS-8 PA	7/1/20-6/30/21	37.24	PS-8 PA	7/1/21-12/31/22	37.98	1,519.20	26.2	39,803									-
						1/1/22-6/30/22	38.17	1,526.80	26.0	39,697	79,500	3,970	1,968			700		500	86,638
Sgt. Sean McCarthy	12/20/2019	PS-8 Step 8	7/1/20-12/19/20	36.50	PS- 8 PA	7/1/21-12/31/22	37.98	1,519.20	26.2	39,803									
		PS-8 PA	12/20/20-6/30/21	37.24		1/1/22-6/30/22	38.17	1,526.80	26.0	39,697	79,500	3,970	2,206		19,875	700		500	106,750
Sgt. Michael Whalen	1/8/2020	PS-8 Step 5	7/1/20-1/7/21	34.06	PS-8 Step 6	7/1/21-12/31/21	35.44	1,417.60	26.2	37,141									
		PS-8 Step 6	1/8/21-6/30/21	34.74		1/1/22-1/7/22	35.62	1,424.80	1.0	1,425									
					PS-8 Step 7	1/8/22-6/30/22	36.33	1,453.20	25.0	36,330	74,896	3,778	2,460	7,000		600		500	89,234
Off. Kevin Landry	7/1/2020	PS-7 PA	7/1/20-6/30/21	31.98	PS-7 PA	7/1/21-12/31/21	32.62	1,304.80	26.2	34,186									
						1/1/22-6/30/22	32.79	1,311.60	26.0	34,102	68,287	3,410			17,072	800	1,566	500	91,635
Det. Keith Nichols	7/1/2020	Detective	7/1/20-6/30/21	33.58	Detective	7/1/21-12/31/21	34.25	1,370.00	26.2	35,894									
						1/1/22-6/30/22	34.42	1,376.80	26.0	35,797	71,691	3,580			17,923	600		500	94,293
Off. William Woodford	7/1/2020	PS-7 PA	7/1/20-6/30/21	31.98	PS-7 PA	7/1/21-12/31/21	32.62	1,304.80	26.2	34,186									
						1/1/22-6/30/22	32.79	1,311.60	26.0	34,102	68,287	3,410	976			600		500	73,774
Off. Thomas Rock	7/1/2020	PS-7 PA	7/1/20-6/30/21	31.98	PS-7 PA	7/1/21-12/31/21	32.62	1,304.80	26.2	34,186									
						1/1/22-6/30/22	32.79	1,311.60	26.0	34,102	68,287	3,410	976	7,000		600		500	80,774
Off. James Gallagher	7/1/2020	PS-7 PA	7/1/20-2/19/21	31.98	PS-7 PA	7/1/21-12/31/21	32.62	1,304.80	26.2	34,186									
						1/1/22-6/30/22	32.79	1,311.60	26.0	34,102	68,287	3,410	1,968	7,000		600		500	79,766
Off. Stephen Hebert	7/7/2020	PS-7 Step 4	7/1/20-7/6/20	28.13	PS-7 Step 5	7/1/21-7/6/21	29.84	1,193.60	1.0	1,194									
		PS-7 Step 5	7/7/20-6/30/21	29.26	PS-7 Step 6	7/7/21-12/31/21	30.44	1,217.60	25.2	30,684									
						1/1/22-6/30/22	30.59	1,223.60	26.0	31,814	63,691	3,181	2,206	7,000		400	1,566	500	78,544
Off. Brandon Campbell	8/25/2020	PS-7 Step 4	7/1/20-8/24/20	28.13	PS-7 Step 5	7/1/21-8/24/21	29.84	1,193.60	7.0	8,355									
		PS-7 Step 5	8/25/20-6/30/21	29.26	PS-7 Step 6	8/25/21-12/31/21	30.44	1,217.60	19.2	23,378									
						1/1/22-6/30/22	30.59	1,223.60	26.0	31,814	63,547	3,181				400		500	67,628
Off. John Officer	1/19/2020	PS-7 Step 4	7/1/20-1/18/21	28.13	PS-7 Step 5	7/1/21-12/31/21	29.84	1,193.60	26.2	31,272									
		PS-7 Step 5	1/19/21-6/30/21	29.26		1/1/22-1/18/22	29.99	1,199.60	2.0	2,399									
					PS-7 Step 6	1/19/22-6/30/22	30.59	1,223.60	24.0	29,366	63,038	3,181	2,206	7,000		400		500	76,325
Off. Cameron Chapski	7/3/2020	PS-7 Step 2	7/1/20-7/2/20	25.86	PS-7 Step 3	7/1/21-7/2/21	27.53	1,101.20											
		PS-7 Step 3	7/3/20-6/30/21	26.99	PS-7 Step 4	7/3/21-12/31/21	28.69	1,147.60	26.2	30,067									
						1/1/22-6/30/22	28.83	1,153.20	26.0	29,983	60,050	2,998	2,460	2,000		400		500	68,408
Off. John Voelkel	7/1/2020	PS-7 Step 2	7/1/19-6/30/20	25.86	PS-7 Step 3	7/1/21-12/31/21	27.53	1,101.20	26.2	28,851									
						1/1/22-6/30/22	27.67	1,106.80	26.0	28,777	57,628	2,878	2,460	7,000				500	70,466
Off. Austin Chapski	2/15/2020	PS-7 Step 1	7/1/20-2/14/21	24.73	PS-7 Step 2	7/1/21-12/31/21	26.38	1,055.20	26.2	27,646									
		PS-7 Step 2	2/15/21-6/30/21	25.86		1/1/22-2/14/22	26.51	1,060.40	5.8	6,150									
					PS-7 Step 3	2/15/22-6/30/22	27.67	1,106.80	20.2	22,357	56,154	2,878	2,460	7,000				500	68,992
Off. Jeff Norton	8/1/2020	PS-7 Step 1	8/1/20-6/30/21	24.73	PS-7 Step 1	7/1/21-7/31/21	25.22	1,008.80	4.0	4,035									
					PS7-Step 2	8/1/21-12/31/21	26.38	1,055.20	22.2	23,425									
					PS-7 Step 2	1/1/22-6/30/22	26.51	1,060.40	26.0	27,570	55,031	2,757	1,968	7,000				500	67,256
Off. Brandon Donahue	9/1/2020	PS-7 Step 1	9/1/20-6/30/21	24.73	PS-7 Step 1	7/1/21-8/31/21	25.22	1,008.80	8.0	8,070									
					PS7-Step 2	9/1/21-12/31/21	26.38	1,055.20	18.2	19,205									
						1/1/22-6/30/22	26.51	1,060.40	26.0	27,570	54,845	2,757	2,460	7,000				500	67,562
Off. Tyler Lu		Academy (1/1/21 Start)	1/1/21-6/6/21	700.00	PS-7 Step 1	7/1/21-12/31/21	25.22	1,008.80	26.2	26,431									
		PS-7 Step 1	6/7/21-6/30/21	24.73		1/1/22-6/6/22	25.35	1,014.00	22.0	22,308									
					PS-7 Step 2	6/7/22-6/30/22	26.51	1,060.40	4.0	4,242	52,980	2,757	2,460	7,000				500	65,697
Police Bus. Adm. Cindy McLeod	7/1/2020 (retro)	SAP Grade 6	7/1/20-6/30/21	32.14	SAP .028	7/1/21-6/30/22	33.04	1,321.60	52.2	68,987	68,987	-	-			400			69,387
											1,594,839	83,446	31,202	69,000	87,971	10,300	14,064	10,000	1,882,822
Comm. Off. David Maida	7/1/2020	MA COP Step 7	7/1/20-6/30/21	27.35	MA COP Step 7	7/1/21-6/30/22	27.90	1,116.00	52.2	58,255	58,255	2,907	-	500		800			62,457
Comm. Off. Kyle DeVincent	7/1/2020	MA COP Step 7	7/1/20-6/30/21	27.35	MA COP Step 7	7/1/21-6/30/22	27.90	1,116.00	52.2	58,255	58,255	2,902	976	500		400			63,033
Comm. Off. Robyn Richards	7/1/2020	MA COP Step 4	7/1/20-6/30/21	23.90	MA COP Step 5	7/1/21-6/30/22	24.86	994.40	52.2	51,908	51,908	2,585	2,206	1,000					57,699
Comm. Off. Stephanie Fontaine	7/2/2020	MA COP Step 1	7/2/20-6/30/21	21.97	MA COP Step 2	7/1/21-6/30/22	23.09	923.60	52.2	48,212	48,212	2,401	2,460						53,073
											216,630	10,790	5,642	2,000	-	1,200	-	-	236,262
										FULL TIME	1,594,839	83,446	31,202	69,000	87,971	10,300	14,064	10,000	1,882,822
										DISPATCH	216,630	10,790	5,642	2,000	-	1,200	-	-	236,262
										TOTAL	1,811,469	94,236	36,844	71,000	87,971	11,500	14,064	10,000	2,119,084
Tuition Reimbursement																			15,000
Overtime																			161,919
Officer In Charge																			1,896
Court Pay																			8,610
Part Time Dispatch																			25,794
Vacation Buyback																			3,189
G/T																			2,335,492

Name	Account ID	Note	2021 Budgeted	FY2022 - In Progress
Fire-EMS-Rescue				
Salaries and Wages				
SALARIES FULL-TIME	0100-5-220-000-51100	With only 1 employee in SAP – I am providing that information and not the whole sheet. Alicia Porter: 2.8% is $41,781.50. This is $118.06 more than currently identified in her FY22 salary. It adds the same to bottom line.	$1,630,233.00	$1,665,687.00
SALARIES PART-TIME	0100-5-220-000-51110		$10,000.00	$15,000.00
SALARIES OVERTIME	0100-5-220-000-51300		$273,500.00	$273,500.00
HOLIDAY	0100-5-220-000-51410		$22,000.00	$22,000.00
CALL FIRE PAY	0100-5-220-000-51420			$0.00
EDUCATION INCENTIVE	0100-5-220-000-51440		$2,700.00	$2,700.00
LONGEVITY	0100-5-220-000-51450		$11,100.00	$11,600.00
TUITION REIMBURSEMENT	0100-5-220-000-51900		$9,850.00	$9,850.00
STIPENDS	0100-5-220-000-51950		$130,376.00	$130,576.00
FIRE OTHER - EMT	0100-5-220-000-51960		$2,000.00	$2,000.00
Total Salaries and Wages:			**$2,091,759.00**	**$2,132,913.00**
Operating Expenses				
WATER-DOMESTIC	0100-5-220-000-52300		$2,000.00	$0.00
VEHICLE MAINT. REPAIR	0100-5-220-000-52420		$50,000.00	$50,000.00
MEDICAL EQUIP. REPAIR MAINT.	0100-5-220-000-52470		$4,000.00	$5,000.00
COMPUTER EQUIP. REPAIR MAINT.	0100-5-220-000-52540		$9,000.00	$9,000.00
RADIOS REPAIR MAINT.	0100-5-220-000-52560		$4,800.00	$21,836.00
FIRERESCUE REPAIR MAINT.	0100-5-220-000-52590		$8,000.00	$8,000.00
MEDICAL DENTAL PROF. TECH	0100-5-220-000-53000		$1,500.00	$1,500.00
EMPLOYEE TRAINING PROF. TECH.	0100-5-220-000-53070		$9,000.00	$9,000.00
ADVERTISING PROF. TECH.	0100-5-220-000-53100		$800.00	$500.00
FIRE PUBLIC SAFETY PROF AND TECH	0100-5-220-000-53120		$450.00	$450.00
DATA PROCESS COMMUNICATION	0100-5-220-000-53410		$1,800.00	$0.00
WIRELESS PHONES COMMUNICATION	0100-5-220-000-53430		$3,300.00	$4,800.00
FIRE PRINT MAIL COMMUNICATIONS	0100-5-220-000-53440			$0.00
CONTRACTED SERV. OTHER SERVICES	0100-5-220-000-53880		$40,000.00	$49,000.00
STATIONERY	0100-5-220-000-54200			$0.00
OTHER OFFICE SUPPLIES	0100-5-220-000-54220		$3,000.00	$4,000.00
BED LINENS CUSTODIAL SUPPLIES	0100-5-220-000-54510		$500.00	$750.00
BATTERIES VEHICLULAR SUPPLIES	0100-5-220-000-54820			$0.00
TIRES VEHICULAR SUPPLIES	0100-5-220-000-54830			$0.00
MOTOR OIL LUB. VEHICLE SUPPLIES	0100-5-220-000-54840			$0.00
PARTS ACCESS.VEHICLE SUPPLIES	0100-5-220-000-54850		$7,000.00	$8,000.00
FOOD FOOD SERVICE SUPPLIES	0100-5-220-000-54900		$500.00	$500.00
MEDICAL SURGICAL SUPPLIES	0100-5-220-000-55000		$23,000.00	$26,000.00

Name	Account ID	Note	2021 Budgeted	FY2022 - In Progress
FIREFIGHTING OTHER SUPPLIES	0100-5-220-000-55800		$6,000.00	$6,000.00
MAGAZINES OTHER SUPPLIES	0100-5-220-000-55830		$1,000.00	$1,000.00
UNIFORMS OTHER SUPPLIES	0100-5-220-000-55850		$9,000.00	$9,000.00
UNIFORM ALLOWANCE REIMB.	0100-5-220-000-55855		$21,000.00	$25,200.00
IN-STATE TRAVEL	0100-5-220-000-57100		$100.00	$100.00
DUES	0100-5-220-000-57300		$5,400.00	$6,500.00
Total Operating Expenses:			**$211,150.00**	**$246,136.00**
Equipment				
NEW EQUIPMENT	0100-5-220-000-58500			$0.00
REPLACEMENT EQUIPMENT	0100-5-220-000-58700		$4,000.00	$5,000.00
Total Equipment:			**$4,000.00**	**$5,000.00**
Encumbrances				
ENCUMBERED FUNDS	0100-9-220-000-59999			$0.00
Total Encumbrances:				$0.00
Total Fire-EMS-Rescue:			**$2,306,909.00**	**$2,384,049.00**

FY22 Draft Master Salaries **9/16/2019** 2.8% SAP

Last Name	Rank	D.O.H	Promotion	Step 1	Step 2	# Wks Rate	#Wks Rate 2	Wk Rate 1	Wk Rate 2	Yr Rate	Longevity	Stipends	Mobile Ph	Paramedic	Total
ACHILLES	Chief	4/29/2019		-	-	43	9	$3,060.34	$3,152.15	$159,963.76	$0.00	$0.00	$0.00	$0.00	$159,963.76
PORTER	Admin	3/26/2015	9/26/2015	-	-	52	0	$771.18	$0.00	$40,101.36	$400.00	$926.00	$0.00	$0.00	$41,427.36 *
FRANKS	Lieutenant	7/1/1999	3/1/2015	7	-	52	0	$1,493.59	$0.00	$77,666.68	$800.00	$0.00	$200.00	$4,500.00	$83,166.68
PELTIER	Lieutenant	7/1/1999	2/11/2005	7	-	52	0	$1,441.62	$0.00	$74,964.24	$800.00	$0.00	$200.00	$0.00	$75,964.24
ASPESI	Lieutenant	7/1/2000	9/6/2012	7	-	52	0	$1,493.59	$0.00	$77,666.68	$800.00	$3,500.00	$200.00	$4,500.00	$86,666.68
ROACH	Firefighter	6/1/2001		7	-	52	0	$1,324.37	$0.00	$68,867.24	$800.00	$1,500.00	$200.00	$6,000.00	$77,367.24
RICE	Firefighter	6/1/2001		7	-	52	0	$1,324.37	$0.00	$68,867.24	$800.00	$0.00	$200.00	$6,000.00	$75,867.24
SADOWSKI	Captain	6/1/2001	9/6/2012	7	-	52	0	$1,637.96	$0.00	$85,173.92	$800.00	$0.00	$200.00	$6,000.00	$92,173.92
SHANAHAN	Firefighter	8/20/2001		7	-	52	0	$1,324.37	$0.00	$68,867.24	$800.00	$1,500.00	$200.00	$6,000.00	$77,367.24
DANO	Lieutenant	1/30/2002	8/6/2004	7	-	52	0	$1,493.59	$0.00	$77,666.68	$800.00	$1,750.00	$200.00	$6,000.00	$86,416.68
AMEMDOLA	Firefighter	11/29/2004		7	-	52	0	$1,324.37	$0.00	$68,867.24	$700.00	$3,000.00	$200.00	$6,000.00	$78,767.24
WILLS	Firefighter	3/16/2005		7	-	52	0	$1,324.37	$0.00	$68,867.24	$700.00	$0.00	$200.00	$6,000.00	$75,767.24
NAVAROLI	Firefighter	11/16/2009		7	-	52	0	$1,324.37	$0.00	$68,867.24	$600.00	$0.00	$200.00	$6,000.00	$75,667.24
PARKINSON	Firefighter	7/1/2012		7	-	52	0	$1,324.37	$0.00	$68,867.24	$600.00	$0.00	$200.00	$6,000.00	$75,667.24
KENDALL	Firefighter	7/1/2012		7	-	52	0	$1,324.37	$0.00	$68,867.24	$600.00	$2,000.00	$200.00	$6,000.00	$77,667.24
DOANE	Firefighter	4/17/2014		7	-	52	0	$1,324.37	$0.00	$68,867.24	$400.00	$0.00	$200.00	$6,000.00	$75,467.24
PACIFIC	Firefighter	7/1/2014		7	-	52	0	$1,272.39	$0.00	$66,164.28	$400.00	$0.00	$200.00	$0.00	$66,764.28
MCCALLUM	Firefighter	7/23/2014		7	0	52	0	$1,324.37	$1,298.40	$68,867.24	$400.00	$0.00	$200.00	$6,000.00	$75,467.24
COLE	Firefighter	10/19/2015		6	7	15	37	$1,307.63	$1,324.37	$68,616.14	$400.00	$0.00	$200.00	$6,000.00	$75,216.14
WILMONT	Firefighter	7/1/2018		4	0	52	0	$1,248.80	$0.00	$64,937.60	$0.00	$1,200.00	$200.00	$6,000.00	$72,337.60
CLEMENTS	Firefighter	9/9/2019		2	3	9	43	$1,167.04	$1,207.90	$62,443.06	$0.00	$0.00	$200.00	$6,000.00	$68,643.06
GAUDETTE	Firefighter	9/9/2019		2	3	9	43	$1,167.04	$1,207.90	$62,443.06	$0.00	$0.00	$200.00	$6,000.00	$68,643.06
DURKIN	Firefighter	3/16/2021		1	2	36	16	$1,125.96	$1,167.04	$59,207.20	$0.00	$1,200.00	$200.00	$6,000.00	$66,607.20
Totals										$1,665,687.06	$11,600.00	$16,576.00	$4,200.00	$111,000.00	$1,809,063.06

* Will be hours worked SEMA (not a stipend)

Name	Account ID	Note	2021 Budgeted	FY2022 - In Progress
Building Department				
Salaries and Wages				
SALARIES FULL-TIME	0100-5-241-000-51100		$149,584.00	$153,546.00
SALARIES PART-TIME	0100-5-241-000-51110			$0.00
LONGEVITY	0100-5-241-000-51450			$0.00
Total Salaries and Wages:			**$149,584.00**	**$153,546.00**
Operating Expenses				
MEDICAL DENTAL PROF. TECH.	0100-5-241-000-53000			$0.00
EMPLOYEE TRAINING PROF. TECH.	0100-5-241-000-53070		$1,500.00	$1,500.00
ADVERTISING PROF. TECH.	0100-5-241-000-53100			$0.00
CONTRACTED SERV. OTHER SERV.	0100-5-241-000-53880		$2,500.00	$5,500.00
OTHER OFFICE SUPPLIES	0100-5-241-000-54220		$1,000.00	$1,000.00
PARTS VEHICULAR SUPPLIES	0100-5-241-000-54850		$500.00	$500.00
EDUCATIONAL SUPPLIES	0100-5-241-000-55100		$600.00	$600.00
BUILDING OTHER SUPPLIES	0100-5-241-000-55910		$1,000.00	$1,500.00
IN-STATE TRAVEL	0100-5-241-000-57100		$0.00	$0.00
DUES	0100-5-241-000-57300		$325.00	$325.00
Total Operating Expenses:			**$7,425.00**	**$10,925.00**
Encumbrances				
ENCUMBERED FUNDS	0100-9-241-000-51999			$0.00
ENCUMBERED FUNDS	0100-9-241-000-59999			$0.00
Total Encumbrances:				**$0.00**
Total Building Department:			**$157,009.00**	**$164,471.00**

DEPT: 241 Building							FY 2022				
NAME	Position	Date Hired	Pay Incr. Date	Grade/ Step	HRS Per Week	7/1/21 Rate	No. of Hours at 7/1/21 Rate	51100 Salary	51110 PT Salary	51450 Longevity	TOTAL	
SAP												
Laurie Livoli	Building Inspector	1/3/2019	1-Jul	8	40	48.63	2,089.00	101,598	-	-	101,598	2.80%
Julianne Lamy	Bus Admin I	1/28/2019	1-Jul	4	40	24.87	2,089.00	51,948	-	-	51,948	2.80%
Total								153,546	-	-	153,546	

Name	Account ID	Note	2021 Budgeted	FY2022 - In Progress
Civil Defense				
Operating Expenses				
MISC CONTRACTED SERVICES	0100-5-291-000-53880		$5,665.00	$5,665.00
OTHER OFFICE SUPPLIES	0100-5-291-000-54220		$367.00	$500.00
GASOLINE VEHICULAR SUPPLIES	0100-5-291-000-54800		$1,000.00	$1,000.00
DUES	0100-5-291-000-57300		$60.00	$60.00
Total Operating Expenses:			**$7,092.00**	**$7,225.00**
Salaries and Wages				
SALARIES FULL-TIME	0100-5-291-000-51100			$0.00
SALARIES PART TIME	0100-5-291-000-51110			$926.00
STIPENDS	0100-5-291-000-51950		$2,926.00	$2,000.00
Total Salaries and Wages:			**$2,926.00**	**$2,926.00**
Encumbrances				
ENCUMBERED FUNDS	0100-9-291-000-59999			$0.00
Total Encumbrances:				**$0.00**
Total Civil Defense:			**$10,018.00**	**$10,151.00**

Name	Account ID	Note	2021 Budgeted	FY2022 - In Progress
Board of Health				
Salaries and Wages				
SALARIES FULL-TIME	0100-5-512-000-51100	New Full-Time PHD - $110,000 Upgrade current 24 hour Admin position to 40 hours - Business Administrator - Grade 5 - $54,000 (min) Full Time Public Health Nurse - $95,000	$30,962.00	$259,000.00
SALARIES PART TIME	0100-5-512-000-51110		$81,445.00	$0.00
TEMPORARY SALARIES	0100-5-512-000-51200	per diem nurse (40 hrs/mo.) $16,800	$0.00	$16,800.00
SALARIES OVERTIME	0100-5-512-000-51300		$0.00	$0.00
LONGEVITY	0100-5-512-000-51450		$480.00	$600.00
Total Salaries and Wages:			**$112,887.00**	**$276,400.00**
Operating Expenses				
OFFICE EQUIPMENT REPAIR MAINT.	0100-5-512-000-52460	Printer/copy/scanner (secure for PHI)	$250.00	$10,000.00
EMPLOYEE TRAINING PROF. TECH.	0100-5-512-000-53070	MHOA, MEHA, NACHO, MPHNA	$1,200.00	$2,000.00
ADVERTISING PROF. TECH.	0100-5-512-000-53100	PHD & PHN	$0.00	$300.00
WIRELESS PHONES COMMUNICATIONS	0100-5-512-000-53430	6 phones @ $50/mo.	$1,550.00	$3,600.00
PRINT MAIL COMMUNICATIONS	0100-5-512-000-53440	Business cards	$150.00	$500.00
CONTRACTED SERV. OTHER SERVICES	0100-5-512-000-53880	D. Costello FY22 rate (BOH brought in $50,000 in 2020 through fees) per diem health agent (24 hrs/mo.) $12,000	$52,080.00	$64,224.00
OTHER OFFICE SUPPLIES	0100-5-512-000-54220	envelopes, card stock, staples, tape, laminating supplies for food licenses, etc.	$525.00	$800.00
IN-STATE TRAVEL	0100-5-512-000-57100	mileage reimbursement for inspectors & training	$1,525.00	$2,000.00
DUES	0100-5-512-000-57300		$550.00	$800.00
Total Operating Expenses:			**$57,830.00**	**$84,224.00**
Encumbrances				
ENCUMBERED FUNDS	0100-9-512-000-59999			$0.00
Total Encumbrances:				**$0.00**
Total Board of Health:			**$170,717.00**	**$360,624.00**

Name	Account ID	Note	2021 Budgeted	FY2022 - In Progress
Management Info. Sys.				
Encumbrances				
ENCUMBERED FUNDS	0100-9-155-020-59999			$0.00
ENCUMBERED FUNDS	0100-9-155-021-59999			$0.00
Total Encumbrances:				**$0.00**
Operating Expenses				
COMPUTER EQUIP. REPAIR MAINT.	0100-5-155-020-52540	GIS Applications support	$7,900.00	$7,900.00
EMPLOYEE TRAINING PROF. TECH.	0100-5-155-020-53070	Provide some training for GIS	$1,000.00	$1,000.00
DATA PROCESSING PROF. TECH.	0100-5-155-020-53110			$0.00
CONTRACTED SERV. OTHER SERVICES	0100-5-155-020-53880		$5,000.00	$5,000.00
DATA PROCESS. OTHER SUPPLIES	0100-5-155-020-55810			$0.00
COMPUTER SUPPLIES	0100-5-155-020-55840			$0.00
COMPUTER EQUIP. REPAIR MAINT.	0100-5-155-021-52540		$124,708.00	$163,350.00
EMPLOYEE TRAINING PROF. TECH	0100-5-155-021-53070	Covers training opportunities for department staff and/or general training for Town staff	$1,000.00	$1,000.00
DATA COMMUNICATIONS	0100-5-155-021-53430	This line covers the primary Internet connection for all Town Buildings. Under our initial contract, we received a discounted rate through July 2021, the new rate is reflected after that date.	$3,420.00	$5,685.00
CONTRACTED SERVICES OTHER SERVICES	0100-5-155-021-53880		$27,846.00	$27,750.00
COMPUTER SUPPLIES	0100-5-155-021-55840	Most printers & Copiers are covered by managed print services. Misc. category covers small supplies such as mice, keyboards, external drives, etc.	$9,000.00	$9,000.00
IN-STATE TRAVEL	0100-5-155-021-57100	Covers mileage for daily operations	$600.00	$600.00
Total Operating Expenses:			**$180,474.00**	**$221,285.00**
Equipment				
ADDITIONAL EQUIPMENT	0100-5-155-020-58500			$0.00
REPLACEMENT EQUIPMENT	0100-5-155-021-58700	Replacement of 20 workstations. Pricing based on laptop replacements for FY21.	$40,000.00	$26,000.00
Total Equipment:			**$40,000.00**	**$26,000.00**
Salaries and Wages				
SALARIES FULL-TIME	0100-5-155-021-51100		$102,462.00	$105,423.55
SALARIES PART-TIME	0100-5-155-021-51110	The initial hiring rate for the PT employees in FY21 was lower than anticipated, resulting in a smaller increase	$26,283.00	$25,875.00
Total Salaries and Wages:			**$128,745.00**	**$131,298.55**
Total Management Information Systems:			**$349,219.00**	**$378,583.55**

Name	Account ID	Note	2021 Budgeted	FY2022 - In Progress
Library				
Salaries and Wages				
SALARIES FULL-TIME	0100-5-610-000-51100		$339,702.00	$351,722.24
SALARIES PART-TIME	0100-5-610-000-51110		$82,575.00	$82,476.16
LONGEVITY	0100-5-610-000-51450		$2,900.00	$2,900.00
Total Salaries and Wages:			**$425,177.00**	**$437,098.40**
Operating Expenses				
WATER-DOMESTIC	0100-5-610-000-52300		$500.00	$0.00
COMPUTER EQUIP. REPAIR MAINT.	0100-5-610-000-52540		$2,428.00	$2,428.00
MEDICAL DENTAL PROF TECH	0100-5-610-000-53000			$0.00
EMPLOYEE TRAINING PROF. TECH	0100-5-610-000-53070		$500.00	$500.00
LIBRARY PROGRAMS	0100-5-610-000-53500		$800.00	$1,000.00
OTHER OFFICE SUPPLIES	0100-5-610-000-54220		$4,000.00	$4,000.00
EDUCATIONAL SUPPLIES	0100-5-610-000-55100		$84,273.00	$80,621.00
MAGAZINES OTHER SUPPLIES	0100-5-610-000-55830		$10,194.00	$18,932.03
LIBRARY SUPPLIES	0100-5-610-000-55860			$0.00
IN-STATE TRAVEL	0100-5-610-000-57100		$450.00	$450.00
OUT-OF-STATE TRAVEL	0100-5-610-000-57200			$0.00
DUES	0100-5-610-000-57300		$28,300.00	$28,300.00
Total Operating Expenses:			**$131,445.00**	**$136,231.03**
Encumbrances				
ENCUMBERED FUNDS	0100-9-610-000-51999			$0.00
Total Encumbrances:				**$0.00**
Total Library:			**$556,622.00**	**$573,329.43**

DEPT: LIBRARY			7/1/2020					2088.00	LIBRARY SALARIES WORKSHEET FY 2020									
NAME	Position	Date Hired	Pay Incr. Date	# weeks to anniv date	Grade	Hours Per Week	7/01/21 Rate	Hours at 7/1/21 Rate	Amount at 7/1/21 Rate	2.5% Merit	Hours at New Rate	Amount at New Rate	51100 Salary	51110PT Salary	OT	550 Longevity	TOTAL	SAP Merit/Step increment
Full-Time																		
Ryan Donovan	Director	5/5/2014	7/1/2021		8	40	41.92	2088.00					$ 87,528.96	$ -	-	400	87,929	-
Kim Ivers	Assistant Lib	7/1/1994	7/1/2021		6	40	36.01	2088.00					$ 75,188.88			1,000	76,189	-
Pat Ellis	Sr Libr Asst	9/21/2000	7/1/2021		3	38	29.28	1976.00					$ 57,857.28	$ -	-	700	58,557	-
Carol Logan	Library Asst	11/1/2020	7/1/2021		2	38	21.17	1976.00					$ 41,831.92	$ -	-	-	41,832	-
Amy Townsley	Library Asst	2/22/2016	7/1/2021		2	38	22.37	1976.00					$ 44,203.12	$ -	-	400	44,603	-
Leah Selleck	Sr Libr Asst	2/3/2012	7/1/2021		3	38	22.83	1976.00					$ 45,112.08			400	45,512	-
																	-	
														$ -			-	
Part-Time																		
Valerie De Angelis	Libr Assoc	10/29/2015	7/1/2021		3	10	20.08	0.00	-	20.08	520.00	10,441.60		$ 10,441.60			10,442	-
Marianna Sorensen	Libr Assoc	9/13/2017	7/1/2021		3	10	19.26	0.00	-	19.26	520.00	10,015.20		$ 10,015.20			10,015	-
Nickaela Fiore-Keyes	Libr Assoc	6/15/2017	7/1/2021		3	10	18.89	0.00	-	18.89	520.00	9,822.80		$ 9,822.80			9,823	-
Katharine Kolenda	Libr Assoc	6/15/2017	7/1/2021		3	10	18.89	0.00	-	18.89	520.00	9,822.80		$ 9,822.80			9,823	-
Kelly Winand	Libr Assoc	9/22/2017	7/1/2021		3	10	18.89	0.00	-	18.89	520.00	9,822.80		$ 9,822.80			9,823	-
Alicia Winske	Libr Assoc	6/15/2017	7/1/2021		3	10	18.89	0.00	-	18.89	520.00	9,822.80		$ 9,822.80			9,823	-
Marjory O'Neill	Lib Technicia	10/29/2015	7/1/2021		2	6	12.59	0.00		12.59	312.00	3,928.08		$ 3,928.08			3,928	-
Kathleen Schoener	Lib Technicia	10/29/2015	7/1/2021		2	6	12.59	0.00		12.59	312.00	3,928.08		$ 3,928.08			3,928	-
Mia Boloz	Library Page	9/26/2019	N/A		1	5	11.44	0.00		11.44	260.00	2,974.40		$ 2,974.40			2,974	-
Raiya Sehgal	Library Page	10/2/2019	N/A		1	5	11.44	0.00		11.44	260.00	2,974.40		$ 2,974.40			2,974	-
Jade Shemtigian	Library Page	7/13/2017	N/A		1	5	11.44	0.00		11.44	260.00	2,974.40		$ 2,974.40			2,974	-
Shakila Sivarajan	Library Page	10/5/2019	N/A		1	5	11.44	0.00		11.44	260.00	2,974.40		$ 2,974.40			2,974	-
Acacia Truong	Library Page	10/1/2019	N/A		1	5	11.44	0.00	-	11.44	260.00	2,974.40		$ 2,974.40			2,974	-
Total													**$ 351,722.24**	**$ 82,476.16**	**-**	**2,900**	**437,098**	-

From: Jason W. Malinowski
To: Martin Healey
Cc: Mark Purple; Lori Esposito
Subject: Capital Planning - School Research Subcommittee
Date: Wednesday, March 31, 2021 12:22:05 PM

Hi Marty,

For your agenda next week, can you please add the following request?

With Kathy Cook's resignation from Capital Planning, it left a vacant seat on the Capital Planning - School Research Subcommittee. At our meeting on 3/29/2021, the Committee approved requesting the following from the Board of Selectmen as the appointing authority:

- Update the charge to include 1 member of Capital Planning (currently filled by Jason Malinowski), 1 member from the School Committee (currently filled by Keturah Martin), and 1 member from Advisory
- Assuming the Board agrees with the change with the charge, appoint Kathy Cook to the Capital Planning - School Research Subcommittee

Please let me know if you have any questions.

Thanks,

Jason Malinowski
Chair, Capital Planning Committee

CAPITAL PLANNING COMMITTEE- SCHOOL RESEARCH SUBCOMMITTEE

The School Research Subcommittee shall be an ad-hoc committee of the Capital Planning Committee made up of three (3) members. ~~Two~~ One(1~~2~~) member~~s~~ will be from the Capital Planning Committee, one (1) member will be from the Advisory Committee, and one (1) member will be from the Southborough School Committee. Each committee will recommend members for the respective membership positions, subject to appointment by the Board of Selectmen.

School and Town administration members may participate in the meetings in an advisory manner, but do not count towards a quorum, nor will they have a vote.

CHARGE

The primary charge of the School Research Sub-Committee is as follows:

- Review Southborough Schools K-8 Housing Study Group Summary Report, dated February 13, 2013;
- Undertake any actions to update the previously completed summary report;
- Undertake any additional steps needed to provide a comprehensive view of current and future school enrollment/space in order to provide a recommendation on whether any schools can be consolidated;
- Provide formal read-out and recommendation to Southborough School Committee and Capital Planning Committee; and
- Upon votes from Southborough School Committee and Capital Planning Committee, make presentation to joint meeting of Board of Selectmen and Advisory Committee.

TERM

The Capital Planning Committee-School Research Subcommittee appointments will be through June 30, 2021.

DRAFT

From: Jim Hegarty
To: Mark Purple
Cc: Kathy Cook; Amy Berry; Lori Esposito
Subject: RE: Suggestion for increase in fuel permit fees - $2,290 increase in revenue
Date: Wednesday, February 24, 2021 11:41:22 AM

Hi,

Sorry for a typo. We currently charge a flat fee per applicant of $15, not the $10 per applicant in my earlier email.

Jim

James F. Hegarty
Southborough Town Clerk
Desk (508) 485-0710 x 3007
17 Common Street
Southborough, MA 01772
jhegarty@southboroughma.com

From: Jim Hegarty
Sent: Wednesday, February 24, 2021 11:34 AM
To: Mark Purple <mpurple@southboroughma.com>
Cc: Kathy Cook <kcook@southboroughma.com>; Amy Berry <aberry@southboroughma.com>
Subject: Suggestion for increase in fuel permit fees - $2,290 increase in revenue

Good Morning Mark,

I'm writing to recommend an increase in the annual fee for fuel permits that would generate incremental annual revenue of $ 2,900.

At this time of year, we typically send out the paperwork for people to renew fuels permits. For many years, Southborough has charged a flat fee of $10 per applicant, regardless of how many fuel tanks they have. A survey of surrounding towns shows that the fees range from $25 to $50 per tank, versus a per applicant rate.

Currently Southborough has 11 property owners with that hold 50 fuel storage licenses. (The Town of Southborough also holds a license for 4 tanks.)

The 2020 revenue for Fuel Storage Permits was $210

If we increased, the fee to charge per storage unit the price would be as follows…

$15 per unit	$ 750 annually
$25 per unit	$1,250 annually
$40 per unit	$2,000 annually
$50 per unit	$2,500 annually

I recommend that the fee be changed to $50 per tank which would generate incremental income of $2,290.

Jim

James F. Hegarty
Southborough Town Clerk
Desk (508) 485-0710 x 3007
17 Common Street
Southborough, MA 01772
jhegarty@southboroughma.com

Southborough Trails Committee

Peninsula Trail Construction: Helping to Close the Boroughs Loop/Aqueduct Trail Gap



Community Preservation Funding Application

October 13, 2020

(3rd revision February 16, 2021)

Name of Applicant: Southborough Trails Committee

Contact Person: Kathryn C. McKee

Name of Proposal: Peninsula Trail Construction: Helping to Close the Boroughs Loop/Aqueduct Trail Gap

CPA Funding Requested: $47,011

Total Cost of Project: $47,011

CPA Category:

☐ **Open Space** ☐ **Historic Preservation**

☒ **Recreation** ☐ **Community Housing**

Sponsoring Organizations and/or Affiliations:

Mailing Address: 18 Walnut Drive, Southborough, MA 01745

Daytime Phone Number: 508-479-0971

Email Address: kmckee@southboroughma.com

Please complete the project description of the following pages and include with your application

Project Description:

In describing the project, please include answers to the following questions. Applications may be returned as incomplete if all relevant requested information is not provided. Include supporting materials and exhibits as necessary.

The proposed Peninsula Trail is a 1.6-mile section of trail on a parcel of land near the Fayville Dam, north of Rt. 30, that overlaps an existing access road. See Appendix A for map. The property is owned by Massachusetts Department of Conservation and Recreation (DCR) and the Massachusetts Water Resources Authority (MWRA). The Trails Committee has been working with both entities to put a public access plan and 8(m) Permit (public access to Aqueduct Trails) in place to construct the trail for last several years.

This section of trail is part of a 33-mile regional Boroughs Loop Trail (BLT) that connects the trail networks of Marlborough, Northborough, Westborough and Southborough. The trail will also be part of MWRA's Aqueduct Trail system and will serve as a future connection to Framingham's Aqueduct Trail on the east side off Pine Hill Road. The BLT is adjacent to, and intersects with, the Bay Circuit Trail, a 230-mile regional trail extending through 37 communities. Constructing this section of trail will help to close an important trail gap in Southborough (largest remaining gap for the BLT) and fulfill the town's commitment to complete this initiative. Parking will be available for 2-4 cars at the Rt.30/Central street location.

This project consists of two components:

- Wayfinding/regulatory interpretive and historical signage
- Fencing to enclose the Hosmer Riser Shaft

Wayfinding/Regulatory, Interpretive and Historical Signage:

Signage will be added at the trail end points (Rt.30/Central Street and Stony Brook Road/Rt.30) to display permitted uses, restricted activities, maps, historical, and educational information. Additional interpretative signage and historical markers will be added at key locations along the trail to highlight the history of the land, the building of the dam, and the Sudbury Reservoir. Displaying this information will help to create more awareness around the importance of protecting and managing watersheds, reservoirs, wildlife habitat, including forest management practices. The budget will include funding for signage on the recently reconstructed Bay Circuit/Boroughs Loop Connector Trail located east of this proposed trail off Rt.30. Wayfinding and regulatory signage will be added as needed to keep trail users on the designated trail. Historical signage will be proposed for key locations to display information about the Sudbury Dam Historic District. The Historical Commission has agreed to work with the Committee to confirm all historical information included on the signage. The Committee has the support of the Recreation Commission as well.

Fence Enclosure for the Hosmer Riser Shaft:

The Trails Committee will contract with a vendor to install 8' chain-link fence around the Hosmer Riser Shaft to prevent public access. This project requires approximately 230 linear feet of chain-link fence with two gates (one pedestrian, one vehicle). MWRA provided specifications that will be used to guide the vendor in material selection and the Commonwealth's procurement requirements.

Opportunity to Expand the Project Scope:

If CPA funds are awarded, the Committee would like to leverage this money and use it as as matching funds for the 2022 DCR MassTrails grant to expand the project scope to include the following:

- Evaluate trail for accessibility compatibility (e.g., moving gate; accessible parking; slope issues)
- Installation of a crosswalk at Central and Rt. 30 and improve other trail crosswalks
- Add historical signs on other trails at key locations

However, if additional grant funds cannot be obtained through the MassTrails grant in 2022, the Committee will plan to execute the original project scope, outlined above, using the CPA funds awarded through this application.

Cost to Build a Comparable Trail:

If Southborough were to invest in building a comparable trail, based on cost estimates provided by a variety of sources[1], the cost range to build this trail (.6 mile paved; 1-mile dirt), including fencing and proposed signage, but excluding any equipment rental, would be roughly: $245,000 - $292,000.

[1] Appalachian Mountain Club provided a trail building estimate for earthen trails at a range of $16 to $25/mile depending on the project, excluding any equipment rentals that may be required. Southborough DPW provided a rough estimate for a .6 mile paved surface, approximately 10-12' wide, with 3" asphalt, of $115,000. Another source (Santa Rosa, CA) provided a $25/linear foot estimate to build a dirt/soft trail (see page 4). And, a third source, the Reading MA Ipswich River Greenway Feasibility Study, also estimated $25.00/linear foot to build a dirt trail.

1. **GOALS: What are the goals of the proposed project? Who will benefit and why? How will success be measured?**

   Goals:

   - **Expand recreational resources and opportunities** for residents and the broader community
   - **Help to close a critical gap** for two regional trails: Boroughs Loop and the Aqueduct Trail
   - **Educate trail visitors** by **sharing Southborough's history and culture** to encourage and strengthen community engagement
   - **Enhance awareness** about the importance of protecting/managing watersheds, wildlife habitats, and forest management best practices

   Who will benefit and Why:

   Southborough residents and the broader community are the intended beneficiaries.

   The importance of having adequate open space in communities is well known. Communities that offer open space can benefit economically by attracting more permanent residents as well as visitors. Trails also create healthy recreational opportunities for people of all ages.

   The Trails Committee has been charged with creating, monitoring, and maintaining trails in Southborough. Our efforts are focused on improving the community's awareness about local trail resources and developing new recreational resources as the opportunity arises. Since the Pandemic, Southborough's open space and trails have been getting more use than ever before. Expanding the town's recreational opportunities by adding another trail will help to reduce overuse of the existing resources. Adding interpretative signage to the trails not only makes the experience more interactive, but it also conveys important information about Southborough's history and promotes the importance of conservation.

   How will success be measured:

   "Build it and they will come". Success will be measured by how often the trail is used and from solicited and unsolicited feedback of trail visitors.

   The Committee has been increasing its community outreach and engagement through the active participation in local events (Heritage/Earth Day), use of social media, and via our website for years. These activities have helped us raise awareness about Southborough trails and strengthen our relationships with residents and community members. As we continue to monitor the trails and engage with visitors, our conversations will help keep us aware of their experiences.

2. **ELIGIBLIBLITY: Define how the project meets CPA requirements and fits the criteria as outlined in the Southborough CPA Plan located at www.southboroughcommunitypreservation.org**

   This project meets four of the six CPA criteria for recreation projects outlined in the Southborough Plan:

   - Support multiple recreation uses
   - Serve a significant number of residents

- Expand the range of recreational opportunities available to Southborough residents of all ages
- Jointly benefit the Open Space Preservation Commission, Conservation Commission and Recreation Commission initiatives

The project also meets the recreation goals to expand trail systems on conservation land and create partnerships and agreements with private landowners to promote passive recreation. Although this project is categorized as a recreation project, it also meets the Open Space goal (and criteria) listed in the plan to create trail linkages including new trails, walkways, and greenways. The project also overlaps with the Open Space criteria of providing opportunities for passive reaction and environmental education. The proposed trail is located next to the Sudbury Dam Historic District (Fayville Dam) which is listed in the U.S. National Register of Historic Places. The interpretive and historical signage will take Southborough trails to the next level. Trail visitors will learn about important historical information while enjoying the outdoors.

3. COMMUNITY NEED: Why is this project needed? Does it address needs identified in existing Town plans?

Walkability, trails, and access to open space have been identified as some of the highest priorities when Southborough residents were asked to provide feedback via public forums or surveys since before the 2008 Master Plan was completed.

The following common themes appear in all the responses:

- Increase the walkability of Southborough through trails and walking paths
- Enhance recreational opportunities for all ages
- Improve connectivity to regional trail networks and surrounding communities

These recurring themes are noted in the 2008 Master Plan, the 2019 and 2020 public forum and survey results (data that will be incorporated into the 2021 Master Plan), the 2017 EDC survey and 2018 technical assistance session, and the 2016 public forums and open space and recreation survey results that were incorporated into the 2019 Open Space and Recreation Plan Update.

The following rankings and comments have been extracted from the Master Plan Survey conducted in the spring of 2020:

Ranked Extremely Important:

- Strategically enhance connectivity within Southborough and with surrounding communities, (sidewalks. Trails, pedestrian crossings)
- Develop recreation facilities and activities to meet a broad range of ages and interests

Ranked Important:

- Enhance connectivity of open space with Southborough and with neighboring communities
- Natural resources use

Other Objectives List by Respondents:

- *"Connectivity between different areas of town, walking/biking options to get downtown…"*
- *"Connect trails to other loops and towns"*
- *"Some trails have become overcrowded. Lack of parking areas"*
- *"Leverage the town's historic assets and historic district"*
- *"Southborough is the gap in the regional trails loop – this is embarrassing"*
- *"Trails, walking and biking connectivity would be good for the environment, public health and sense of community"*

4. COMMUNITY SUPPORT: What is the nature and level of support and/or opposition for this project?

The Boroughs Loop Trail is a collaborative effort, that was kicked off in 2012, among the surrounding communities of Marlborough, Northborough, Westborough, Southborough, with additional stakeholders including Sudbury Valley Trustees, Southborough Open Land Foundation, and Westborough Community Land Trust.

Support for developing trails and expanding recreational opportunities has been favorably noted in every outreach exercise conducted in Southborough since 2008. For this specific project, an outreach initiative will take place for residents who may be directly impacted by the trail. The Committee has met with Southborough's Conservation Agent to discuss the abutter identification and notification process. Working in conjunction with DCR and MWRA, and the relevant Southborough departments, the Committee anticipates outreach will commence in 2021.

The Historical Commission and Recreation Commission have both voted to support this project. DCR and MWRA have also provided letters of support as referenced further below.

5. **BUDGET: What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified, and back-up documentation provided. Distinguish between hard and soft costs. (NOTE: CPA funds may NOT be used for maintenance.) Include a two to five-year budget, if appropriate.**

Task	2020 Quote	Total Cost
Fencing: Hosmer Riser Shaft (materials & Labor at standard prevailing wage)	$ 31,912.00	$ 31,912.00
Signage		
Trailhead Wayfinding/Regulatory Signage (End points)	$ 3,200.00	$ 3,200.00
Interpretive & Historical Signage Peninsula Trail (4 on trail)	$ 3,502.00	$ 3,502.00
Interpretive & Historical Signage Boroughs Loop/Aqueduct Connector Trail (2 on trail)	$ 1,158.00	$ 1,158.00
Design & Production + Color Sample	$ 1,960.00	
Shipping	$ 1,005.00	
Total Signage, Hardware, Materials, Installation Costs	**$ 10,825.00**	**$ 10,825.00**
Project Subtotal		**$ 42,737.00**
Project Contingency 10%		**$ 4,273.70**
Project Total		**$ 47,011.00**

See Appendix B for Fence Quote and B.1 Structure Image; See Appendix C for Signage quote, C.1 for budget breakdown and C.2 for sign Examples

6. **FUNDING: What funding sources are available, committed or under consideration? Include commitment letters, in kind donations and volunteer hours, and describe any other attempts to secure funding for this project.**

As noted in the project description on page 3 under "Opportunity to Expand the Project Scope", if CPA funds are awarded, the Committee would like to leverage this money as matching funds for the 2022 DCR MassTrails grant to expand the project scope. However, if funds are not secured through the 2022 DCR MassTrails grant program, the Committee will proceed with the original project scope using the funds provided through this application. The amount of the additional funding amount is not known at this time. We estimate roughly 395 volunteer hours to execute the original project over a six-month period.

7. TIMELINE: What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.

Project Timeline	Mar-21	21-Apr	May-21	Jun-21	Jul-21	Aug 2021 - Jan 2022	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-Dec 2023
Annual Town Meeting 2021; vote on application (Scheduled extended to account for possible COVID-19 impacts)																		
Pending DCR Sudbury Public Access Plan update, Memorandum of Agreement Renewal, and Execution of the MWRA 8(m) Permit																		
Submit DCR MassTrails Grant Application (Deadline February 1st)																		
Expected Grant Award Notifications (150 days after application deadline)																		
Grant Contracting Process																		
Commence Project: Fencing																		
Commence Design Phase for signs																		
Commence Implementation Phase for Signs																		
Sign Installation																		
Project Execution Phase may extend into 2023, pending vendor schedule, availability, weather, and/or any other unexpected delays																		

Click Appendix D for enlarged timeline

Should funding for this application be approved at the Annual Town Meeting in 2021, the Committee anticipates getting started with the project once the Public Access Plan approved.

8. IMPLEMENTATION: Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them?

The Trails Committee will be responsible for the project implementation. Kathryn McKee, Chair, will serve as the project manager, with active support from the Committee members.

The Historical Commission will assist in fact-checking historical information used on all signage. We will also look to the Commission for any guidance on historical sign dimensions and placement. DCR and MWRA will approve all aspects of the project, from materials used, location of signage, and the project schedule.

The following highlights the relevant experience of the Project Manager:

- Led the reconstruction of the Bay Circuit/Boroughs Loop Trail Connector Trail in 2020
  - Organized BCT Volunteer work crew for technical trail buildout; worked alongside crew to learn additional trail building skills
  - Coordinated volunteer work parties and worked alongside volunteers to finish trail buildout
- Attended DCR Trails Conference and hands-on trail building/maintenance workshop (2017 & 2019)
- Attended International Trails Symposium and hands-on trail building workshop (2019)
- Attended Leominster Trail Stewards trail maintenance workshop (2020)
- Chair of the Trails Committee for 3 years; a member for 3.5 years
- Experience with a variety of trails in NH White Mountains; hiked 48 4000'ers
- Additional volunteer experience: currently serving as a member of the Stewardship and Master Plan Committees
- Business experience: Over 20 years in operations and administration overseeing, planning and monitoring daily business activities including financial, IT, HR operations and vendor

management. For the last 7 years, also served on the management team of a renewable energy consulting firm as Director of Operations.

9. **MAINTENANCE: If ongoing maintenance is required, who will be responsible and how will it be funded? Please include a detailed five-year budget.**
   The Committee will be responsible for maintaining the signage and fencing. The sign materials provided in the quote include a 10-year warranty. Any future maintenance requirements will be funded through grants or other available funding sources.

10. **FURTHER DOCUMENTATION: documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed. (Letters of support from relevant town entities)** The parcel of land is owned by DCR and MWRA. Letters of Support for this project from both agencies are included in Appendix G. A Public Access Plan is needed by DCR and an 8(m) Permit Public Access of the Aqueduct Trails is required from MWRA before the trail can be opened to the public. The Public Access Plan Update is listed in DCR's fiscal year 2021 workplan and is scheduled for completion by Q4 (June 2021), although this schedule is pending confirmation. (see: FY21 Division of Water Supply Protection Office of Watershed Management Work Plan, June 2020, PDF page 9, Task No. E9)

11. **FEASIBILITY REPORTS: any feasibility reports, renderings or other relevant studies and material.**
    A Boroughs Trail Feasibility Study was completed in January 2013 by the City of Marlborough's Economic Development Corp. with the help of Metropolitan Area Planning Council and Central Massachusetts Regional Planning Commission.

12. **ZONING COMPLIANCE: evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental, and/or plans to obtain necessary approvals.**
    This proposed trail will overlap an existing access road. Only minor trail construction is required on the east side of the property, near Stony Brook Road. Other than the fencing and sign installation, which will include an approval process involving DCR and MWRA, no other construction is required. The Committee conducted a site visit with the Southborough Conservation Agent in 2019 and discussed the project details. We will reach out to obtain any necessary permits and/or documentation to demonstrate the project poses no environmental threat or other issues.

13. **OTHER INFORMATION: any additional information that might benefit the CPC in consideration of this project.**

    The following attachments are included:

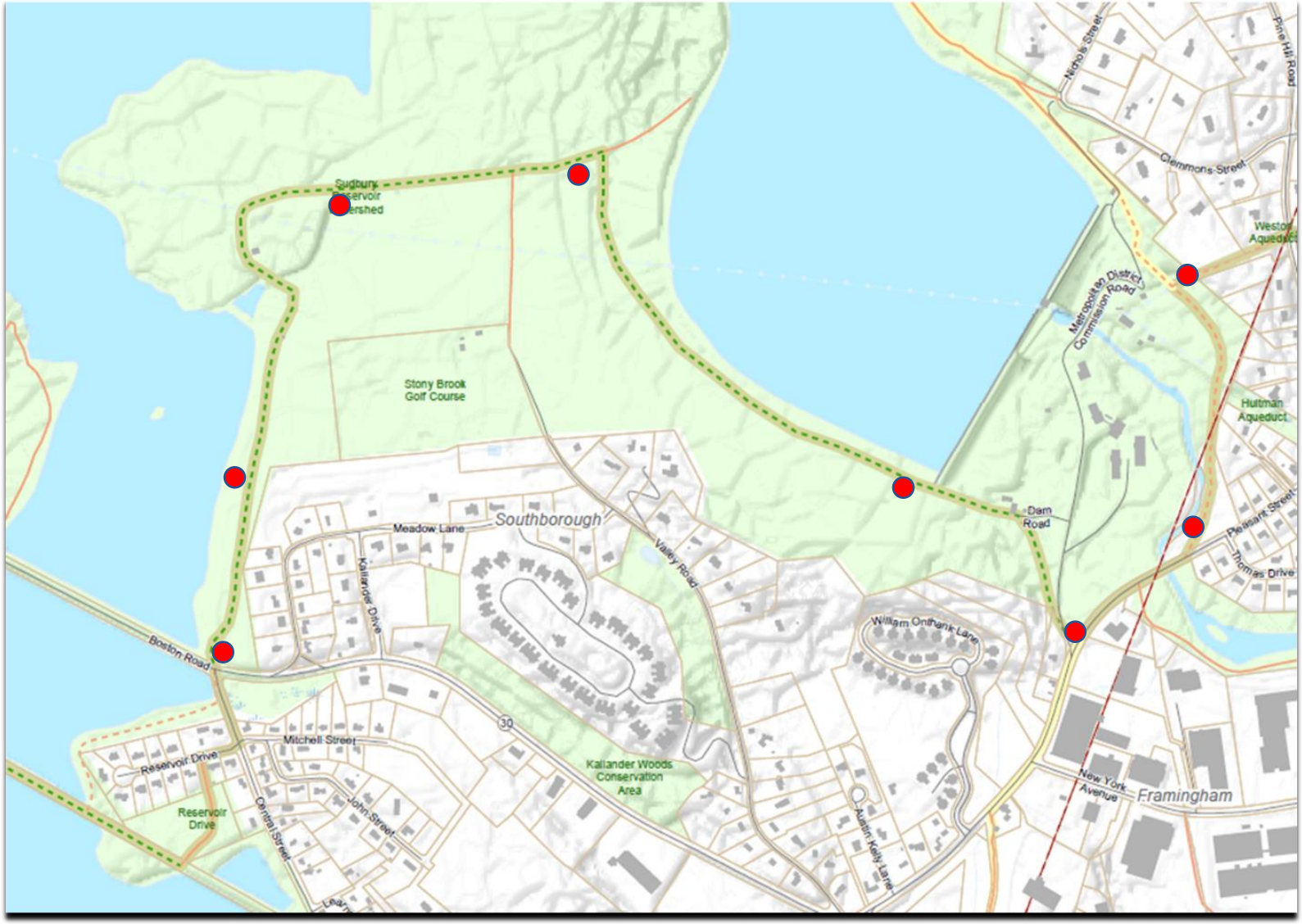
    - Attachment A: Proposed Peninsula Trail Map
    - Attachment B, B.1: Fence Quote and Hosmer Riser Shaft Image
    - Attachment C, C.1, C.2: Sign Quote, Budget breakdown, and Examples
    - Attachment D: Project Timeline Enlarged
    - Attachment E: Letter of Support from Recreation Commission

- Attachment F: Letter of Support from Historical Commission
- Attachment G: Letter of Support from MWRA and DCR

Applicant requirements after CPC recommends project for Town meeting:

- *A representative of the project will be required to be present when all CPC recommendations are reviewed at a Board of Selectman and an Advisory Committee meetings (to assist with fielding any additional questions concerning the project)*
- *All Town Meeting approved projects must submit a project schedule and proposed payment timeline*
- *All Town Meeting approved projects are required to present progress reports at 6 month intervals along with a written progress report to the CPC.*
- *All projects approved at Town Meeting are required to include appropriate permanent signage and publicity indicating funding was provided by Southborough CPA. (wording should be reviewed with the CPC prior to completion of the project)*

Attachment A: Proposed Peninsula Trail Map (● represents tentative sign placement)



Attachment B: Fence Vendor Quote

AnyFence Co.
1506 Washington Street
Holliston, MA 01746
(508) 429-4000
www.anyfence.com

Estimate

ADDRESS
ATTN. Tom & Kathryn
Southborough Trails
Committee
128 Boston Rd.
Southborough, MA 01772

ESTIMATE # 2020-1661
DATE 10/30/2020

SALES REP
JB-2020-8-35

DESCRIPTION	QTY	RATE	AMOUNT
OPTION: B 8' TALL CHAIN LINK ENCLOSURE PLUS 1' BARBED WIRE BASED ON STANDARD PREVAILING WAGE			
8'h chain link wire - black 2x8ga. 2b fuse bonded TT	230	16.00	3,680.00
8'+1 h x 4'w walk gate w/ hardware	1	650.00	650.00
8'+1' h x 12'w double drive swing gate w/ hardware	1	1,950.00	1,950.00
6-5/8" x 14' term post galvanized ss40 (for double swing gate)	2	325.00	650.00
4" x 14' term. post galvanized ss40 (for single walk gate)	2	187.00	374.00
3" x 14' term. post galvanized ss40 (corner/end post)	7	150.00	1,050.00
2-1/2" x 12' line post galvanized ss40 (line post)	20	75.00	1,500.00
1-5/8" x 21' top rail galvanized ss40	30	75.00	2,250.00
Misc. fittings (bands, barb arms, bars, blvd. clamps, rail ends, term. caps, ties, truss rods)	1	1,850.00	1,850.00
barbed wire (assumes inside/outside stretch)	1,380	2.00	2,760.00
Concrete	68	10.00	680.00
Installation chain link (digging, insert, level, concrete, assemble, backfill) based on prevailing wage	1	14,518.00	14,518.00

NOTE:

PROJECTED PRICE INCREASE ON PIPE 12% ON JAN. 1ST. 2021 = $4,176.00 (THIS IS ON THE PIPE ONLY)

Disclosure: Anyfence is NOT responsible for any damage to landscaping or foreign objects within 36" of installation. Anyfence is NOT responsible for damage to ANY unmarked utilities. We attest to be fully insured and licensed. The fence materials should remain untouched during and 24 hours after installation is complete. Balance is due upon completion.

DESCRIPTION	QTY	RATE	AMOUNT
SUPPLIERS HAVE NOT PROJECTED INCREASES ON ANY OTHER MATERIALS AT THIS TIME.			

NOTE:

Any Fence is currently running at 6-8 weeks from the time we receive a deposit.

TOTAL **$31,912.00**

Attachment B.1: Hosmer Riser Shaft Fence Diagram



Attachment C: Sign Vendor Quote

FOSSIL INDUSTRIES

FOSSIL INDUSTRIES, INC.
44 Jefryn Boulevard
Deer Park, NY 11729
800-244-9809 631-254-9200
Fax: 631-254-4172
www.FossilGraphics.com

QUOTE F92189

DATE: 10-13-20

PAGE: 1

To: Kathryn Mckee
Southboro Trails Committee
17 Common St.
Southborough, MA 01772

Phone#: 508-479-0971 Fax#:

Account Executive: Rhiannon Andrews
ID #: 1110091

Tag Name:

Part Number	Qty	Description	Each	Ext
		Trailhead Wayfinding / Regulatory Signage		
E12-12-T4	2	1/2" Exterior CHPL Graphic. Panel Size: 48"w x 36"h 4 Threaded Inserts w/ Tamper Resistant Bolts.	719.00	1,438.00
UDGE4	2	Upright Double Post (90 Degree). Even Mount with 4 Mounting Brackets. - Black Powder Coated Aluminum. - In-Ground Mount. (Surface Mount available).	616.00	1,232.00
		Interpretive & Historical Signage Peninsula Trail		
E12-06-T4	2	1/2" Exterior CHPL Graphic. Panel Size: 36"w x 24"h 4 Threaded Inserts w/ Tamper Resistant Bolts. 2	369.00	738.00
CDG224	2	Double Cantilever Pedestal (45 Degree). - Graphic Height: 24". Black Powder Coated Aluminum. - In-Ground Mount. (Surface Mount available).	528.00	1,056.00
E12-06-T4	2	1/2" Exterior CHPL Graphic. Panel Size: 36"w x 24"h 4 Threaded Inserts w/ Tamper Resistant Bolts.	369.00	738.00
SPG1212	2	Single Post Pedestal (12" x 12" Mounting Plate at 45 Degree). - Black Powder Coated Aluminum. - In-Ground Mount. (Surface Mount available).	220.00	440.00
		Interpretive & Historical Signage Boroughs Loop...		
E12-03-T4	2	1/2" Exterior CHPL Graphic. Panel Size: 18"w x 24"h 4 Threaded Inserts w/ Tamper Resistant Bolts.	194.00	388.00
SPG1212	2	Single Post Pedestal (12" x 12" Mounting Plate at 45 Degree). - Black Powder Coated Aluminum. - In-Ground Mount. (Surface Mount available).	220.00	440.00
99810	1	Color Sample - 8" x 10" x 1/16" CHPL. - Used in production for color matching and resolution. - Includes shipping.	40.00	40.00
96304		Design & Production - Per Hour Estimate	96.00	0.00

FOSSIL INDUSTRIES

FOSSIL INDUSTRIES, INC.
44 Jefryn Boulevard
Deer Park, NY 11729
800-244-9809 631-254-9200
Fax: 631-254-4172
www.FossilGraphics.com

QUOTE F92189

DATE: 10-13-20

Part Number	Qty	Description	Each	Ext

All Fossil panels feature our exclusive 12-Color HD Printing.

Digital files must conform to Fossil File Prep Guidelines (FossilGraphics.com)
Electronic layout proofs provided at no charge.

Features are indicated in Part Numbers:
"-P" = Custom Shape; "-T" = Threaded Inserts; "-D" = Double Sided; "-H" = Holes; "MURAL" - Indicates panels built to go directly beside another panel.

Shipping to zip code: 01745. Estimate based on destination being a non-residence that has a forklift if necessary.

Shipping charges include packaging and insurance.

Quote valid 90 days. Order produced under our standard Terms and Conditions of Sale (FossilGraphics.com/terms). For installation info or to determine best thickness of CHPL to meet your requirements (FossilGraphics.com/guide).

Subtotal:	$6,510.00
Subtotal:	6,510.00
Shipping:	1,005.00
0 %Tax:	0.00
TOTAL:	$7,515.00
Deposit Due:	4,509.00

TERMS: 60% Deposit / Balance Net 10 After Delivery

Please sign to authorize production: _____ ___/___/___ Print: _____

Attachment C.1: Sign Quote Breakdown

Southborough Trails Committee
Community Preservation Funding Application Project
Sign Budget Breakdown
October 13, 2020

Trailhead Wayfinding/Regulatory Signage (2 signs)				
	Specs	**QTY**	**Unit Price**	**Total price**
Location #1	End Point: Rt.30/**Central St.**			
Panel Size 1/2" Unframed w/Bolts	48"w x 36"'h	1	$ 719.00	$ 719.00
Hardware	Double Upright Post	1	$ 616.00	$ 616.00
Materials for Installation	Concrete/Gravel for 2 Posts	2	$15	$ 30.00
Installation	Estimate	1	$ 250.00	$ 250.00
Total:		**1**	**$ 1,600.00**	**$ 1,600.00**

	Specs	**QTY**	**Unit Price**	**Total price**
Location #2	End Point: Rt.30/**Stony Brook Rd**			
Panel Size 1/2" Unframed	48"w x 36"'h	1	$ 719.00	$ 719.00
Hardware	Double Upright Post	1	$ 616.00	$ 616.00
Materials for Installation	Concrete/Gravel for 2 Posts	2	$15	$ 30.00
Installation	Estimate	1	$ 250.00	$ 250.00
Total:		**1**	**$ 1,600.00**	**$ 1,600.00**

Interpretive & Historical Signage Peninsula Trail (4 Signs)				
	Specs	**QTY**	**Unit Price**	**Total price**
Location	4 Key locations on trail			
Panel Size 1/2" Unframed w/Bolts	36"w x 24"h	2	$ 369.00	$ 738.00
Hardware	Double Cantilever Pedestal (45 Degree)	2	$ 528.00	$ 1,056.00
Panel Size 1/2" Unframed w/Bolts	36"w x 24" h	2	$ 369.00	$ 738.00
Hardware	Angled Single Post (45 Degree)	2	$ 220.00	$ 440.00
Materials for Installation	Concrete/Gravel for 2 Posts	2	$15	$ 30.00
Installation	Estimate 2 Intstalls	1	$ 250.00	$ 250.00
Total:		**2**	**$ 1,751.00**	**$ 3,502.00**

Interpretive & Historical Signage Boroughs Loop/Aqueduct Connector Trail (2 Signs)				
	Specs	**QTY**	**Unit Price**	**Total price**
Location	2 Key locations on trail			
Panel Size 1/2" Unframed w/Bolts	18"w x 24"h	2	$ 194.00	$ 388.00
Hardware	Angled Single Post (45 Degree)	2	$ 220.00	$ 440.00
Materials for Installation	Concrete/Gravel for 1 post	2	$15	$ 30.00
Installation	Estimate 2 Intstalls	2	$ 150.00	$ 300.00
Total:		**2**	**$ 579.00**	**$ 1,158.00**

Subtotal				**$ 7,860.00**
Color Sample				$ 40.00
Design & Production Per Hour	Estimate 2.5 Hours for each Sign (8 signs)	20	$ 96.00	$ 1,920.00
Shipping				$ 1,005.00
Total Signage				**$ 10,825.00**

Attachment C.2: Sign Examples













Appendix D: Project Timeline Enlarged

Project Timeline	Mar-21	21-Apr	May-21	Jun-21	Jul-21	Aug 2021 - Jan 2022	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-Dec 2023
Annual Town Meeting 2021; vote on application (Scheduled extended to account for possible COVID-19 impacts)																		
Pending DCR Sudbury Public Access Plan update, Memorandum of Agreement Renewal, and Execution of the MWRA 8(m) Permit																		
Submit DCR MassTrails Grant Application (Deadline February 1st)																		
Expected Grant Award Notifications (150 days after application deadline)																		
Grant Contracting Process																		
Commence Project: Fencing																		
Commence Design Phase for signs																		
Commence Implementation Phase for Signs																		
Sign Installation																		
Project Execution Phase may extend into 2023, pending vendor schedule, availability, weather, and/or any other unexpected delays																		

Attachment E: Letter of Support from Recreation Commission

October 13, 2020

Town of Southborough
Recreation Commission
21 Highland Street
Southborough, MA 01772

To: Kathryn Mckee, Trails Committee Chair
Cc: Tim Davis, Director of the Recreation Department
Subject: Recreation Commission support of Proposed Peninsula Trail

Ms. Mckee,

I am writing to express the Recreation Commissions support of the efforts led by the Trails Committee to further our trails in town. Thank you for taking the time to attend our Recreation Commission meeting on October 5, 2020 to share your plans in detail and answer questions. As a result, the Commission took a vote and voted unanimously to support this effort and your application to seek funding from the Community Preservation Committee (CPC).

Please let me know if there is anything else we can do to support these efforts.

Thank you,

Jen

Jen Hansen
Chair, Recreation Commission
jhansen@southboroughma.com

Attachment F: Letter of Support from Historical Commission

Town of Southborough

Historical Commission
TOWN HOUSE – 17 COMMON STREET - SOUTHBOROUGH, MASSACHUSETTS 01772-1662
PHONE (508) 485-0710 - FAX (508) 480-0161 – EMAIL: historical@southboroughma.com

Kathryn McKee, Chair, Trails Committee
Cc: Community Preservation Committee

11 October 2020

Dear Kathryn,

At a meeting on September 28, 2020, the Southborough Historical Commission voted 6-0 to support the proposed renovations/additions to the Peninsula Trail. Further, the SHC has indicated its willingness to aid with creating the historical markers as proposed by the Trials Committee.

We wish you the best of luck with this worthy endeavor.

Michael Weishan, Member

Attachment G: Letter of Support from Landowners: DCR and MWRA

dcr
Massachusetts

October 7, 2020

Southborough Trails Committee
Recreation Department
17 Common Street
Southborough MA 01772

RE: Peninsula Trail Project / Boroughs Loop Trail
Southborough, MA

Dear Ms. McKee:

The DCR Division of Water Supply Protection (DWSP) owns lands in the Wachusett and Sudbury Reservoir watersheds that are maintained for protection of the metropolitan water supply system. Portions of the Boroughs Loop Trail are located on our watershed protection properties in different communities. The Southborough Trails Committee has worked with the DWSP to construct, maintain and improve the Boroughs Loop Trail where it crosses DCR DWSP properties in the Sudbury watershed. The Southborough Trails Committee is currently proposing a project to extend the Boroughs Loop Trail with the Peninsula Trail Project, crossing DCR land near the Fayville Dam. DCR has been engaged in discussions regarding this project since 2017 and DCR is supportive of the proposed project to develop and formalize this portion of the trail.

Although the DCR DWSP lands' primary purpose is water supply protection, much of our lands are open for passive recreation. This is detailed in our watershed Public Access Plans. At present, the land for the proposed trail route is not identified as publicly accessible in the 2010 Sudbury public access plan. This access plan is due to be updated, and we anticipate that the updated plan will reflect changes to access to include public access along the new portion of trail.

If there are any questions, please feel free to contact me.

Sincerely,

Jamie Carr
Regional Director
Division of Water Supply Protection

Department of Conservation and Recreation
180 Beaman Street
West Boylston, MA 01583
508-792-7806 508-792-7805 Fax
www.mass.gov/dcr

Charles D. Baker
Governor

Karyn E. Polito
Lt. Governor

Kathleen A. Theoharides, Secretary, Executive
Office of Energy & Environmental Affairs

Jim Montgomery, Acting Commissioner
Department of Conservation & Recreation

MASSACHUSETTS WATER RESOURCES AUTHORITY
Charlestown Navy Yard
100 First Avenue, Building 39
Boston, MA 02129

Frederick A. Laskey
Executive Director

Telephone: (617) 242-6000
Fax: (617) 788-4899
TTY: (617) 788-4971

October 9, 2020

Southborough Trails Committee
Recreation Department
17 Common Street
Southborough, MA 01772

Dear Southborough Trails Committee:

I write today on behalf of the Massachusetts Water Resources Authority (MWRA) in support of the Southborough Trails Committee's (STC) application for Community Preservation funding for the proposed ***Peninsula Trail Project: Closing the Gap of the Boroughs Loop and Aqueduct Trail Regional Trail Systems***. Through the installation of fencing, interpretive and historical signs, as well as some trail build out, the Peninsula Trail Project will allow hikers and walkers access to a unique perspective of MWRA's historic water system and the Department of Conservation and Recreation land designated to protect it.

In 2012, MWRA began its Aqueduct Trails Program to increase recreational access to portions of backup aqueducts in local communities. It has been a successful partnership resulting in the creation of more than 20 miles of trails across nine communities. From the beginning, MWRA and STC have collaborated to increase access to public lands by opening new trails and improving existing pathways. We are extremely proud to be part of this effort.

MWRA has placed a high priority on improving pedestrian access and passive recreation along the Sudbury Aqueduct. We feel that STC's application is deserving of Community Preservation funds that will further their efforts and provide critical connections with the Sudbury Aqueduct Trail and the Bay Circuit Trail in Southborough and Framingham. MWRA supports the Southborough Trail Committee's commitment to open space and trail development throughout the community.

Thank you for the opportunity to support this application.

Sincerely,

Frederick A. Laskey
Executive Director

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR ANNUAL TOWN ELECTION

Worcester, SS.
To the Constable of the Town of Southborough.

GREETINGS:
In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of all Precincts of the Town of Southborough who are qualified to vote in the elections, to meet in the gymnasium of the P. Brent Trottier Middle School, 49 Parkerville Road, Southborough, Massachusetts, on Tuesday, May 11, 2021, to cast their votes in the Annual Town Election for the candidates for the following offices:

Seats Available	ELECTED POSITION	Term
1	Board of Assessors	3 years
1	Board of Commissioners of Trust Funds	3 years
1	Board of Health	3 years
1	Board of Selectmen	3 years
2	Board of Trustees Southborough Library	3 years
1	Moderator	1 year
2	Northborough-Southborough Regional School District Committee - *Southborough Candidate*	3 years
1	Planning Board	5 years
1	Southborough Housing Authority	2 years
2	Southborough School Committee	3 years

The polls in each Precinct will be open at 6:30 a.m. and will close at 8:00 p.m. of said day.

And you are to give notice by posting true and attested copies of this Warrant on the Town website, the Southborough Town House, the Southborough Library, the Southborough Senior Center and the Transfer Station, seven (7) says at least before the time appointed for said election.

Given under our hands this 6th day of April, 2021.

_____ _____
Martin F. Healey, Board of Selectmen, Chair Lisa M. Braccio, Board of Selectmen

_____ _____
Chelsea M. Malinowski, Board of Selectmen Brian E. Shea, Board of Selectmen

_____
Sam Stivers, Board of Selectmen

Return of Service
Posted on the Town website, Town House, Southborough Library, Senior Center, and Transfer Station.

_____ _____, 2021.
Kenneth M. Paulhus, Constable (month and day)

Warrant must be posted by May 4, 2021, (at least *seven days prior* to the May 11, 2021 Annual Town Election.)

SOUTHBOROUGH YOUTH AND FAMILY SERVICES

STRENGTHENING OUR COMMUNITY BY SUPPORTING ITS FAMILIES

March 23, 2021

Town of Southborough
Board of Selectmen
17 Common Street
Southborough, MA. 01772

Dear Board of Selectmen:

We request that you accept the attached donations into our donation account. These will be used to pay for items not covered by our Town budget.

Thank you.

Sincerely,

Sarah Cassell

Sarah Cassell
Director
Southborough Youth and Family Services

Mail: 17 Common Street, Southborough, MA 01772
Office: 21 Highland Street, Southborough
Phone: (508) 481-5676 Fax: (508) 229-4469

TOWN OF SOUTHBOROUGH

SCHEDULE OF DEPARTMENTAL PAYMENTS TO TREASURER

DATE: 3/16/2021

DEPT. **Youth/Family**

TREASURER: _____

DESCRIPTION	AMOUNT
Youth and Family Donation: 2673-6-542-570-57820	
Donation- check 1665	$ 100.00
Donation- check 7545	$ 100.00
Donation- check 352	$ 50.00
Donation- check 105	$ 25.00
TOTAL	**275.00**

3/11/2021

RECEIVED
By OB at 3:37 pm, May 13, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, April 13, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

I. Public Comment

Claire Reynolds, CCR Consulting, stated that the Planning Board asked the EDC at their April 2019 meeting to create a document regarding the Downtown District that the Planning Board could review. She added that the initial intent and request was to add mixed-buildings into the current bylaw. She explained that there are eight items the Planning Board considers outstanding and the implications of brining this bylaw to Town Meeting without full support of all involved. Chairman Healey stated he understood the impact on funding that could transpire if this bylaw is not supported and stated the Board will try to ensure that fact is punctuated in the future.

I. Scheduled Appointments

Joint Meeting with Advisory Committee

i. FY22 Budget

Kathy Cook, Chair of the Advisory Committee called their meeting to order at 6:36 P.M. Chairman Healey asked for Mr. Probst and Ms. Varner to join as participants.

Angela Varner, member of the Municipal Technology Committee, presented the IT budget that included the salary for the IT Director and IT Manager as full-time positions. The MTC has begun a department review to understand technical issues. They have funding to conduct this study which reviews the types of data departments handle, technical issues and the security they have in place. There is funding for software costs, contracted services and a small amount of funding for employee training. Funding for additional workstations has been moved from the IT budget and placed in the Capital budget. Mr. Probst reiterated that while they are looking at regional

staffing models the need to fund two full-time positions is necessary. Ms. Cook stated that the ClearGov software price was removed from the budget but requested adding $4,000 back into that line item. The Capital Committee and Mr. Ballantine agreed. Mr. Probst added that the new IT Director while not in place as yet, has been updated on the MTC's discussions. Ms. Malinowski reminded the Board that the town auditor recommended to stop hiring for new positions. She suggested that if a new position is added then a position needs to be identified as being cut.

Mr. Martel addressed the urgency of cyber security and sited an article outlining one out of six communities in Massachusetts that have had a ransomware demand. The average payment in the form of bitcoin is $400,000. He indicated that in addition to hospitals being vulnerable, town governments and schools are the primary targets. He feels the Town's two key risks are cyber security and HIPPA compliance.

Mr. Pfaff referenced State guidance on the CARES Act outlining uses for the funds that included accelerated telework capacity, infrastructure subscriptions for free meeting services and hardware laptops. Jason Malinowski addressed the consulting budget and how to determine what the correct amount is for that line item. He stated that the budget would allow for the new IT Director to get the needed expertise whether it would be for cyber expertise, desktop support or any other numerous capacities. He feels that instead of creating a permanent benefited position, a consulting budget would allow for access to temporary expertise for the IT Director to determine as necessary. The benefit is having access to multiple individuals of focused expertise. He clarified that the $40,000 in the Capital budget is not for workstations. It was voted for infrastructure to support recommendations for moving to the cloud. If that were to change, then the article would have to be changed. Mr. Pfaff stated that both permanent IT positions were necessary along with a consulting budget to bring in cyber security expertise. Mr. Stivers stated that the MTC has very qualified volunteers who have agreed to work with the town and are viable resources. The IT budget of $447,285 has not been voted on by the Advisory Committee. There was discussion and a suggestion to include $26,000 into the budget for laptops and to remove the $5,000 previously discussed for line item forty-one if it is identified as not being needed.

Ms. Cook presented the Board of Health budget as updated from their April 9, 2021 meeting. The Board of Health is seeking three full-time positions starting July 1, 2021 which include Health Director, Public Health Nurse, and an administrative assistant. They are also seeking a $10,000 scanner. All of these additions were presented as increasing inspectional services for food and septic systems. Ms. Cook walked the Board through the Board of Health's agreed spending for fiscal year 2021 and how they will be using the CARES Act funding to offset costs. She stated that Advisory has agreed to support the Public Health Director full-time position. Ms. Malinowski and Ms. Braccio agreed that delaying this decision until a fall town meeting would increase the possibility of finding a mutually agreeable plan as the Shared Services Grant already will be in effect. There was discussion between the Board and Advisory regarding delaying the decision, supporting the requests from the Board of Health and how to present this article at Town Meeting.

Ms. Cook stated that the Advisory Committee has not voted on the proposed addition of a meals tax or the Advisory bylaw change. She added that Advisory will take a position on the South Union School at Town Meeting, the noise bylaw was not supported and final votes on the CPC articles will be taken at a future meeting. Chairman Healey stated he was concerned about the enforcement aspect of the lighting bylaw. Ms. Cook added that Recreation will need to look at

how the lighting bylaw could impact their lighting projects for fields. Mr. Stivers asked for the proposed changes to the noise bylaw and a revised version was not provided. Chairman Healey outlined his concerns on the Site Plan Review article presented by the Planning Board regarding timeframe of approval.

Ms. Cook gave an overview of the Advisory bylaw and invited Mr. Butler to summarize the changes that would be implemented if this article were to pass. Those included officially adding a position of Vice Chair, decreasing the number of committee members from nine to seven, adding language to allow an Advisory member to sit on a committee that is charged with capital planning for the Town and changing the language so that all members of ad-hoc committees present at a meeting are included the quorum. These members must recuse themselves from the discussion. Ms. Cook added that the Advisory Committee is in full support of the proposed changes. The Board agreed to support this article.

The Board and Advisory supported the addition of a 0.75% meals tax at prior meetings. Ms. Cook gave an overview of how those votes were decided and when implementation would occur. Mr. Malinowski made a motion for Advisory to support the addition of a 0.75% meals tax to the 2021 Annual Town Meeting warrant article with the condition that the Board has the final authority of setting a start date to be no earlier than January 1, 2022. Ms. Budz seconded. The motion passed (6-1-0). Mr. Pfaff made a motion to adjourn the Advisory Committee meeting at 9:30 P.M. Ms. Budz seconded and the roll call vote passed (7-0-0) all in favor. The committee members left the meeting.

ii. ATM warrant articles

Chairman Healey asked the Board to send any articles they would like to discuss before voting on for the next meeting. Mr. Purple stated that the warrant needs to be voted on by next Tuesday. Mr. Shea stated he cannot make the next meeting but asked the Board to proceed to vote in his absence. Mr. Stivers stated that it is important to reach a consensus on both the Board of Health and IT budgets before Town Meeting. The Board agreed.

II. Reports

Chairman's Report

i. Scheduling of upcoming agenda items

Chairman Healey asked the Board to send any Selectmen goal items they would like to discuss at the May 4th meeting to Mr. Purple. The Board agreed.

Chairman Healey stated that Southborough Little League Baseball will be sending a letter to name a baseball field after Brian Shifrin. Ms. Braccio stated that they will be moving forward with the dedication on June 2, 2021 which is also Lou Gherig's Day. Chairman Healey stated this topic will be on the May 4th agenda.

Chairman Healey updated the Board that the Downtown Initiative zoning article will need a 50% vote to pass at Town Meeting. He added John Wood requested the Board be very deliberate on their positioning of this article.

Chairman Healey stated he had a series of meetings with St. Mark's and Fay School for targeted PILOT donations. He added that Fay contributions funded materials related to the COVID-19 pandemic. He stated that the approach to these conversations will be as partners as opposed to adversaries.

Chairman Healey said he has had discussions with representatives of the veterans regarding the flags at the Old Burial Ground and the letter from Mr. Kolenda and Mr. Whynot's were included in the packet. He added that he does not want this issue to impact Memorial Day celebrations. This topic will be added to the May 4th agenda.

Mr. Stivers stated that the flagpole at the Town House looks great. Chairman Healey agreed and gave Mr. Purple, Mr. Parent and Attorney Cipriano accolades for their work to ensure the flag was restored.

Members' Reports

None

Town Administrator Report

Mr. Purple stated that the regional vaccination clinic opens tomorrow and there are 1,500 doses of Moderna and sixty dedicated appointments for each community. He thanked Ms. Hale, Dr. Alker and members of the Board for assisting in filling the appointments. He stated there should be 1,500 more doses next week and thanked Kristin Black, Northborough Health Agent, for coordinating the clinic. Chairman Healey stated that with more people vaccinated, the Board should strive to meet in person and coordinate with the IT Department. He asked that this topic be added to the May 4th agenda. Mr. Purple agreed and stated the issue is bringing the public into the meetings safely.

Mr. Purple stated that Mr. Ballantine and he are working with Mr. Parent to open the Town House first floor on a limited capacity for the public to pay their taxes in person.

Ms. Braccio stated there are six volunteers from CERT/MRC each day at the vaccination clinic and thanked them for their service. Mr. Stivers asked if there are any State guidelines regarding meeting participation electronically. Chairman Healey stated he had not seen anything and Ms. Braccio stated she attended the MMA Board meeting today and they discussed hybrid and outdoor town meetings. She stated that she will send this question to the MMA.

III. Consent Agenda

a. Chairman Healey made a motion to approve the March 23, 2021 Open Session minutes. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

IV. Other Matters Properly Before the Board

Selectmen recommendations on ATM warrant articles

Mr. Ballantine recommended three DPW pieces and three fire pieces that would be eligible for leasing. He explained that interest rates are lower for leasing and it could save $230,000 - $240,000 in this budget to be spread over the term of the lease. He explained leasing versus bonding the fire tender and the impact a potential FEMA grant could have on both options. He stated that if the grant is not granted by Town Meeting, he would recommended bonding the fire tender. Mr. Ballantine explained an upcoming recommendation from the Capital Planning Committee regarding the use of life for equipment. He explained all are seven years except the ambulance which is to be recommended at five years. Mr. Purple asked the Board to decide whether to move forward with supporting a lease or bonding for the tender as Bond Counsel

would have to restructure the article if it is not supported. Chairman Healey stated that he was comfortable with leasing the tender. The Board agreed.

Ms. Braccio updated the Board that she will be sending letters out to lot owners next week and there are five outstanding issues the Planning Board is seeking resolution to in regards to the Downtown District. She asked the Board to consider delaying the Downtown Initiative to a fall town meeting. She outlined outstanding issues including an opinion from Attorney Costa regarding the zoning map. Ms. Braccio listed reasons to hold this until a fall town meeting which included having more time for public outreach, time to create a presentation, addressing outstanding issues and holding more public forums. She added that there is still grant money available and she has reached out to Ms. Connelly and Mr. Wood to ensure them this is not an attempt to hinder progress. Ms. Malinowski agreed to postponing this article to a fall town meeting as there will be more time at a fall town meeting for a full debate. Mr. Shea stated he is in support of a fall town meeting as well and praised the EDC for their work. Mr. Stivers agreed to postponing the article and felt that having time to do more could substantially increase its ability to pass. Ms. Braccio asked about withdrawing the article from the warrant. Mr. Purple stated that based on the sentiment of the Board, he can simply remove the article and begin to plan for a fall town meeting. Ms. Braccio added that she spoke with Ms. Connelly and Mr. Wood and they would like to hold a final joint meeting with the Board and Planning Board prior to fall town meeting.

Chairman Healey stated the warrant articles will be on the April 20th meeting agenda.

V. Public Comment

Kevin Miller stated that Ms. Braccio's comments regarding the Downtown District were encouraging. He added that he attended the meetings where the EDC and Planning Board spoke about the Board sending letters to split lot owners. He asked that the letters are also sent to abutters as he felt this could impact abutters as well as split lot owners. Mr. Miller asked that the letter be made public. Ms. Braccio thanked him for his comments and stated that she will be reaching out to him this week for a larger discussion.

VI. On a motion made by Mr. Shea, seconded by Mr. Stivers and voted by roll call all in favor, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 10:17 P.M.

Upcoming Meetings
April 20, 2021
April 27, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the April 13, 2021 BOS Meeting:

- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator
- FY 20 and 21 Recap
- May 22, 2021 Annual Town Meeting Record

- Draft 210408 of Annual Town Meeting Warrant 2021
- Draft Regular Session Minutes, March 23, 2021

DRAFT 210408

ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting
on

May 22, 2021
10:00 A.M.

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions.

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

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Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

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Introduction to the Rules of Town Meeting (continued)

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it's substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

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Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

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FORM USED IN MAKING MOTIONS

1.	Main Motion	Mr. Moderator, I move that...(statement of the proposal)
2.	Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3.	Amend	Mr. Moderator, I move to amend by adding...
		Mr. Moderator, I move to amend by inserting...before...
		Mr. Moderator, I move to amend by stroking out...
		Mr. Moderator, I move to amend by striking out...and inserting...
		Mr. Moderator, I move to substitute...for...
4.	Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5.	Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6.	Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8.	Division of a Question	Mr. Moderator, I move to divide the question.
9.	Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10.	Point of Order	Mr. Moderator, I rise to a point of order.
11.	Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12.	Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13.	Previous Question	Mr. Moderator, I move the previous question.
14.	Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15.	Recess	Mr. Moderator, I move to recess for...
16.	Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
		Mr. Moderator, I move to reconsider the vote on the amendment to...
17.	Separate Consideration	Mr. Moderator, I move for separate consideration.
18.	Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19.	Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other “point of order” is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o’clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

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T O W N W A R R A N T
C O M M O N W E A L T H O F M A S S A C H U S E T T S

ANNUAL TOWN MEETING

Worcester, ss. April 20, 2021

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet at the baseball field adjacent to Neary School, 53 Parkerville Road, in said Southborough, on

Saturday, May 22, 2021

at ***10:00 a.m.***, then and there to take action on the following Articles:

ARTICLE 1: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *To hear reports of Town Boards, Committees or Commissions.*

ARTICLE 2: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 3: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2021 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 4: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Board of Selectmen or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Board Recommendation: Support

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Summary: *This article allows the Selectmen and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

ARTICLE 5: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

ARTICLE 6: To see if the Town will vote to transfer a sum of money between and among various accounts for the fiscal year ending June 30, 2021, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: At Town Meeting
Summary: *This article is intended to address any unexpected or unusual funding needs for the current fiscal year via transfers between accounts.*

ARTICLE 7: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2022, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

Proposed by: BOARD OF SELECTMEN

Summary: *See budget report including Advisory Committee and Board of Selectmen's FY22 recommendations. If the Advisory Committee recommendation differs from that of the Board of Selectmen, it shall be noted in that departmental budget.*

ARTICLE 8: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2022, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

BUDGET NAME	FY 2019	FY 2020	FY 2021	FY 2022	PERCENT
WATER - PUBLIC WORKS	**ACTUAL**	**ACTUAL**	**BUDGET**	**REQUEST**	**(+) or (-)**
51000-51990 Personal Services	339,522	352,225	355,405	368,506	
52000-58990 Other Charges & Expenses	1,229,247	1,307,495	1,341,950	1,855,950	
59100 Debt Principal Water	290,000	410,000	340,000	344,408	
59150 Debt Interest Water	107,604	135,978	142,490	111,526	
59510 Indirect Costs	90,000	131,239	160,847	204,695	
Capital Equipment - Lease					
Hook Lift Truck	-	-	-	9,169	
Pick-Up Diesel Truck F-350	-	-	-	10,697	
TOTAL WATER - PUBLIC WORKS	2,056,373	2,336,937	2,340,692	2,904,951	24.11%

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Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates, which supports all aspects of the department's operation. The first year of funding for those capital items that are being leased for use by the Water Department, in whole or in part, are included in this budget; the detail for those capital items are listed in Article 11.*

ARTICLE 9: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article. The funding amount has been the same each year since 2015, and is not changing for FY22.*

ARTICLE 10: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	Request	Levy	Other Funds
A.	LIBRARY: Interior Renovations, Floor Coverings and Painting	$115,000	$115,000	
B.	TOWN HOUSE: Bathroom Renovation	$ 40,000	$ 40,000	
C.	DPW: Chipper	$ 30,000	$ 30,000	
D.	DPW: Equipment Trailer Replacement	$ 12,000	$ 12,000	
E.	DPW: Road Maintenance	$325,000	$325,000	
F.	FIRE: Thermal Imaging Cameras	$ 30,000	$ 30,000	
G.	FIRE: Fire Hose & Nozzle Replacement	$ 20,000	$ 20,000	
H.	FIRE: Turnout Gear Fund	$ 40,000	$ 40,000	
I.	INFORMATION TECHNOLOGY: Server and Storage	$ 40,000	$ 40,000	
J.	POLICE: Defibrillators	$ 18,200	$ 18,200	
K.	POLICE: Police Cruisers (2)	$101,000	$101,000	

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary:
A. This item will provide the funds needed to replace various sections of floor coverings, repaint interior walls, and make upgrades to interior finish surfaces on the upper level of the Southborough Library;
B. This item will provide the funds needed for the purpose of renovating the men's restroom at the Southborough Town House. Elements of renovation work will include tile replacement, installation of new privacy components, and plumbing upgrades in the subject restroom, which has not had any major betterments for over 40 years;
C.
D.
E. These funds are for public roadway, sidewalks and walkway maintenance, repair and construction throughout town. These are expended in conjunction with Chapter 90 roadway improvement funding from the Commonwealth;

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F.
G.
H.
I.
J. This item is for the replacement of ten (10) portable defibrillator units that are located in each of the marked patrol vehicles. The current units were purchased in 2008, and are well past their useful life expectancy of ten years.
K. This item is for the replacement of two front line cruisers nearing or over 100,000 miles (2016 Ford Taurus currently 92,088 miles, 2016 Ford Explorer currently 109,110 miles). They will be replaced with two (2) SUV Ford Explorer Police Cruisers, one gas model and one hybrid model. The hybrid model is eligible for Green Communities funds, which if awarded would defray the purchase price. The anticipated gas savings with the hybrid model is $3,179, according to the manufacturer.

ARTICLE 11: To see if the Town will vote to appropriate a sum of money to pay costs of acquiring all or a portion of the following equipment and to see if this appropriation shall be met by borrowing or otherwise, and/or authorize, under General Laws Chapter 30B, Chapter 44, Section 21C, upon the recommendation of the Board of Selectmen, the following lease purchase financing agreements for the acquisition of all or a portion of the following equipment that may be acquired through the issuance of debt under G.L. c. 44 or improvement of a capital asset the improvement of which may be financed by the issuance of debt under G.L. c. 44, the term of such agreement not to exceed the useful life of the equipment or improvement as determined by the Board of Selectmen, and to authorize the Town Administrator to enter into such agreements on behalf of the Town, and to approve appropriation for the first year payments of the agreements as stated below in the column "First Year Amount":

	Equipment	Authorized Department	Source of Appropriation	First Year Amount
A.	1 - Fire Tender 2,000 Gallon	Fire Department	FY22 Capital Budget - Ambulance Fund or Borrowing	$61,127
B.	1 - Horton Type Ambulance	Fire Department	FY22 Capital Budget - Ambulance Fund	$42,025
C.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY22 Capital Budget - General Fund	$25,215
D.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY22 Capital Budget - General Fund	$10,697
E.	1 - Fire Dept Chief Vehicle	Fire Department	FY22 Capital Budget - General Fund	$9,169

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary:
A.
B.
C.
D.
E.

ARTICLE 12: To see if the Town will vote to raise and appropriate the sum of $5,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support

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Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

ARTICLE 13: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Advisory Committee as requested, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

ARTICLE 14: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2022:

1. Immunization/emergency dispensing clinic; $12,000.
2. Inspectional services; $100,000.
3. 9-11 Field Maintenance; $100,000.
4. Wetland Protection; $30,000.
5. Hazardous materials; $75,000.
6. CPR classes; $6,500.
7. Community garden; $2,500.
8. Recreation programs; $400,000.
9. Tobacco Control Program; $4,000.
10. Golf Course maintenance; $30,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 15: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2022 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer's projections)……... $386,300
State Match (projected FY2022 State match)……..……. $ 75,275
FY2021 State Match Adjustment…… $ 49,976
Total Projected Revenue…….. $511,551

Set Aside- Open Space

$51,155 to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation

$51,155 to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

Set Aside – Community Housing

$51,155 to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Administrative Costs – Community Preservation Committee

$25,578 to defray the administrative and operating expenses of the Community Preservation Committee in FY2022 for the Community Preservation Fund

, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *The budget and set asides are an annual requirement under the Community Preservation Act.*

ARTICLE 16: To see if the Town will vote to appropriate $82,938 to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation from the CPA FY2022 estimated CPA annual revenue. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article is the Community Preservation Fund payment towards the FY2022 debt funding for the Preservation Restriction of 84 Main Street as approved at the 2016 Annual Town Meeting.*

ARTICLE 17: To see if the Town will vote to appropriate $13,033 towards FY21 Interest for the renovation and restoration of the Historic Southborough Library building from the Historic Reserve Fund; and to also vote to appropriate $71,705 to be applied towards the FY22 bond payment for the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. $38,122 from the CPA Historic Preservation Reserve Fund and $33,583 from the FY21 CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article is the Community Preservation Fund payment toward the debt funding for the renovation and restoration of the Historic Southborough Library as approved at the 2019 Annual Town Meeting.*

ARTICLE 18: To see if the Town will vote to appropriate $238,750 from the CPA Fund FY2021 Budgeted Reserve for the renovation and restoration of Kallander Field, located on Kallander Drive in Southborough (Parcel ID 56-0000-012-0) for recreation purposes as requested by the Recreation Department. This consists of $210,100 in project costs and an additional $28,650 in contingency funding. Contingency funds only available after approval of the CPC

for unexpected costs unforeseen at the time of application. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *Under the direction of the Recreation Director Tim Davis and the Southborough Recreation Department, said funds will be used to restore and renovate Kallander Field, to address significant drainage issues that plague the field.*

ARTICLE 19: To see if the Town will vote to appropriate $300,000 for the restoration and preservation of the Historic St. Mark's Bell Tower located at 27 Main Street Southborough for Historic purposes. $23,061.76 from the CPA Historic Preservation Reserve Fund and $276,938.24 from FY21 CPA Fund Balance. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *Under the direction of the St. Mark's Building Committee said funds will be used to restore and preserve the St. Marks Bell Tower in conformance with a Preservation Restriction held by the Massachusetts Historical Commission. The goal is to preserve St. Mark's Bell Tower for many future generations of Southborough residents to enjoy. Built in 1891 on land donated by Joseph Burnett, the tower has fallen into major disrepair over the years. Issues include water penetration, unevenly faced stones, cracked mortar joints, and stone slippage. Without restoration of the tower, the historic viewscape of our town will be forever changed. Satisfying the Community Preservation Act goal to preserve and maintain historic landmarks, this project would preserve the tower and keep its historical significance. St. Mark's Church is part of the Southborough Historical Commission project to add downtown Southborough to the State and National Register of Historic Places. The tower restoration project strictly falls under historic preservation and does not contain any religious depiction. This $300,000 request is for partial funding of total project costs of $565,000 with remainder raised by St. Mark's.*

ARTICLE 20: To see if the Town will vote, pursuant to Mass. General Laws in Chapter 44, as amended, Chapter 44B, or any other enabling authority, to appropriate and borrow a sum of money not to exceed the amount of two million, thirty thousand dollar ($2,030,000) for historic restoration of the Southborough Town House, including costs incidental or related thereto, for a period of twenty (20) years, excluding the term of any temporary loans issued and in anticipation therefor. Additionally to appropriate two hundred eight thousand, two hundred eighty-four dollars ($208,284) with one hundred ninety-two thousand, six hundred and nine dollars ($192,609) from the FY2022 estimated annual revenues and fifteen thousand, six hundred seventy-five dollars ($15,675) from the FY21 CPA Fund General Unreserved Fund for a total project cost of two million, two hundred thirty eight thousand, two hundred eighty four dollars ($2,238,284) for historic preservation purposes. This consists of $1,986,644 for historic preservation /restoration project costs and $251,640 contingency funding, for the Southborough Town House Exterior Preservation and Restoration Project, as requested by the Southborough Facilities Department for historic purposes. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44 §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. And to further authorize the Board of Selectmen and/or a qualified Historical Organization to submit on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts or the United States and/or any other state or federal programs including those in aid of Historic Preservation and/or any others in any way connected with the scope of this article. Said gifts or grants to be deposited in the Historic Reserve Community Preservation Fund. And that the Board of Selectmen shall grant a perpetual Preservation Restriction on the historical façade and windows of the Town House Building 17 Common Street, Southborough, MA 01772 to be recorded in conformance with the requirements of Massachusetts General Laws and to enter into all agreements and execute any and all instruments as

may be necessary to effect said Perpetual Preservation Restriction. The cost of the Preservation Restriction to be paid from funds from this appropriation and the holder of the Preservation Restriction shall be approved by a majority vote of the Community Preservation Committee. The Town of Southborough shall retain ownership of this building in perpetuity except as authorized by a ballot vote of the citizens with a margin of 95% approval. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. All of the work will comply with the building and Architectural Access Board codes as applicable, the historic district review requirements, and The Secretary of the Interior's Standards for the Treatment of Historic Properties. Said appropriation contingent upon the aforementioned perpetual preservation restriction on the historic exterior and windows being approved by the Massachusetts Historic Commission and filed at the Registry of Deeds prior to the commencement of any work on the building or the expenditure of any funds from this appropriation aside from costs directly related to filing the Preservation Restriction. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *Under the direction of John Parent, Southborough's Director of Facilities the Southborough Town House Exterior Preservation and Restoration Project is focused on restoring various original elements of the building structure, where deemed prudent. Projects at the Town House include window sash replacement*, exterior renovation work and roof replacement *Great care has also been taken to ensure that any replacement components will be designed in such a fashion as to authentically replicate the original components they would replace. The proposed project has been structured in a way that helps preserve the overall original appearance and integrity of the Town House, while also taking into consideration the functional needs of building occupants. The Preservation Restriction will ensure that Southborough benefits from the presence of this historic property gracing our Historic Town Center in perpetuity.*

***ARTICLE 21**:* To see if the Town will vote to appropriate $9,950 from the FY22 estimated CPA annual revenue for the Southborough History Museum Condition Assessment for historical purposes as requested by the Southborough Historical Society. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *Under the Direction of the Historical Society and with review by Southborough Facilities Department Director John Parent, the Southborough Historical Society will hire a historical architect to conduct a Condition Assessment of the historic 1859 Flagg School. The assessment will include historic paint research on the building, draw up plans and budgets for the window restoration and other relevant exterior issues such as redesigning the unsafe front and rear stairs which is needed to preserve the building into the 21st century and beyond.*

***ARTICLE 22**:* To see if the Town will vote to appropriate $47,011 from the FY22 estimated CPA annual revenue for the 1.6 mile Peninsula Trail for recreation purposes as requested by the Southborough Trails Committee (STC) with $42,737 in project costs and an additional $4,274 in contingency funding. The STC shall apply for the Massachusetts DCR trails grant for matching funds. In the event the grant funds are not awarded, these CPA funds will be used to provide signage and install required fencing to enable use of the property. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:

Summary: *Under the direction of the Southborough Trails Committee (STC), said funds will be used for improvements of a 1.6 mile trail segment to close a gap in the 33-mile regional Boroughs Loop Trail (BLT) that connects the trail networks of Marlborough, Northborough, Westborough and Southborough. The trail will also be part of MWRA's Aqueduct Trail system and will serve as a future connection to Framingham's Aqueduct Trail on the east side off Pine Hill Road. The BLT is adjacent to, and intersects with, the Bay Circuit Trail, a 230-mile regional trail extending through 37 communities. Constructing this section of trail will help to close an important trail gap in Southborough and fulfill the town's commitment to complete this initiative. Parking will be available for 2-4 cars at the Rt.30/Central street location. This project consists of two components: • Wayfinding/regulatory interpretive and historical signage • Fencing to enclose the Hosmer Riser. Additionally this funding allows the STC to apply for the Massachusetts DCR trails grant to improve Trail accessibility at Route 30 and Central Street.*

***ARTICLE 23**:* To see if the Town will vote to authorize the Board of Selectmen to dispose of a parcel of land with structures thereon deemed surplus property with no further public purpose, by deed of conveyance, grant or transfer after appraisals have been obtained and upon such terms and conditions as the Board of Selectmen deem appropriate. Said parcel of land being described as follows: 21 Highland Street, having been acquired by deed dated June 26, 1911 and recorded in the Worcester Registry of Deeds at Book 1974, Page 229; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: At Town Meeting
Summary:

ARTICLE 24: To see if the Town will vote to amend the interest rate per annum from 4% to 2% and increase the income limit (gross receipts) from $20,000 to $45,000 under the provisions of Massachusetts General Laws, Chapter 59, §5 (41A) which regulates tax deferral for homeowners 65 years or older pursuant to the authority contained in Chapter 136 of the Acts of 2005 of the General Court thereby amending M.G.L. Ch. 59, §5 (41A), or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN, BOARD OF ASSESSORS & COUNCIL ON AGING
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *The senior property tax deferral program, known as Clause 41A, allows people 65 or over to defer their property taxes until their home is sold or conveyed. This article will change the interest rate charged on "deferred tax" liens from the current 4% to 2%. It also will increase the income limits of applicants from $20,000 to $45,000.*

ARTICLE 25: To see if the Town will vote to amend Section 9-24 "Qualification of elected and appointed officials" of the Town Code, by deleting the text in its entirety, and replacing with the following:

"All elected and appointed officials shall be qualified by the Town Clerk within 30 days of their election except where a different period is specified in the General Laws. If an appointed official is not qualified in this period, his/her appointment shall terminate, and the appointing authority shall be so notified by the Town Clerk."

; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *Currently, elected and appointed officials have 15 days to be sworn in by the Town Clerk's office; this article will allow those officials additional time to be sworn in following their appointment or election. The current requirement of 15 days was found to be too limiting, as appointment dates often conflicted with the 4th of July holiday and summer vacations. The Board of Selectmen was having to reappoint certain positions multiple times due to the inability of individuals to be sworn in within the required timeframe.*

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ARTICLE 26: To see if the Town will vote to amend the provisions of the Southborough Code, Chapters 41-2 9 entitled Notice of Town Meetings and § 41-26 Availability of Annual Report and Warrant by:

1) Deleting § 41-2 in its entirety and replacing it with:
A. Notice of every Town Meeting shall be given by posting attested copies of the warrant on the Town website, at the Town House, the Southborough Library, the Senior Center and the Transfer Station seven days at least before the time appointed for the Annual Town Meeting and fourteen days at least before the time appointed for a Special Town Meeting.

Creating a new section §41-2.1 entitled Location of Town Meeting

B. The warrant for an annual or special town meeting may specify that the meeting is to be held in a suitable auditorium or other facility in Southborough or in any town contiguous to Southborough. Town meeting may also vote to adjourn to such a facility if it deems appropriate.

2) Change the Title of Article III from Availability of Annual Report and Warrant to Availability of Annual Report.

3) Strike § 41-26 in its entirety and replace with:
§ 41-26 Availability of Annual Report.
At least fourteen (14) days prior to the Annual Town Meeting, the Selectmen shall place a notice on the town website and on Southborough Access Media advising that copies of the Annual Town Report are available to the public on the town website, at the Southborough Town House, at the Southborough Library and at the Southborough Senior Center.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article would correct the conflicting language in Southborough Code sections 41-2 and 41-26. This article would also allow a Town Meeting to be held in any of the towns contiguous to Southborough. For example, a town meeting could be held at Algonquin Regional High School if the town were unable to hold the meeting in Southborough for any reason.*

ARTICLE 27: To see if the Town will accept the provisions of Chapter 41, Sec. 110A of the Massachusetts General Laws "Office hours on Saturday": "Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday."

;or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *Acceptance of this provision of the General Law would extend a voter registration deadline which occurs on a Saturday to the following Monday.*

ARTICLE 28: To see if the Town will vote to adopt MGL c.90, Section 17C to allow the Board of Selectmen to reduce the statutory speed limit from 30MPH to 25MPH on any or all town-owned roadways in thickly settled or business district areas, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support

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Summary: *This article provides the Selectmen with the authority to reduce speed limits on certain town-owned streets in the interest of public safety.*

ARTICLE 29: To see if the Town will vote to adopt MGL c.90, Section 18B to allow the Board of Selectmen to establish regulatory 20MPH safety zones on public streets within the Town of Southborough, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article provides the Selectmen with the authority to establish safety zones on streets in the interest of public safety.*

ARTICLE 30*:* To see if the Town will vote to impose a .75% meals tax on the sales of restaurant meals by accepting Massachusetts General Laws, Chapter 64L, Section 2(a), or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article will require all local restaurants to charge an additional .75% in meals tax, which will come back to the Town as unallocated revenue through State Local Aid. Most other communities in our area have adopted this local option as well. The local meals tax has been identified as an additional revenue source to help alleviate increases to residential property taxes.*

ARTICLE 31: To see if the Town will vote to adopt as Chapter 9, Article IX Southborough Public Accessibility Committee, Sections 9.34 through 9.35 of the Town bylaws, the following:

Article IX Southborough Public Accessibility Committee

§9.34 Purpose

Numerous laws, statutes, policies and regulations require and/or encourage access to facilities, programs and services for all members of the public. These include, but are not limited to:

- The Americans with Disabilities Act of 1990 - 42 U.S.C. ch. 126 § 12101 et seq
- Regulations promulgated by the Massachusetts Architectural Access Board (521 CMR)
- The Voting Accessibility for the Elderly and Handicapped Act of 1984 - P.L. 98-435, 42 U.S.C. §§ 1973ee–1973ee-6
- The Individuals with Disabilities Education Act – 20 U.S.C. §§ 1400 et seq.
- The Rehabilitation Act of 1973 – USC 31-41c, 29 U.S.C. § 701 et seq
- The Architectural Barriers Act - 42 U.S.C. §§ 4151 et seq.
- Massachusetts Employment Law MGL ch 151B
- Massachusetts Public Accommodation Law - MGL ch 272
- Massachusetts Equal Rights Act - MGL Ch. 93 §§ 102
- Massachusetts Constitution Article CXIV (114)
- Massachusetts Service Animals Law – MGL Ch. 272 §§ 98A

Southborough supports a coordinated approach to monitoring and increasing public accessibility and ensuring compliance with local, state and federal requirements. In addition, it is desirable to encourage property owners to consider adopting optional policies that increase accessibility. As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for developing and implementing this coordination. It will report on status and progress to the Board of Selectmen and the Town Meeting.

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§9.34.A Establishment; Membership; Qualifications

There shall be a Southborough Public Accessibility Committee ("SPAC"), which shall consist of five voting members appointed by the Board of Selectmen, plus the non-voting, ex-officio members identified below. Any non-voting, ex-officio member shall not count toward the calculation of a quorum for the SPAC for voting purposes.

Each voting member shall be a registered voter in the Town and shall not be a Town officer (where a "Town officer" means a Town official who serves in an elected position) or a Town employee (where a "Town employee" is any person holding a non-elected, paid position in the Town other than a volunteer who is deemed a Special Municipal employee solely for the purposes of MGL Chapter 268A).

The Board of Selectmen shall designate a Public Accessibility Coordinator ("Coordinator"), in consultation with the SPAC. The Coordinator shall be responsible for accepting and recording concerns, coordinating reviews, and such other duties as may be assigned.

The Building Commissioner and Coordinator shall be ex-officio members of the SPAC.

§9.34.B Appointments; Terms

Voting members shall be appointed for two-year terms. The initial appointments shall be divided between one and two-year terms, so as to establish overlapping terms.

§9.34.C Organization

The voting SPAC members shall select annually, from among themselves by majority vote, a Chairman and a Secretary.

§9.34.D Funding

The SPAC shall have a budget, as may be approved through the Town's regular budget process, for consultants and other expenses. The SPAC shall submit its projected expenses annually as input to the Town's regular budget process. Any expenditures from the SPAC budget shall require a majority vote of the SPAC, and shall be subject to the Town's policies for such expenditures.

§9.35 Powers and Duties

The SPAC Powers and Duties include, but are not limited to, the following:

- To monitor and enhance the Town's compliance with all applicable laws, statutes, policies, and regulations that require (or encourage) access to facilities, programs and services for all members of the public.
- In coordination with Town officers, departments, and other government entities, to endeavor to ensure that all Town citizens have equal access to:
  - Town government offices and communications
  - Public and commercial buildings
  - Programs
  - Goods and services
  - Transportation
  - Telecommunications, including the internet
  - Recreational facilities and programs
- To review existing and proposed facilities, programs, and projects undertaken by the Town, and to notify the responsible official or entity of its comments. The SPAC may request that other Town officials, committees, departments, and/or entities provide input to these reviews.
- To undertake public outreach and advocacy for accessibility in the Town,
- To periodically, but no less than once per calendar year, report to the Board of Selectmen and the Town Meeting on its activities and findings.
- To provide a mechanism for the public and/or any Town employee to raise concerns about the accessibility of any Town facility, service or program.
- The SPAC (or its designee) shall maintain records of such concerns and their dispositions. To the extent permissible by law, the identities of persons raising such concerns shall be confidential, unless confidentiality is waived by such person.

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

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Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article replaces the current ad-hoc Accessibility Compliance Committee with a standing committee. The existing committee was established to address the issues raised by the 1990 Americans with Disabilities Act, and was thought to be needed for a short time. In the time since, regulations in this area have increased and public demand for accessibility has increased. Since the need has persisted for several decades, a standing committee that is not limited to the ADA is the more appropriate construct.*

ARTICLE 32: To see if the Town will vote to amend the provisions of the Southborough Code, Article III **Advisory Committee**, Chapter 9-8 entitled Establishment; membership; residence requirements as follows:

9-8 There shall be an Advisory Committee, which shall consist of nine voters of the Town. No member shall be appointed who is a Town officer, employee or member of another Town committee, appointed or elected; provided, however, that an Advisory Committee member may ~~belong~~be appointed to: a) one ad hoc committee that is appointed by an elected board or official, or b) one other committee appointed by the Moderator, or c) one committee chartered to consider capital appropriations under the following restrictions:

A. The Advisory member's ~~participation~~ appointment is approved in advance by majority vote of the Advisory Committee excluding the member desiring to participate in the above committees.

B. The Advisory member ~~may not vote or be counted for purposes of a quorum~~ must recuse themselves during Advisory meetings when matters subject to the ~~jurisdiction of~~consideration by the above other committees are ~~presented to~~ considered by the Advisory Committee.

, or act or do anything in relation thereto.

Proposed by: ADVISORY COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary:

ARTICLE 33: To see if the Town will vote to adopt as Chapter 9, Article IX Capital Improvement and Planning Commitee, Sections 9.30 through 9.33 of the Town bylaws, the following:

§ 9-30 Purpose.
As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for creating and maintaining a rolling ten-year Capital Plan across all government entities and will ensure consistent interpretation and execution of that plan. The Committee will work in collaboration with the various government entities that propose capital expenditures. It will report on the plan to the Town Meeting and advise Town Meeting on proposed capital expenditures.

§ 9-30.1 Establishment; membership; qualifications.
A.
There shall be a Capital Improvement and Planning Committee ("CIPC"), which shall consist of seven voting members and the two nonvoting ex-officio members identified below.
B.
Each voting member shall be a resident of the Town.
C.
The voting members shall be appointed by the Board of Selectmen.
D.
One appointed member should be a member of the Board of Selectmen and one member should be a member of the Advisory Committee.
E.
At no time should any elected or appointed board have more than one representative that also is appointed to CIPC.
F.

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The Town Administrator and Finance Director shall be appointed as ex-officio members and may be nonresident Town employees. The Town Administrator or Finance Director, after collaboration with the Board of Selectmen as appointing authority, may recommend that another member of the town's finance team (treasurer, assessor, or accounting departments) serve as ex-officio in their place.

§ 9-30.2 Appointments; terms; vacancies; removal.

A.

Voting members shall be appointed for three-year terms. The initial appointments shall be three members for three years, two members for two years, and two members for one year, so as to establish overlapping terms. For subsequent appointments, the appointing authority shall request that the CIPC review the qualifications of prospective appointees, but the final determination of who is selected shall rest with the appointing authority.

§ 9-30.3 Organization; meetings.

A.

The members shall select, from among themselves, a Chair, Vice Chair and a Clerk.

B.

The CIPC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.

C.

All reports and recommendations of the CIPC made to the Town shall be voted by a majority of the voting members of the CIPC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the nonvoting members.

§ 9-30.4 Funding.

The CIPC shall have a budget or warrant article for consultants and other expenses. It shall submit its projected expenses to the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the CIPC, and be subject to the Town's policies for such expenditures.

§ 9-31 Functions and definitions.

A.

Work with Town Finance Team to maintain town's 10-year capital plan. This will be achieved by regular meetings and discussions with Town Departments, Boards, and Committees that will put forward requests for Capital Funding as part of an Annual or Special Town Meeting. While this Committee will have no oversight of the annual operating budget, they need to be aware and receive regular updates of the operating budgets and other revolving or enterprise funds to ensure that capital needs are considered in an appropriate order and timing.

B.

The CIPC shall follow any capital or other financial policies adopted by the town and provide regular feedback for any potential improvements or enhancements to these policies.

§ 9-32 Project Oversight.

A.

In the absence of a formal building committee for a specific project, CIPC will serve as point of initial approval for all project expenses, change orders, and invoices. Projects falling under the oversight of the CIPC will specifically be decided as part of or immediately following any Town Meeting appropriation by a vote of the Board of Selectmen.

B.

If any elected board decides to have a separate Building Committee for any specific project, then at least one member but not more than two members of the CIPC shall be appointed.

§ 9-33 Reports

A.

Prior to any annual or special town meeting, CIPC shall provide a recommendation on any capital article to appear on the warrant. This recommendation should be communicated to both the Board of Selectmen and Advisory Committee.

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

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Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary:

ARTICLE 34: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Zoning Article I entitled "Miscellaneous Provisions" and Article V entitled "Nonconforming Uses and Structures" by amending thereto Section 174-9 entitled "Special Permit Requirements" and 174-19 entitled "Extensions" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

Article I: Miscellaneous provisions
§ 174-9 Special permit requirements.
[Amended 4-14-1986 ATM by Art. 46]

E. Nonconforming uses, lots and structures. Special permits may be issued for the extension**,** ~~or~~ alteration**, reconstruction or structural change** of legally nonconforming uses, structures and lots, including a change in the non-conforming use to another non-conforming use, provided that the Board of Appeals finds that such extension, alteration**, reconstruction** or **structural** change shall not be substantially more detrimental to the neighborhood, will not increase the extent of non-conformance in size or in impact and that the cost thereof shall not exceed 50% of the assessed value of the non-conforming structure at the time of application, and further provided that the estimate of the cost of any extension**,** ~~, or~~ alteration**, reconstruction or structural change** utilized by the Board of Appeals in evaluating the above specified 50% requirement of the assessed value shall not be less than a cost estimate of such extension**,** ~~, or~~ alteration**, reconstruction or structural change** based on a nationally recognized building cost estimate manual or system acceptable to the Zoning Board of Appeals. ~~No special permits under this subsection shall be granted for nonconforming signs subject to Chapter 93 or 93D of the General Laws.~~
[Amended 4-15-2008 ATM by Art. 38]

§ 174-19 **Extensions,** ~~or~~ alterations**, reconstruction or structural changes.**
[Amended 4-10-2000 ATM by Art. 55]

A. Nonconforming structures or uses shall not be extended**,** ~~or~~ altered**, reconstructed or structural changes made** except to make them conforming~~,~~ unless the Board of Appeals authorizes such extension**,** ~~or~~ alteration**, reconstruction or structural change** by special permit upon making findings as provided in § 174-9E.

B. ~~Single family and two family residential structures. In the following circumstances,~~ **Notwithstanding the provisions of Section A above, as provided in M.G.L. c.40A, § 6, if any proposed extension, alteration**, reconstruction**,** ~~extension~~ or structural change to a single or two-family residential **structure complies with one of the conditions set forth in subsections (1) through (5) below, such extension, alteration, reconstruction or structural change** ~~structure~~ shall not be considered an increase in the non-conforming nature of the structure and shall be permitted as of right.
[Amended 10-7-2013 STM by Art. 9]

(1) **Extension, a**~~A~~lteration**, reconstruction or structural change** to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient area~~,~~ where the alteration will also comply with all of said current requirements**.**~~;~~

(2) **Extension, a**~~A~~lteration**, reconstruction or structural change** to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient frontage~~,~~ where the alteration will also comply with all of said current requirements**.**~~;~~

(3) **Extension, a**~~A~~lteration**, reconstruction or structural change** to a structure which encroaches upon one or more required setbacks~~,~~ where the alteration will comply with all current setbacks, open lot coverage and building height requirements. The provisions of this ~~s~~**S**ubsection ~~B (3)~~ shall apply regardless of whether the lot complies with current area and frontage requirements.

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(4) Extension, alteration, reconstruction or structural change to the rear, side or fascia of a structure which encroaches upon a required yard or setback area where the alteration will not encroach upon such area to a distance greater than the existing structure. The provisions of this subsection shall apply regardless of whether the lot complies with current area and frontage requirements.

(5) Extension, alteration, reconstruction or structural change to a non-conforming structure which will not increase the footprint of the existing structure providing that existing height restrictions shall not be exceeded.

In the event that the Building Commissioner determines that none of the exemptions set forth in subsections (1) through (5) apply, and the Building Commissioner determines that the non-conforming nature of such structure would be increased by the proposed extension, alteration, reconstruction or structural change, then the Board of Appeals may, by special permit, allow such extension, alteration, reconstruction or structural change where the proposed modification will not be substantially detrimental than the existing non-conforming structure to the neighborhood.

; or do or act anything in relation thereto.

Proposed by: ZONING BOARD OF APPEALS
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article proposes to amend the Special Permit Requirements and Exemptions by the addition of language for the purpose of clarity and the inclusion of exemptions to comply with current case law.*

***ARTICLE 35**:* To see if the Town will vote to amend the Zoning Code of the Town of Southborough Article III entitled "Use Regulations" by replacing thereto Section 174-12.1 thereof entitled "Outdoor illumination" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

§ 174-12.1
Outdoor illumination.
[Added 4-11-2005 ATM by Art. 40]

A. Purpose. This section recognizes the benefits of outdoor lighting and provides clear guidelines for its installation, so as to help maintain and complement Southborough's character. The intent of this section is to**:**

(1) encourage lighting that provides safety, utility and security, **productivity, enjoyment and commerce;**

(2) prevent glare on public roadways;

(3) protect the privacy of residents;

(4) promote energy-efficient outdoor lighting;

(5) limit the total allowable illumination of lots located in the Town of Southborough;~~ to reduce atmospheric light pollution.~~

(6) minimize adverse offsite impact such as light trespass, and obtrusive light;

(7) curtail light pollution and reduce skyglow to create a healthy night-time environment for residents of Southborough

The Planning Board is authorized to promulgate rules and regulations to carry forth the purpose and intent of these Bylaw provisions. Appropriately regulated, and properly installed, outdoor lighting will contribute to the safety and welfare of the residents of Southborough.

B. Applicability. Outdoor illumination by flood or spot luminaries rated at 900 lumens or more (which is approximately equal to one sixty-watt incandescent light bulb) or by any other luminaires rated at 1,800 lumens or more (which is approximately equal to one one-hundred-twenty-watt incandescent light bulb) shall be subject to the provisions of this section **including application to single and two-family residential lots**, with the following exceptions:

(1) emergency lighting;

(2) hazard warning;

(3) temporary decorative or holiday lighting ~~or public roadway illumination.~~

It shall also not apply to any luminaire intended solely to illuminate any freestanding sign, flag or the walls of any building, but such luminaire shall be shielded so that its direct light is confined to the surface of such sign, flag or building.

~~(1) The replacement of existing fixtures shall be subject to the provisions of this section; however, the replacement of existing nonconforming lamps or fixtures with the same or lower output nonconforming lamps or fixtures is exempted.~~

The replacement of fixtures or luminaires shall be subject to the provisions of this section and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. Non-conforming fixtures or luminaires requiring replacement for any reason (including but not limited to end of life, breakdown, vandalism) shall be replaced in compliance with this Bylaw.

~~(2)~~ The Planning Board, in performing review pursuant to § 174-10, Site plan approval, may determine that special circumstances of the site, context or design make an alternative lighting design at least equally effective in meeting the purposes of this section and, in such cases, may modify the requirements of this section.

C. Enforcement. The owner of any lot or property on which a luminaire subject to this Bylaw is located or proposed to be located shall have the burden of demonstrating that the existing or proposed luminaire complies with the standards established by this Bylaw.

(1) Violations of this Bylaw shall be subject to the provisions of the Town of Southborough Article VI entitled "Administration" Section 174-24 thereof entitled "Enforcement; procedures; violations and penalties."

D. Definitions. For the purposes of this section, the following terms shall be defined as indicated below. Although set forth here for convenience, the terms shall have the same effect as if in § 174-2 of this Bylaw.

BACKLIGHT – For an exterior luminaire is the 90-degree quarter-sphere located behind and below the light source. For luminaires with symmetric distribution, backlight will be the same as front light.

BUG RATING – A luminaire classification system that classifies backlight (B), uplight (U), and glare (G) per IES TM-15-11.

CORRELATED COLOR TEMPERATURE (CCT) – A specification of the color appearance of the light emitted by a lamp, relating its color to the color of light from a reference source when heated to a particular temperature, measured in degrees Kelvin (K).

FIXTURE – The assembly that houses a lamp or lamps, and which may include a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor, lens or diffuser lens.

FRONTLIGHT – For an exterior luminaire is the 90-degree quarter-sphere located in front and below the luminaire.

FULL CUTOFF – A luminaire designed with an opaque shield surrounding and extending below the lamp, such that no direct light is emitted above a horizontal plane.

FULLY SHIELDED LUMINAIRE — A luminaire constructed and installed in such a manner that all light emitted by the luminaire, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal plane through the luminaire's lowest light-emitting part.

GLARE – Light emitted from a luminaire with intensity great enough to produce annoyance, discomfort or a reduction in a viewer's ability to see, and in extreme cases causing momentary blindness.

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HARDSCAPE – Permanent hardscape improvements to the site including parking lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways, and non-vegetated landscaping that is 100 feet or less in width. Materials may include but are not limited to concrete, asphalt, stone, and gravel.

INDIRECT LIGHT – Light scatter caused by direct light being redirected from a surface.

LAMP – The component of a luminaire that produces the actual light.

LED LAMP– (Light Emitting Diode) An electric lamp with a much longer lifespan than incandescent lighting and low energy consumption.

LIGHT TRESPASS – The shining of direct **or indirect** light produced by a luminaire beyond the boundaries of the lot on which it is located.

LUMEN – A measure of light energy generated by a light source. One footcandle is one lumen per square foot. For purposes of this bylaw, the lumen output shall be the initial lumen output of a lamp, as rated by the manufacturer.

LUMINAIRE – A complete lighting ~~system, including a lamp or lamps and a fixture.~~ **unit (fixture), consisting of a lamp, or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply.**

LUMINAIRE LUMENS - For luminaires with relative photometry per Illuminating Engineering Society (IES), it is calculated as the sum of the initial lamp lumens for all lamps within an individual luminaire, multiplied by the luminaire efficiency. If the efficiency is not known for a residential luminaire, assume 70%. For luminaires with absolute photometry per IES LM-79, it is the total luminaire lumens. The lumen rating of a luminaire assumes the lamp or luminaire is new and has not depreciated in light output.

MOUNTING HEIGHT - The height of the photometric center of a luminaire in feet above grade level. Feet above grade level refers to the overall average grade of the area being illuminated.

UPLIGHT - For an exterior luminaire is all of the light escaping above the luminaire.

E. Lighting zones. The Lighting Zone shall determine the limitations for lighting as specified in this section.

LZ-0: No ambient lighting

Areas where the natural environment will be seriously and adversely affected by lighting. Impacts include disturbing the biological cycles of flora and fauna and/or detracting from human enjoyment and appreciation of the natural environment. Human activity is subordinate in importance to nature. The vision of human residents and users is adapted to the darkness, and they expect to see little or no lighting. When not needed, lighting should be extinguished.

Zoning Districts: Conservation and Research, Scientific & Professional

LZ-1: Low ambient lighting

Areas where lighting might adversely affect flora and fauna or disturb the character of the area. The vision of human residents and users is adapted to low light levels. Lighting may be used for safety and convenience but it is not necessarily uniform or continuous. After curfew, most lighting should be extinguished or reduced as activity levels decline.

Zoning Districts: Residence A and Residence B

LZ-2: Moderate ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience, but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline.

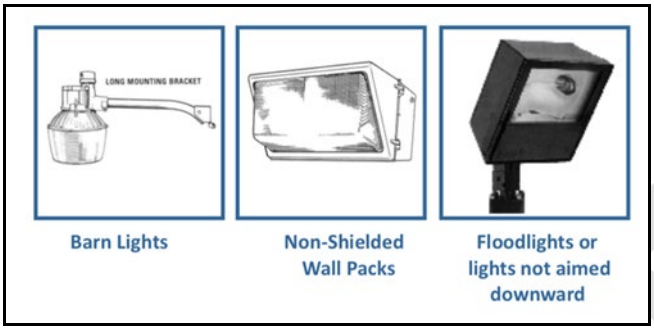
Zoning Districts: Business Village

LZ-3: Moderately high ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderately high light levels. Lighting is generally desired for safety, security and/or convenience and it is often uniform and/or continuous. After curfew, lighting may be extinguished or reduced in most areas as activity levels decline.

Zoning Districts: Business Highway, Industrial and Industrial Park

Non-shielded wall-packs, barn lights, and floodlights not aimed downward are prohibited in all zones.



F. Total site lumen limit. The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen limit shall be determined using the hardscape area and table below. For sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens. The total installed initial luminaire lumens are calculated as the sum of the initial luminaire lumens for all luminaires.

Table 1: Allowed Total Initial Lumens Per Site for Outdoor Lighting by Hardscape Method

LZ-0	LZ-1	LZ-2	LZ-3
• Conservation • Research, Scientific & Professional	• Residential A • Residential B	• Business Village	• Business Highway • Industrial • Industrial Park
0.5 lumens per SF of hardscape	1.25 lumens per SF of hardscape	2.5 lumens per SF of hardscape	5.0 lumens per SF of hardscape

G. Correlated Color Temperature (CCT). All proposed LEDs shall have a correlated color temperature (CCT) between 2200K and 3000K.

H. Exterior lighting plan. Applications subject to the provisions of § 174-10, Site plan approval, shall submit a lighting plan which shall include the following information, except to the extent waived by the Planning Board. All other lighting not subject to the provisions of said § 174-10 does not require a lighting plan but shall meet the standards as set forth in this **Bylaw** ~~section~~, unless as may otherwise be provided herein. **The installation of fixtures or luminaires shall be subject to the provisions of this bylaw and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. The** lighting plan shall include the following information **and comply with the regulations adopted pursuant to this Bylaw**:

(1) Location, orientation and type of outdoor luminaire, including the height of the luminaire, both existing and proposed;

(2) Type of lamp, such as metal halide, compact fluorescent, high pressure sodium**, LED;**

(3) Luminaire manufacturer's specification data, including lumen output and photometric data showing cutoff angles, as well as a description of all illuminating devices, fixtures, lamps, supports, reflectors, both existing and proposed; this may include, but is not limited to, catalog cuts and illustrations by manufacturers;

(4) Complete report of BUG rating data for all luminaires (if not already included in the manufacturer's specification data) calculated from photometric data (as per IES TM-15-11) showing compliance with the Planning Board Rules and Regulations for Outdoor Illumination;

(5) Photometric plan showing the intensity of illumination expressed in footcandles at ground level within the interior of the property and at the property boundaries **that also includes the Total Site Lumen Limit; Limits to Off Site Impact; Light Shielding for LED lighting; and the Correlated Color Temperature; according to adopted regulations;**

(6) Evidence that the plan complies with light trespass restrictions as set forth herein.

I. Waivers. An applicant may make a waiver request to the Planning Board for increased lighting levels within any given lighting zone and the Planning Board shall have such waiver authority hereunder.

J. Lighting control requirements. Automatic switch controls shall be provided that automatically extinguish all outdoor lighting when sufficient daylight is available using a control device or system such as a photoelectric switch, astronomic time switch or equivalent functions from a programmable lighting controller, building automation system or lighting energy management system, all with battery or similar backup power or device. The Exterior Lighting Plan shall establish curfew time(s) after which total outdoor lighting lumens shall be reduced by at least 30% or extinguished. Lighting reductions are not required for any of the following:

(1) Lighting for residential properties including multiple residential properties not having common areas; with the exception of landscape lighting

(2) When the outdoor lighting consists of only one luminaire.

(3) Code required lighting for steps, stairs, walkways, and building entrances.

(4) Lighting under canopies, in tunnels, parking garages, and similar conditions.

(5) When in the opinion of the Planning Board, lighting levels must be maintained.

(6) Motion activated lighting.

(7) Lighting regulated by special use in which times of operation are specifically identified.

(8) Businesses that operate on a 24-hour basis.

K. Community outdoor sports/recreational lighting requirements. These requirements are an exemption from the total site lumen limit based on hardscape metrics. Community outdoor sports or recreational facilities will be held to the IDA, IES criteria for outdoor sports lighting. On-field illuminance values will be determined by current IDA, IES set forth in the Rules and Regulations for Outdoor Illumination adopted to implement the intent and purpose of this bylaw. Standard regulations include:

(1) Color, luminaire correlated color temperature (CCT) may not exceed 5700 Kelvin;

(2) Other lighting, parking and concession area lighting will be considered a separate luminaire system and must meet the applicable lighting standards for the relevant lighting zones;

(3) Shut-off, curfew time shall be no later than 10:00PM (2200 hrs.); for good cause shown, the Planning Board may waive the compliance requirement of this subsection

L. Street lights. Light emitted by the fixture shall have a correlated color temperature no greater than 3000 Kelvin and/or comply with Massachusetts DPU Tariff standards if applicable. All other street light features are exempt from regulation under this bylaw.

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M. Light shielding for parking lot illumination. All parking lot lighting shall have no light emitted above 90 degrees from the installed vertical axis.

N. Flickering and flashing lights. No flickering or flashing lights shall be permitted. Processes, such as arc welding, which create light flashes shall be confined within buildings or shielded to prevent either direct glare or flashing.

O. Fixture mounting heights.

(1) ~~F.~~ Wall-mounted fixtures. In nonresidential districts, a luminaire attached to the exterior of a building or structure for area lighting shall be mounted no higher than 15 feet above grade and shall be shielded to control glare. ~~"Wal-pac" lighting fixtures are prohibited.~~

(2) ~~P.~~ Pole-mounted fixtures. Pole-mounted exterior lighting fixtures **shall not exceed the pole-mounted height limitation of 20 feet in all zones.** ~~types are defined and restricted as follows:~~

Existing non-conforming light heights may remain as mounted until modification is proposed, at which time the height must be brought into compliance.

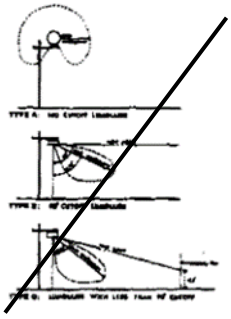
~~(1) Type A: no light cutoff.~~

~~(2) Type B: luminaire shielded such that peak candlepower is at an angle of 75° or less from straight down, and essentially no light is emitted above the horizontal.~~

~~(3) Type C: luminaire shielded such that total cutoff is at less than 90° from straight down, and no light source is in direct view of an observer five feet above the ground at any point off the premises.~~

~~H. Pole-mounted fixtures height limitation. Illustrations of pole-mounted exterior lighting fixture types are shown in Chart I herein. Pole-mounted fixtures shall not exceed the applicable pole mounted height limitation set forth in Chart II in any district. The Type A pole-mounted exterior lighting fixture is prohibited in all nonresidential districts, unless equipped with shields.~~

~~CHART I. ILLUSTRATIONS~~



~~**HART II. POLE MOUNTING HEIGHT LIMITATIONS**~~

~~**Maximum Luminaire Mounting Height**~~

~~**(feet above grade)***~~

~~"District" is that in which fixtures are located.~~

~~**District**~~	~~**Residential**~~	~~**Nonresidential**~~
~~Fixture Type A~~	~~10~~	~~Not allowed (unless shielded)~~
~~Fixture Type B~~	~~15~~	~~20~~

~~**HART II. POLE MOUNTING HEIGHT LIMITATIONS**~~

	~~**Maximum Luminaire Mounting Height (feet above grade)***~~ ~~"District" is that in which fixtures are located.~~	
	~~**District**~~	
	~~**Residential**~~	~~**Nonresidential**~~
~~Fixture Type C~~	~~20~~	~~20~~

~~* Note: Feet above grade refers to the overall average grade of the area being illuminated.~~

P. Ceiling-mounted fixtures. In nonresidential districts, luminaires mounted on an exterior ceiling such as under a canopy shall be mounted with the refractor or lens flush with or recessed in the ceiling or fixture.

Q. Lighting levels. Any luminaire with a lamp or lamps rated at a total of 1**,**800 lumens or more (which is approximately equal to one one-hundred-twenty-watt incandescent light bulb) and all flood or spot luminaires rated at 900 lumens or more (which is approximately equal to one 60-watt incandescent light bulb) shall not emit any direct light above a horizontal plane through the lowest direct-light-emitting part of the luminaire. If any spot or flood luminaire rated 900 lumens or less is directed or focused such as to cause direct light from the luminaire to be cast toward residential buildings on adjacent or nearby land, or to create glare perceptible to persons operating motor vehicles on public ways, the luminaire shall be redirected or its light output controlled as necessary to eliminate such conditions. The Planning Board reserves the right to limit and regulate the amount of illumination on a project site between the hours of 10:00 p.m. and 6:00 a.m., while understanding the need for safety and security lighting.

R. Light trespass limitations. There shall be no light trespass by a luminaire beyond the property boundaries of the lot on which it is located, except as within a street right-of-way for which there shall be no limit.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The article proposes to replace the current language in Section 174-12.1 Outdoor illumination with new language to reduce blue lighting and increase public health based on recommendations from the American Medical Association and the International Dark-sky Association.*

***ARTICLE 36**:* To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Article III entitled "Use Regulations" by amending thereto Section 174-10, entitled "Site Plan Approval" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

§ 174-10
Site plan approval.
[Amended 4-8-1985 ATM by Art. 39; 4-14-1986 ATM by Art. 48; 4-13-1987 ATM by Art. 43; 4-11-1988 STM by Art. 4; 4-26-1990 ATM by Art. 41]

A. The purpose of the site plan review procedure is to encourage a desirable and compatible character of development within the Town of Southborough and to assure safety, promote logic, imagination and innovation in the design process while complying with all zoning requirements. The requirements of this section shall be applicable to the following:

(1) Any nonresidential development that results in an increase in on-site parking.

(2) All modifications to existing development projects which fall within the applicability of the Town's regulations for parking and loading (§ 174-12) or landscaping (§ 174-13).

(3) Any change in use or reactivation of a facility that has not been in use for a period of two years.
[Added 4-8-1996 ATM by Art. 51]

(4) Multifamily housing for the elderly.
[Added 4-15-1997 ATM by Art. 56]

(5) Adaptive reuse of historic buildings.
[Added 4-25-2017 ATM by Art. 30]

B. Site plan review will be processed by one of the following means:

(1) Minor plan review. Any new development, or expansion in use other than a single-family or two-family residence which adds less than 2,000 square feet of floor area or which would require at least five but fewer than 20 parking spaces regardless of the number of parking spaces existing on the premises, or any change of use of a facility that totals less than 2,000 square feet shall be subject to minor plan review by the **Planning Board** ~~Site Plan Review Committee. The Site Plan Review Committee shall be chaired by the Town Planner and will consist of a Selectmen or its designee, Building Inspector, Highway Superintendent, Board of Health Agent, Superintendent of the Water Department, Police Chief and Fire Chief or their designee, who will meet at a regularly scheduled time and place to review plans.~~ The **Planning Board** ~~Committee~~ shall also seek the advice of the Conservation Commission in the review of all minor plan submissions.
[Amended 4-8-1996 ATM by Art. 51]

(a) ~~Minor plan review will require 10 copies of the site plan to be submitted to the office of the Planning Board, together with an application form and filing fee.~~ **A complete application form, filing fee and multiple copies of all submission documents shall be submitted to the office of the Planning Board according to instructions on the application form.** All plans will be prepared at a scale no greater than one inch equals 40 feet on standard twenty-four-by-thirty-six-inch sheets and shall show, as a minimum:

[1] All existing and proposed buildings, including setbacks.

[2] Existing and proposed parking.

[3] Driveway openings.

[4] All property and street lines.

[5] Existing and proposed landscaping.

[6] Existing and proposed signs.

[7] Surfacing, indicating treatment of all surfaces.

[8] Location of all wetlands.

[9] Method of sewage disposal.

[10] Water supply.

[11] Stormwater drainage.

[12] Such other information as the **Planning Board** ~~Site Plan Review Committee~~ may reasonably request.

~~(b) Any dispute arising from the minor plan review process or any plan not receiving unanimous approval from the Site Plan Review Committee shall be referred to the Planning Board for action. The Committee may also refer any site plan that, due to unusual circumstances or a unique situation, it feels should be approved by the Planning Board. All site plans sent to the Planning Board by the Site Plan Review Committee for action will be handled through the minor plan review process.~~

~~[Amended 4-8-1996 ATM by Art. 51]~~

(b) Minor site plan is not a public hearing.

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(c) The **Planning Board** ~~Site Plan Review Committee~~ shall approve, **or** disapprove ~~or refer to the Planning Board~~ all submittals for minor **site** plan review within **the required** 30 days of a completed application to the office of the Planning Board**, but the required time may be extended by written agreement between the applicant and the Board, a copy of said agreement to be filed with the Town Clerk. The actions allowed by the minor site plan approval are authorized for a one-year period from the date of grant thereof. The applicant shall be granted a single one-year extension by applying to the Planning Board, in writing, prior to the date of expiration. If the actions permitted are not exercised or the approval not extended, they shall lapse, and a new application will be required.**

(d) Where applicable, all other criteria and conditions of this section will govern minor plan review.

(2) Major plan review. Any new development, or expansion in use other than a single-family or two-family residence which adds 2,000 square feet or more of floor area or which would require 20 or more parking spaces, regardless of the number of parking spaces existing on the premises, or any change of use of a facility that totals 2,000 square feet or more shall be subject to major plan review by the Planning Board. The major site plan submission shall consist of the following elements:
[Amended 4-8-1996 ATM by Art. 51]

(a) Ownership, zoning, use and the general location of structure and topography within 300 feet of the property lines of the site or adjacent land contiguously owned with the site.

(b) All **plans will be prepared at a scale no greater than one inch equals 40 feet on standard twenty-four-by-thirty-six-inch sheets and shall show, as a minimum, all** site features, existing or proposed, including but not limited to the following:

[1] Driveways, including widths.

[2] Parking facilities, including dimensions thereof.

[3] Loading facilities.

[4] Service areas.

[5] Street line, including widths.

[6] Roadways, including widths.

[7] Pedestrian walks, including widths and types of surface.

[8] Landscaping designation, specific plantings.

[9] Screening.

[10] Signs, including proposed sizes, mounting heights, types and drafted design.

[11] Lighting, including plan location and detail information, size, type and wattage.

[12] Surfacing, indicating treatment of all surfaces.

[13] Existing trees on the site which are a caliper of six inches or larger.

[14] Wetlands.

[15] Drainage, including detailed design data, pipe sizing, etc.

[16] Stone walls.

[17] Topography at two-foot contour intervals.

[18] Sewage disposal, including detailed design information.

[19] Water supply.

[20] Curbing.

[21] Such other information as the Planning Board may reasonably request.

(c) The construction of the work as detailed on the site plan shall not deviate from the work shown on the approved site plan. Accordingly, the site plan shall contain a sufficient level of detail to ensure the

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constructability of the project. Supporting details and documentation shall be presented as part of the site plan submission.

(3) Incomplete applications for both the minor and major review shall not be accepted by the Planning Board. Following submission of a site plan to the Planning Board, the Board or its designee shall review the **application**/plan for completeness within three business days of the submission. Completeness shall be based on the requirements of **the** ~~this~~ **respective** subsection**s for minor or major review.** If the submission is determined incomplete by the Planning Board or its agent, notice will be **provided** ~~mailed~~ to the applicant ~~by certified mail~~ within three business days of the submission specifying the deficiencies.

C. The plan**s for minor or major site plan approval** shall be prepared by a professional engineer, land surveyor, architect or landscape architect registered to practice in the Commonwealth of Massachusetts**. A complete application form, filing fee and multiple copies of all submission documents shall be submitted to the office of the Planning Board according to instructions on the application form.** ~~and shall be submitted with 11 copies to the office of the Planning Board, together with an application form and a filing fee, if any.~~

D. Approval required.

(1) Site plan approval shall be granted **by a majority vote** upon determination by the Planning Board that the following are complied with. Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment**; shall provide** ~~and~~ adequate provision for utilities and stormwater drainage consistent with the functional requirements of the Southborough Planning Board's Rules and Regulations for the Subdivision of Land**;** ~~and~~ shall be so designed that for the given location, ~~and~~ type and extent of land use, the design of building form, building location, egress points, grading and other elements of the development shall be so as to:

(a) Minimize the volume of cut and fill, the number of removed trees six inches in caliper and larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of stormwater flow increase from the site, soil erosion and the threat of air or water pollution.

(b) Maximize pedestrian and vehicular safety and convenience within the site and egressing from it.

(c) Minimize obstruction of scenic views from publicly accessible locations.

(d) Minimize visual intrusion by minimizing the visibility of parking, storage or other outdoor service areas viewed from public ways or premises residentially used or zoned; minimizing glare from headlights through plantings or other screening; minimizing lighting intrusion through use of such devices as cutoff luminaires confining direct rays to the site; fixture mounting height not higher than 20 feet except adjacent to Route 9; and avoiding unreasonable departure from the character of building**s** in the vicinity.

(2) The Planning Board shall adopt and from time to time amend reasonable regulations for the administration of these guidelines.

E. The Planning Board shall hold a public hearing on the application for **major** site plan approval, with a written notice of the time and place of said hearing being given the applicant and the Board of Selectmen. The applicant is responsible for sending this notice to the certified abutters by certified mail return receipt requested, at least 10 days before the scheduled hearing. The Planning Board shall not act on the application until it has received and given due consideration to the recommendations of the Board of Selectmen or until 10 days have elapsed after the public hearing without receipt of the Selectmen's comments.

F. The Planning Board shall act on a~~n~~ **complete** application for **major** site plan approval and shall notify, in writing, the applicant, the Board of Selectmen and the Building Inspector of its action within 60 days of the receipt of **a** ~~the~~ **complete** application**, but the required time may be extended by written agreement between the applicant and the Board, a copy of said agreement to be filed with the Town Clerk.** ~~Failure of the Planning Board to so act and to notify the applicant within said 60 days shall constitute approval of the site plan.~~ The actions allowed by the **major** site plan approval are authorized for a one-year period from the date of grant thereof. The applicant shall be

granted a single one-year extension by applying to the Planning Board, in writing, prior to the date of expiration. If the actions permitted are not exercised or the approval not extended, they shall lapse, and a new application notice and hearing will be required.

G. Any person aggrieved by the action of the Planning Board on ~~a~~ **either minor or major** site plan approval application may appeal said action to a Court of competent jurisdiction in accordance with M.G.L. c.40A, Section 17**, as amended.**
[Amended 5-22-2018 STM by Art. 3]

H. Minor departures from the site plan as approved**,** may be authorized by the Building **Commissioner** ~~Inspector~~ after approval of the **Planning Board** ~~Site Plan Review Committee~~ if required by engineering or other circumstances not foreseen at the time of plan approval. Any change increasing the size of any building or structure, changing the location of any building, parking or access road by more than 10 feet or reducing landscaping or screening may be made only through review by the Planning Board following the same procedures as for an original submittal. Any departure must be requested, in writing, with the basis for the change given. Any change authorized shall be recorded on the file copy of the site plan with the Building **Commissioner** ~~Inspector~~'s signature and the date.

I. The removal, fill or change of grade of earth materials, including soil, loam, sand or gravel, undertaken in order to construct or locate buildings, structures and such features accessory thereto as ways, driveways, areaways, walks or parking areas, and therefore exempt from regulations under Chapter 85 of this Code, is a part of construction and development process regulated by the Zoning Chapter. Except as necessary for the construction of detached one- or two-family dwellings and of features accessory thereto, the removal, fill or change of grade of earth materials for the purposes defined above shall be subject to approval under this section. Where the commencement of removal, fill or change of grade of earth materials precedes construction by three months or more, the submission and approval of the site plan may be undertaken in two stages, with the information for the first stage limited to property boundaries, existing and proposed topography at two-foot or lesser contour intervals, the character of the soil to be removed, added or relocated, the location and depth of any service and drainage conduits or pipes and the approximate location of any existing or proposed buildings, structures or physical features accessory thereto. Each stage shall be treated as a separate site plan for the purposes of this section, and the approval of Stage 1 of a site plan shall not be construed to assure the subsequent approval of Stage 2.

J. Compliance. The issuance of an occupancy permit will not be given prior to the satisfactory completion of all elements and conditions of the approved site plan. A temporary occupancy permit may be issued after the satisfactory completion of all items essential to public health and safety and sufficient bonding acceptable to the Planning Board is provided to the Town to cover all outstanding items.

; or do or act anything in relation thereto

Proposed by: PLANNING BOARD
Board of Selectmen Recommendation:
Advisory Committee Recommendation:

Summary: *This article proposes to amend the Site Plan Approval bylaw by bringing minor site plan approval under the purview of the Planning Board, as opposed to the Site Plan Review Committee and further clarify steps for minor and major site plan approval.*

ARTICLE 37: Amend Town Code – Zoning – Downtown District

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: At Town Meeting

Summary:

ARTICLE 38*:* To see if the Town of Southborough will vote to approve the Southborough Noise Bylaw proposal attached to this document, as amended, or do or act anything in relation thereto.

SOUTHBOROUGH NOISE BYLAW

1.1 **Declaration of Policy**
Whereas excessive sound can be a serious hazard to the public health and welfare and safety and the quality of life; and whereas a substantial body of science and technology exists by which excessive sound may be substantially abated; and whereas the citizens of Southborough have a right to and should be ensured an environment free from excessive sound that may jeopardize their health or welfare or safety or degrade the quality of life; now, therefore, it is the policy of the Town of Southborough (the "Town") to prevent excessive sound which may jeopardize the health and welfare or safety of its citizens and/or degrade the quality of life.

It shall be unlawful for any person to make, continue to make, permit or cause to be made or continued, any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities. Furthermore, it shall be unlawful for any person who has custody and control of the premises to allow or permit another person to make, continue or permit to be made or continued any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities within the limits of the Town of Southborough.

1.2 **Definitions**
Except as may be specified herein, acoustical terminology used throughout this Bylaw is that approved as American National Standard Acoustical Terminology [ANSI S1.1-1994] by the American National Standards Institute (ANSI). The following words, phrases and terms as used in this Bylaw shall have the meanings as indicated below:

A. BACKGROUND SOUND LEVEL shall mean the sound level associated with a given environment, being a composite of sounds from all sources excluding the alleged offensive noise, at the location and approximate time at which a comparison with the alleged offensive noise is to be made.

B. CONSTRUCTION shall mean those activities requiring a building permit, and shall also include any site preparation, cemetery burial and caretaking operations, seismic surveys grading, assembly, erection, substantial repair, alteration, or similar action, including demolition, for or of public or private rights-of-way, structures, utilities or similar property.

C. The abbreviation dBA shall mean the A-weighted sound pressure level expressed in decibels and referenced to 20 Micropascals. The abbreviation dBC shall mean the C-weighted sound pressure level expressed in decibels and referenced to 20 Micropascals.

D. EMERGENCY VEHICLE: shall mean any vehicle operated in an effort to protect, provide or restore public safety, including, but not limited to, ambulances, police vehicles and fire vehicles.

E. EMERGENCY WORK: shall mean any work performed in an effort to protect, provide or restore public safety, or work by private or public utilities when restoring utility service or any work performed for the purpose of preventing or alleviating the physical trauma or physical damage threatened or caused by an emergence – an occurrence or set of circumstances involving actual or imminent physical trauma or property damage.

F. ENFORCING PERSON: shall mean any police officer, building official or public health official of the Town or any other Town employee designated by the Town Manager for this purpose.

G. IMPACT DEVICE: shall mean a construction device in which or by which a hammer, meaning a moving mass of hard solid material, is mechanically by means of a working fluid or compressed air caused to repetitively impact upon and transmit kinetic energy to a tool. The tool may be included as a part of the device, as in the case of a

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moil on a paving breaker or the drill steel of a jackhammer, or it may be a mass to which the impact device is temporarily connected as in the case of a pile and pile driver. Examples of impact devices are pile drivers, paving breakers, power impact hammers, impact wrenches, riveters and stud drivers.

H. INTRUDING NOISE: shall mean the total sound level created, caused, maintained by, or originating from an alleged offensive source at a specified location while the alleged offensive source is in operation.

I. PERSON: shall mean a person, firm, association, co-partnership, joint venture, corporation or any entity recognized by applicable law, public or private in nature.

J. SOUND LEVEL: shall mean the instantaneous A-weighted sound pressure level, in decibels, (dBA) as measured with a sound level meter set to the "A" weighting scale, slow response. On the decibel scale a sound level increase of 10 means the sound is 10 times more intense or powerful.

Decibel levels of some common activities are listed below:

Sound Level - dB	**Source**
50 - 65	normal conversation
60 - 65	laughter
70	hair dryer, vacuum
V Increasing risk of hearing loss V	
80	garbage disposal
85 - 90	lawnmower
100	garbage truck
120	walk behind leaf blower
130	jet takeoff/landing
145	fireworks

K. SOUND LEVEL METER: shall mean an instrument meeting American National Standard Institute's (ANSI) Standard S1.4-1983 for Type 1 or Type 2 sound level meters or an instrument and the associated recording and analyzing equipment, which will provide equivalent data.

1.3 **Designated Noise Zones**
The properties hereinafter described are hereby assigned to the following noise zones:

NOISE ZONE I: All properties utilized as residential uses in accordance with the Town of Southborough Zoning Bylaws and the grounds of any school, hospital or similar health care institution, house of worship or library while the same is in use, and any Cemetery or Open Space.

NOISE ZONE II: All other property used in accordance with the Town's Zoning Bylaw.

1.4 **Exterior Noise Standards**
It shall be unlawful for any person at any location within the area of the Town to create any loud noise, or to allow the creation of any noise, on property owned, leased, occupied or otherwise controlled by such person, which causes the sound level when measured on complainant's property to exceed the greater of:

A. The maximum allowable exterior sound level outlined in Table I; or
B. Five dB over the background sound level.

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Table 1. Maximum Allowable Exterior Sound Level		
Noise Level	Daytime level 7:00 AM to 10:00 PM	Nighttime level 10:00 PM to 7:00 AM
I	60 dBA	50 dBA
II	70 dBA	65 dBA

If the intruding noise source is continuous and cannot reasonably be discontinued or stopped for a time period whereby the background sound level can be determined, the measured sound level obtained while the source is in operation shall be compared directly to the maximum allowable exterior sound level outlined in Table I.

1.5 **Construction Noise Standards**

A. Noise associated with construction is permitted between 7:00 AM and 6:00 PM on weekdays and 9:00 AM and 5:00 PM Saturdays provided the sound level from:

1. Non-impact devices do not exceed 70 dBA as measured over a time interval of 1 minute with the sound meter set to slow located on any other property, but at least 50 feet from the construction activity;

2. Impact devices does not exceed 90 dBA as measured with a sound level meter set to slow response located on any other property, but at least 30 feet from the construction activity.

B. Between the hours of 6:00 PM and 7:00 AM on weekdays and Saturday, noise associated with construction, shall be limited by the standards of Section 1.4.

C. Construction activities shall not be allowed on Sundays or legal holidays.

1.6 **Maintenance Noise Standards**

A. Noise associated with maintenance is permitted between 7:00 AM and 6:00 PM on weekdays, 8:00 AM and 6:00 PM on Saturdays and between the hours of 9:00 AM and 6:00 PM on Sunday, provided the sound level does not exceed 70 dBA as measured with a sound level meter set to slow response on any other property, but at least 50 feet from the maintenance;

B. Between the hours of 6:00 PM and 7:00 AM on weekdays, 6:00 PM and 8:00 AM on Saturday and between the hours of 6:00 PM and 9:00 AM on Sunday or a legal holiday, noise associated with maintenance, shall be limited by the standards of Section 1.4.

1.7 **Commercial Trash Collection and Deliveries or Pick-up**

A. The operation of commercial trash compactors or collection of trash, rubbish, refuse or debris, which generates noise in excess of the criteria given in Section 1.4 at any point of public or common pass-by between the hours of 7:00 PM and 7:00 AM is prohibited.

B. Deliveries or pick-ups for commercial or business purposes between 10:00 PM and 6:00 AM are prohibited unless the noise level of such deliveries or pick-ups in nearby residential areas does not exceed the noise criteria listed in Section 1.4.

1.8 **Motor Vehicles or Motorcycles**

Motor vehicles or motorcycles operated on public ways in the Town of Southborough or in any place where the public has the right of access as invitees or licensees may not exceed a maximum sound level of 85 dBA. It is also in violation of the Bylaw to operate a motor vehicle or motorcycle without a sound-limiting device connected to the exhaust system. This prohibits so-called "straight pipe" exhaust systems. This section shall not include screeching sounds emitted from emergency braking. Measurement for the purposes of this Section shall be at a distance of 36 inches from the noise source.

1.9 **Special Provisions**

Noise associated with the following activities shall be exempted from the provisions of this Bylaw:

A. Emergency work or emergency vehicles.

B. The operation of any vehicular alarm provided it terminates within 15 minutes of the initially recorded complaint.

C. Occasional outdoor gatherings, public dances, shows, and sporting and entertainment events provided said events are conducted pursuant to a permit or license issued by the appropriate jurisdiction relative to the staging of said events.

D. The intermittent or occasional use, during the daytime, of homeowners' light residential outdoor equipment

E. Snow removal performed by snow blowers, snow throwers or snow plows when appropriately outfitted with a muffler.

F. Any activity to the extent regulation thereof has been preempted by Town, State or Federal Law or by agreement between Town, State or the Federal Government.

1.10 **Prima Facie Violations**
Any measured noise exceeding the sound level standards as specified in Sections 1.4 through 1.10 may be deemed by the enforcing person to be prima facie evidence of a violation of the provisions of this Bylaw.

1.11 **Penalties for Violations**
A. Violations under Article 1, in the discretion of the enforcing person, may be enforced by non-criminal disposition as provided in MGL Chapter 40, Section 21D.

B. The penalty for a violation under this Bylaw shall be $100 for a first offense, $250 for a second offense, $500 for a third offense, and for each succeeding offense each day or part thereof shall constitute a separate offense.

Proposed by: PETER LAPINE, et al.
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Not support
Summary: *As the population of Southborough grows, it has transitioned from a rural community to one that is more suburban. People move to Southborough to enjoy its natural beauty and peaceful environment. With increased housing density, practices of earlier times increasingly encroach upon the tranquility of Town residents, resulting in conditions characterized as being out of balance. There is an ever-growing requirement to place limits on these practices – a rebalancing - so that everyone, business owners and homeowners alike, may prosper. This article, a Noise Bylaw, seeks to harmonize the needs of Town residents with those of local business owners.*

ARTICLE 39*:* To see if the Town of Southborough will vote to pass a bylaw to reduce plastic waste

Section 1 Purpose and Intent

The production and use of single-use plastics such as polystyrene food packing and thin-film plastic checkout bags have significant impacts on the environment, including, but not limited to, contributing to the potential death of aquatic and land animals through ingestion and entanglement; contributing to pollution of the natural environment; creating a burden to solid waste collection and recycling facilities; clogging drainage systems; and requiring the use of millions of barrels of crude oil nationally for their manufacture. Additionally, polystyrene contains known carcinogens, and readily leaches into certain foodstuffs. Measurable levels of polystyrene are now found almost 100% of human fat samples.

The purpose of this bylaw is to preserve the Town's water, wildlife and natural resources—as well as to enhance the health of its citizens—by banning within the Town of Southborough two of the largest contributors of non-recyclable plastics to the environment—single-use polystyrene retail food packaging and single-use plastic checkout bags—while promoting the adoption of more environmentally friendly alternatives.

Section 2 Definitions

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"Polystyrene food packaging" – means any holder of food or beverage made from polystyrene, either in solid or foam (Styrofoam) form, such as cups, plates, or take-out containers, as well all other single-use plastic products made to facilitate the consumption of foods, such as straws, lids and utensils made from polystyrene or other non-compostable plastic materials.

"Checkout bag" – means a carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or checkout area of the store.

"Retail Store" – means any business facility that sells goods directly to the consumer whether for or not-for-profit, including, but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, as well as seasonal and temporary businesses.

"Reusable checkout bag" – means a bag with handles that is specifically designed and manufactured for multiple reuse and is either polyester, polypropylene, cotton or other durable material, or durable plastic that is at least 4.0 mils in thickness.

"Thin-film single-use plastic bags" – are those bags typically with handles, constructed of high-density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET), or polypropylene (other than woven and non -woven polypropylene fabric), if said film is less than 4.0 mils in thickness

"Recyclable paper bag" – means a paper bag that is 100 percent recyclable and contains at least 40% post–consumer recycled content, and displays the words "recyclable" and "made from 40% post-consumer recycled content" in a visible manner on the outside of the bag

Section 3 Use Regulations
(A) Polystyrene food packaging shall not be distributed, used, or sold by any retail store within the town of Southborough.

(B) Thin-film single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any retail store within the Town of Southborough.

(C) If a retail store provides or sells checkout bags to customers, the bags must be one of the following (1) recyclable paper bags, or (2) reusable checkout bags. The retail store may charge for said bags.

(D) Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, are still permissible.

(E) Violation of the By-Law to Reduce Plastic Waste: First offense – written warning; 2nd offense - $100 per offense; 3rd and subsequent offenses - $250 per offense.

Section 4 Effective Date

This bylaw shall take effect six (6) months following Town Meeting approval of the bylaw. Upon application of the owner or the owner's representative, the Board of Selectmen or their designee may exempt a retail store from the requirements of this section for a period of up to two (2) months upon a finding by the Board of Selectmen or their designee that (1) the requirements of this section would cause undue hardship; or (2) a retail store requires additional time in order to draw down an existing inventory of straws or checkout bags.

Section 5 Enforcement

Enforcement of this bylaw shall be the responsibility of the Board of Selectmen or their designee. The Board of Selectmen or their designee shall determine the monitoring process to be followed, which may be limited to responding to citizen reports, and incorporating the monitoring process into other town duties as appropriate. Any retail store distributing plastics in violation of this bylaw shall be subject to fines as described in Section 3 (E) above. Any such fines shall be paid to the Town of Southborough. No licenses shall be renewed for any establishment with outstanding violations under this section.

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Section 6 Severability

If any provision of this bylaw is declared invalid or unenforceable the other provisions shall not be affected thereby.

; or to do or act anything in relation thereto.

Proposed by: MICHAEL WEISHAN, ET AL.
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This proposed bylaw would make a marked contribution to the heath of both the citizens of Southborough and the overall environment by banning single-use plastic bags, Polystyrene cups, straws, utensils etc. at all retail establishments in Southborough.*

ARTICLE 40: To see if the Town of Southborough will vote to strongly request that the Board of Selectmen direct DPW to conduct an analysis of Flagg Road for the purpose of instituting a commercial truck exclusion (similar to Latisquama Road), or do or act anything in relation thereto.

Proposed by: JONAS LINDEN, ET AL.
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

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And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this 20th day of April, 2021.

_____

Martin F. Healey, Chairman

_____

Lisa M. Braccio, Vice-Chairman

_____

Brian E. Shea

_____

Sam Stivers

_____

Chelsea M. Malinowski

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH

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TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, March 23, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Public Comment

Timothe Litt (148 Woodland Road) asked the Board if the May 11th town election was appropriate after the law recently signed by the Governor allowing the Board to change the date. He explained that the Board members currently voting on warrant articles will change before Town Meeting. Chairman Healey stated he would like to speak to the Town Clerk before making any decisions.

Claire Reynolds reminded the public that One Stop Grant Program proposals are due April 1st and she explained the process for submittal.

Chairman Healey added that holding public comment at the beginning and end of meetings has been successful. The Board agreed.

III. Scheduled Appointments

a. IT Manager appointment: Jason Montijo

Chairman Healey thanked Ms. Hale and Mr. Probst for their efforts conducting the hiring process. Ms. Braccio echoed the sentiments and asked Mr. Montijo what his first sixty days would look like. Mr. Montijo replied that he would begin understanding the infrastructure and focus on immediate tasks that need to be completed. Ms. Malinowski asked what attracted him to Southborough and the public sector. Mr. Montijo replied that his goal was to become an IT manager. Mr. Shea asked about his experience and Mr. Montijo stated that he will bring security enhancement to Town infrastructure. Chairman Healey stated Mr. Montijo is recommended by

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those who participated in the hiring process which included Chief Achilles, Matt Probst, Brian Ballantine, Mark Purple, Vanessa Hale and Tom LaFlamme. Ms. Hale stated the Personnel Board met and approved Mr. Montijo's starting salary and agreed with the appointment.

Chairman Healey made a motion to appoint Mr. Montijo to IT Manager for the Town of Southborough at the salary of $101,000 as budgeted. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

b. Mary Lou Woodford, Chairman, Board of Health – FY22 Budget

Chairman Healey asked Ms. Woodford about the possibility of regionalization and perceived staffing needs at the Health Department. Ms. Woodford explained that COVID-19 has shined a light on their inadequacies and explained the current staffing needs. She explained the functions of the Board of Health outside of the pandemic. She explained the Shared Services Grant that the Health Department has applied for and how it will help identify whether regionalization will be a good fit for Southborough. Chairman Healey asked Ms. Woodford what the immediate staffing needs were for the Health Department. She explained the need for a full-time public health nurse, a full-time health director and a full-time administrative assistant. Ms. Malinowski asked about the vaccine clinic and if this staffing model would support regionalization. Ms. Woodford explained the staffing and backend process of the vaccination clinic and that the Shared Services Grant is not regionalization. She further explained the needs for a larger staffed Health Department and the current staffing hours. Mr. Shea asked if the increase in staffing was pandemic-driven. Ms. Woodford replied that the Board of Health was discussing their staffing needs and options prior to the pandemic. Mr. Stivers asked about the Shared Services Grant and Ms. Woodford explained that it is shared with four towns and how the funds would be disbursed. Mr. Stivers asked if the Board of Health were still considering regionalizing. Ms. Woodford replied that they were and stated the Board of Health was open to whatever is going to be best for the residents of Southborough. She added the Shared Services Grant will tell them if they can work with other towns and if the requirements and needs complement each other.

Ms. Braccio stated that she is not fully understanding the sudden need to increase the part-time positions to full-time and asked for more details to be presented at the April 6th meeting. She added that there has been phasing for staff additions over multiple years in other departments and said she appreciated that regionalization was still being considered. Chairman Healey asked for a concise form to describe why the core services listed are necessary for Southborough and the impact on taxes. Ms. Woodford agreed to provide this and added that the public needs to be better informed of the role the Health Department plays.

IV. Reports

Chairman's Report

i. Update on Barron v. Town of Southborough litigation

Chairman Healey stated that the court decision is included in the packet and the entire case has been rejected or dismissed at its earliest possible stage. He explained how claims such as these are decided and added that Mr. Davis did very well. He will be asking Mr. Davis to attend an upcoming meeting to discuss the right of appeal. He added that the court does support their public forum policy and explained that excerpt of the decision. Chairman Healey asked to review the policy at a future meeting and the Board agreed.

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Chairman Healey stated that the Trustees at Chestnut Hill Farm may be seeking a grant for infrastructure funds from the Federal Government. He added that the Trustees are looking for support from the Board, Representative Dykema and Senator Eldridge. He stated that Representative Dykema has sent a supportive letter for the Trustees to pursue the grant and Mr. Purple will distribute that to the Board. The letter indicated that any construction or work at Chestnut Hill Farm will need to follow normal town processes and approvals.

Members' Reports

i. Boston Cane

Ms. Braccio explained the history of the Boston Cane beginning in 1901. She said she has inquired at the Senior Center as to who is the oldest resident and found that she is a 99-year-old female veteran. She said she will be working with Ms. Le Francois to speak with the family and to pick a date for a small ceremony.

Town Administrator Report

i. COVID-19 update

Mr. Purple stated that Ms. Woodford previously spoke to the vaccination clinic and Southborough has been approved to a regionalized vaccination clinic in Westborough. He added that they are hoping to receive the vaccine by the first week in April and are working with Chief Achilles and Dr. Alker to facilitate staffing.

Ms. Hale explained that the required information for the expression of interest to the One Stop Grant portal has been started and should be done in time for the April 1st deadline. She explained the next steps and that three total projects were submitted from SHOPC, DPW and EDC. Ms. Malinowski stated that she is available to assist if needed.

V. Consent Agenda

a. Ms. Malinowski informed the Board the draft minutes were not supplied for approval. Mr. Purple asked to table the approval of Open Session Minutes: March 16, 2021. The Board agreed.

b. Mr. Shea made a motion to approve FY22 Fire Permit Fee Schedule revisions. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

c. Ms. Malinowski asked to hold agenda item "c." Mr. Purple explained the revolving funds used for inspectional services at both the Fire Department and Building Department. He stated that the Building Department will be increasing their fees starting in fiscal year 2021 and increases will be added to the general fund. Ms. Malinowski made a motion to approve FY22 Building Permit Fee Schedule Revisions. Chairman Healey seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

d. Approve Building Permit Fee Schedule revisions
This item was approved with consent agenda item "b."

e. Mr. Shea made a motion to approve Amendment #1 to the CSX preliminary engineering agreement for Main Street project. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

f. Ms. Braccio thanked Ms. Cook for taking on an additional committee after being on Advisory as well and thanked her for her work on the School Research Subcommittee. Ms. Braccio made a motion to accept the resignation of Kathy Cook from Capital Planning Committee.

Chairman Healey seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

g. Mr. Shea stated that the November 10th Executive Session minutes were approved on January 19, 2021. He stated that there was an administrative oversight. He asked that Ms. Braccio not be counted in the roll call vote as she was absent. He stated the vote to enter into Executive Session should be 4-0-0. Chairman Healey made a motion to release the Executive Session minutes: November 10, 2020 with the revision described by Mr. Shea. Mr. Shea made a motion to release Executive Session minutes: November 17, 2020 (redacted). Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

VI. Other Matters Properly Before the Board

a. Town Administrator evaluation

Chairman Healey stated the evaluations are included in the meeting packet and the Board conducted a fulsome discussion with Mr. Purple regarding his evaluation. He added that Mr. Purple has discussed the evaluations with Board members individually as well. Chairman Healey asked Mr. Purple if he had any additional remarks. Mr. Purple stated he appreciated members reaching out to him and they had substantive conversations about the evaluations. He added there is opportunity for growth and he appreciates the feedback. Chairman Healey explained the contract and some areas that may need clarity. Mr. Stivers outlined the three options moving forward which were to extend Mr. Purple's contract, not extend the contract or take no action and the contract is extended automatically for one year. Chairman Healey, Ms. Braccio, Ms. Malinowski and Mr. Shea agreed they were content accepting the written evaluation. Chairman Healey said he did not see that there is an inclination not to move forward with Mr. Purple's contract. Mr. Stivers stated he was not in support of renewing Mr. Purple's contract. Mr. Stivers suggested updating Mr. Purple's contract to clarify some areas. Chairman Healey stated the Board could do that and explained what was needed for the April 17th deadline.

b. Review of May 22, 2021 Town Meeting warrant articles

Chairman Healey outlined that the Board can decide to take a position on each warrant article, take a vote not to support a warrant article or the Board is not ready to take a position at this meeting. He told the Board he was going to review each warrant article individually. The Board reviewed and discussed each warrant article and decided to invite the Fire Department, Police Department, Library, IT Department, Building Department, Board of Health and Public Works to the next meeting to discuss their departmental budgets. The Board wanted representatives from the following warrant articles to speak at the next meeting:

- Article 5 – Amend the Personnel Salary Administration Plan
- Article 19 – CPC – Kallander Field Construction
- Article 20 – CPC – St. Mark's Church Bell Tower Renovation
- Article 21 – CPC – Town House Historical Preservation
- Article 22 – CPC – Flagg School Assessment
- Article 23 – CPC – Trail on DCR Land
- Article 36 – Outdoor Illumination
- Article 37 – Site Plan Review
- Article 38 – Zoning – Downtown District
- Article 39 – Noise Bylaw

The Board agreed to remove the placeholder for the warrant article regarding parcel 54-50. Mr. Weishan asked to remove the placeholder for article 42 regarding banning plastic straws. Mr. Purple informed the Board that a citizen's petition must be brought to Town Meeting and the sponsor would need to make a motion to indefinitely postpone the article. The Board agreed to remove the placeholder for the demo delay bylaw change as the Chair of the Historical Commission sent a letter saying they do not intend to make any changes this year. Mr. Purple agreed to speak with DPW Superintendent Galligan regarding Article 43 which asks the Board to direct the DPW to conduct an analysis of Flagg Road for a commercial truck exclusion. The Board agreed to support the Downtown District draft bylaw language for continued discussion at the Board public hearing next week.

Ms. Braccio acknowledge a chat comment from Marci Jones that read, "The Latisquama neighborhood looks forward to the expert opinion on the zoning, lots and map related to the Downtown Initiative. We will be prepared with our questions."

VII. Public Comment

Timothe Litt (148 Woodland Road) stated that he has heard members of the Community Preservation Committee state that in some cases, their vote to come to Town Meeting with an article does not mean the board members or Board will support the article. He added it is part of their obligation to bring articles to Town Meeting. Mr. Litt stated he was pleases the Board appointed Mr. Montijo as IT Director and stated he would have urged them to appoint him as an ex-officio member of the MTC at the same time. Mr. Litt stated that Ms. Woodford neglected to point out in her Health Department discussion that a lot of COVID-19 contact tracing is done through the CARES Act and is not done by the current staff.

VIII. On a motion made by Mr. Stivers, seconded by Mr. Shea and voted all in favor (5-0-0) by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 9:36 P.M.

Upcoming Meetings			
March 30, 2021 (Public Forum)	*April 6, 2021*	*April 13, 2021*	*April 20, 2021*

Respectfully submitted,

Kathleen Barry, Recording Secretary

<u>List of Documents referred to at the March 23, 2021 BOS Meeting:</u>

- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator
- Memo from Vanessa Hale to BOS re: IT Manager 3.19.21
- Memorandum of Decision and Order on Defendants' Motion for Judgment on the Pleadings, Louise Barron and others vs. Daniel L. Kolenda and others
- Letter from Chief Achilles to Marty Healey and Mark Purple re: FY22 Revision to Fire Dept Fees
- Building, Electrical, Gas and Plumbing Fee Schedules

- Letter to Karen Galligan from Bergmann providing services for CSX dated 3.12.2021
- Resignation Letter from Capital Planning Committee from Kathryn Cook dated 3.10.21
- Non-Union Performance Appraisal of Mark Purple completed by Board of Selectmen
- Draft Annual Town Meeting Warrant 2021

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FY2022 REQUESTED

4/8/2021	FY2020	FY2021	FY2022	
Fiscal Year	**2020 RECAP**	**2021 RECAP**	**2022 RECAP**	
LEVY	42,637,551	44,598,741	46,502,554	4.3%
2 1/2	1,065,939	1,114,971	1,162,564	4.3%
NEW GROWTH	895,251	788,843	450,000	-43.0%
LEVY	**44,598,741**	**46,502,554**	**48,115,118**	**3.5%**
DEBT-CAP EXEMPT	2,948,030	3,275,362	3,314,401	1.2%
SBAB PAYMENTS	(920,943)	(920,943)	(920,943)	0.0%
TOTAL LEVY LIMIT	**46,625,828**	**48,856,973**	**50,508,576**	**3.4%**
TAX RATE	**16.66**	**16.21**	**16.32**	**0.66%**
ASSESSED VALUE	2,625,449	2,751,997	2,862,077	4.0%
CERTIFIED FREE CASH	1,489,172	1,878,069	1,400,293	-25.4%
LOCAL RECEIPTS	3,743,400	3,683,000	3,703,000	0.5%
COMM. PRESERV. FUNDS	716,474	662,160	238,750	-63.9%
LOCAL AID	3,520,576	3,519,925	3,575,196	1.6%
SBAB PAYMENTS	920,943	920,943	920,943	0.0%
OTHER AVAILABLE	1,408,084	958,002	961,491	0.4%
TOTAL OTHER REVENUES	**11,798,649**	**11,622,099**	**10,799,673**	**-7.1%**
TOTAL REVENUE	**58,424,477**	**60,479,072**	**61,308,249**	**1.4%**
	2020 RECAP	**2021 RECAP**	**2022 RECAP**	
OTHER	952,039	727,391	257,011	-64.7%
STATE- COUNTY CHARGES	258,489	204,698	230,438	12.6%
OVERLAY	401,991	540,095	500,000	-7.4%
TOTAL CHARGES	**1,612,519**	**1,472,184**	**987,449**	**-32.9%**
TOWN				
TOWN BUDGET	11,337,797	12,081,150	12,796,021	5.9%
EMPLOYEE BENEFITS	3,592,766	3,817,881	3,814,843	-0.1%
CAPITAL BUDGET	282,420	49,507	0	-100.0%
GEN. LIABILITY INSURANCE	333,936	338,838	348,861	3.0%
BUDGET ARTICLES	164,560	78,000	250,000	220.5%
DEBT & INTEREST	2,031,970	2,125,161	2,147,904	1.1%
CAPITAL ARTICLES	987,925	707,000	916,281	29.6%
TOTAL TOWN	**18,731,374**	**19,197,537**	**20,273,910**	**5.6%**
SCHOOL				
SCHOOLS BUDGET	29,205,123	29,434,249	30,154,685	2.4%
EMPLOYEE BENEFITS	4,546,180	4,725,893	4,727,014	0.0%
GEN. LIABILITY INSURANCE	163,404	170,757	178,441	4.5%
DEBT & INTEREST	1,280,038	1,231,363	1,177,218	-4.4%
TOTAL SCHOOL	**35,194,745**	**35,562,262**	**36,237,358**	**1.9%**
TOTAL EXPENDITURES	**55,538,638**	**56,231,983**	**57,498,717**	**2.3%**
LEVY BALANCE	**2,885,839**	**4,247,089**	**3,809,532**	

660,700.00	Avg House Value FY21
10,709.95	FY21 Taxes
679,728.16	Avg House Value FY22
11,090.78	FY22 Taxes
380.83	**Dollar increase**
3.56%	**% increase**

FY2022 ANNUAL TOWN MEETING March 2021	FY 21 APPROVED	FY 22 REQUESTED	% Chg From FY21
100-119 GENERAL GOVERNMENT			
114 MODERATOR	75	100	33.33%
121-129 Executive			
121 ELECTED SELECTMEN SALARIES	4,000	4,000	0.00%
122 BOARD OF SELECTMEN	452,290	459,930	1.69%
131-149 Financial Administration			
131 ADVISORY COMMITTEE	2,500	2,500	0.00%
132 RESERVE FUND	180,000	180,000	0.00%
135 TOWN ACCOUNTANT	170,635	160,786	-5.77%
136 AUDIT	28,010	52,515	87.49%
140 ELECTED ASSESSORS SALARIES	2,250	2,250	0.00%
141 ASSESSORS	235,809	242,248	2.73%
145 TREASURER/COLLECTOR	229,596	235,336	2.50%
151-159 Operation Support			
151 TOWN COUNSEL	95,000	95,000	0.00%
152 PERSONNEL BOARD	21,700	13,350	-38.48%
153 SPECIAL LEGAL COUNSEL	50,000	50,000	0.00%
154 MUNICIPAL TECH COMMITTEE	1,000	1,000	0.00%
155 MANAGEMENT INFORMATION SYS.	349,219	408,584	17.00%
159 OTHER OPERATION SUPPORT	400,000	413,090	3.27%
161-169 Licensing and Registration			
160 ELECTED CLERK	87,695	90,151	2.80%
161 TOWN CLERK	179,513	155,475	-13.39%
171-179 Land Use			
171 CONSERVATION COMMISSION	101,487	108,548	6.96%
175 PLANNING BOARD	171,388	175,864	2.61%
176 ZONING BOARD OF APPEALS	26,054	26,706	2.50%
177 OPEN SPACE	2,000	2,000	0.00%
191-199 Other			
182 ECONOMIC DEVELOPMENT	41,463	42,316	2.06%
192 PUBLIC BLDGS. & PROPERTY MAINT.	547,914	583,436	6.48%
193 ADA COMMITTEE	2,500	2,500	0.00%
TOTAL GENERAL GOVERNMENT	**3,382,098**	**3,507,685**	**3.71%**
200-299 Public Safety			
210 POLICE DEPARTMENT	2,314,110	2,486,596	7.45%
220 FIRE DEPARTMENT	2,306,909	2,378,023	3.08%
241 BUILDING DEPARTMENT	157,009	164,471	4.75%
291 CIVIL DEFENSE	10,018	10,151	1.33%
292 ANIMAL CONTROL OFFICER	28,490	28,490	0.00%
TOTAL PUBLIC SAFETY	**4,816,536**	**5,067,731**	**5.22%**
400-499 Public Works			
420,430,490 DPW (HIGHWAY, CEMETERY, TREE)	2,390,375	2,492,467	4.27%
TOTAL PUBLIC WORKS	**2,390,375**	**2,492,467**	**4.27%**
500-599 Human Services			
510 ELECTED BOARD OF HEALTH SALARIES	450	450	0.00%
512 BOARD OF HEALTH	170,717	360,624	111.24%
541 COUNCIL ON AGING	336,627	347,842	3.33%
542 YOUTH COMMISSION	238,118	249,998	4.99%
543 VETERANS SERVICES	35,845	35,845	0.00%
TOTAL HUMAN SERVICES	**781,757**	**994,759**	**27.25%**
600-699 Culture and Recreation			
610 LIBRARY	556,622	573,329	3.00%
630 RECREATION	148,262	153,538	3.56%
691 HISTORICAL COMMISSION	2,500	3,362	34.48%
692 MEMORIAL DAY	3,000	3,150	5.00%
TOTAL CULTURE & RECREATION	**710,384**	**733,379**	**3.24%**
TOTAL TOWN	**12,081,150**	**12,796,021**	**5.92%**
300-399 Education			
300 ELECTED SCHOOL COMM	500	500	0.00%
301 SOUTHBOROUGH SCHOOLS	21,236,475	21,734,434	2.34%
302 ALGONQUIN	7,356,821	7,541,363	2.51%
ALGONQUIN EXEMPT DEBT	410,021	397,404	-3.08%
304 ASSABET	385,798	436,350	13.10%
305 NORFOLK COUNTY AGRICULTURE	44,634	44,634	0.00%
TOTAL EDUCATION	**29,434,249**	**30,154,685**	**2.45%**
TOWN 900-999 Unclassifed			
910 EMPLOYEE BENEFITS-Town	3,817,881	3,814,843	-0.08%
910 EMPLOYEE BENEFITS-School	4,725,893	4,727,014	0.02%
TOTAL UNCLASSIFIED BENEFITS	**8,543,774**	**8,541,857**	**-0.02%**
930 CAPITAL BUDGET REQUESTS	49,507	0	-100.00%
TOTAL UNCLASSIFIED CAPITAL	**49,507**	**0**	**-100.00%**
941 LEGAL SETTLEMENT REGIONAL	225,000	229,900	2.18%
945 GENERAL LIABILITY INS.-Town	113,838	118,961	4.50%
945 GENERAL LIABILITY INS.-School	170,757	178,441	4.50%
TOTAL UNCLASSIFIED INSURANCE	**509,595**	**527,302**	**3.47%**
710 RETIREMENT OF DEBT-Town	1,232,547	1,292,478	4.86%
710 RETIREMENT OF DEBT-School	1,120,000	1,098,992	-1.88%
751 INTEREST ON DEBT-Town	892,614	855,426	-4.17%
751 INTEREST ON DEBT-School	111,363	78,226	-29.76%
TOTAL DEBT SERVICE GENERAL FUND	**3,356,524**	**3,325,122**	**-0.94%**
GRAND TOTAL	**53,974,799**	**55,344,987**	**2.54%**

FY2022 PROPOSED	Gross Amount	Appropriated Amount	Funding	
AMBULANCE	275,000	42,025	Ambulance Fund	LEASE
FIRE - TENDER	400,000	61,127	Ambulance Fund	BOND
TOWN HOUSE - EXTERIOR RENOVATION AND WINDOW WORK	2,238,284	2,238,284	CPA	
KALLANDER FIELD	238,750	238,750	CPA	
LIBRARY - INTERIOR RENOVATIONS, FLOOR COVERINGS AND PAINTING	115,000	115,000	General Fund	
TOWN HOUSE - BATHROOM AND INTERIOR RENOVATIONS	40,000	40,000	General Fund	
FACILITIES MAINTENANCE- FY22	100,000	100,000	General Fund	
CHIPPER	30,000	30,000	General Fund	
EQUIPMENT TRAILER (2006 - REPLACEMENT)	12,000	12,000	General Fund	
HOOK LIFT TRUCK -General	165,000	25,215	General Fund	LEASE
Pick-up Diesel (Service Body) (Highway) (12/10) (2008/2012)	70,000	10,697	General Fund	LEASE
ROAD MAINTENANCE – FY22	325,000	325,000	General Fund	
CHIEF VEHICLE C20	60,000	9,169	General Fund	LEASE
THERMAL IMAGING CAMERAS	30,000	30,000	General Fund	
FIRE HOSE/NOZZLE REPLACEMENT - FY2022	20,000	20,000	General Fund	
FIRE TURNOUT GEAR FUND - FY22	40,000	40,000	General Fund	
SERVER & STORAGE INFRASTRUCTURE UPGRADE	40,000	40,000	General Fund	
DEFIBRILATORS	18,200	18,200	General Fund	
POLICE CRUISERS (2)	101,000	101,000	General Fund	
Water Diesel Truck	70,000	10,697	Water Fund	LEASE
Hook Lift Truck Water Portion	60,000	9,169	Water Fund	LEASE
Newton Street Capital Proj Study	65,000	65,000	Water Fund	
	4,513,234	**3,581,333**	**TOTAL**	
		916,281	General Fund	
		103,152	Ambulance Fund	
		2,477,034	CPA	
		84,866	Water Fund	

FY2022 BUDGET ARTICLE		AMOUNT
Appropriate to OPEB trust		250,000

FY 2021 Goals - Boards and Committees.	In Progress	Recent Steps	Completed
OML training and support/training for running Open Meetings.	XX		
Promote and enforce Town Email Use Policy.	XX		
Update, consolidate and promote compliance with general policies.	XX		XX
Encourage and provide support for televising meetings.	XX		
Encourage and provide support for composite agendas and packets.	XX		
Enhance informational outreach and recruiting for volunteers (forum).	XX		XX
Conduct public comment at beginning & end of meetings			XX
Review and update descriptions and charges.	XX		
FY 2021 Goals - Community Initiatives			
Coordinate and oversee Downtown Initiative.	XX	XX	
Coordiate communication/roundtables with local businesses.	XX		
Pursue PILOT initiatives, including community center and projects.	XX	XX	
Pursue "bike friendly" policies and explore Biking Committee.	XX		XX
300th Anniversary planning, including Committee creation.	XX	XX	
FY 2021 Goals - Employees			
Create Employee Handbook.			
Update job descriptions for BoS staff.	XX		
BoS review of annual staff performance reviews.	XX		XX
Review staffing and BoS office organization.	XX		XX
Analyze Personnel Board/Town Administrator authority.			XX
FY 2021 Goals - Infrastructure			
Explore municipal electric plant.			
Natl Grid parcel 54-40	XX		XX
Assimilate Pine Hill Rd into Town Water re: Fire (via MWRA)	XX		
FY 2021 Goals - Long Range/Strategic Planning			
Explore establishing grant writing position(s).	XX		
BoS training, reporting and hiring initiatives re: diversity and inclusion.	XX		XX
FY 2021 Goals - Municipal Finance			
Additional approval/oversight on appropriation line items.	XX		XX
Schedule quarterly budget updates (Finance Director).			XX
Establish budget narratives, including long-term impacts.			
Establish BoS budget liaisons.			XX
Communicate BoS position to departments re: new FTEs.			XX
Establish long-term capital plans (with Capital Committee).	XX		XX
Explore generating additional commercial tax revenue.	XX		XX
Identify and establish a roster of Town service contracts.	XX		XX
Review contracted services and explore re-bidding.	XX		XX
Maximize potential Covid-19 reimbursements and grants.	XX		XX
Coordinated budget discussions with Advisory, Capital and Schools.	XX		XX
FY 2021 Goals - Organizational			
Quarterly newsletter.	XX		
Explore public safety regional dispatch.	XX		
Evaluate organizational processes: postage; mailings; data exchanges.	XX		XX
Budget software implementation.			XX
Pursue policies and projects for 40B threshold.	XX		XX
Customer service survey re: Town departments.	XX		

GOALS for Town Administrator	In progress	Completed	Recent Steps
Communication with Board of Selectmen	XX		Shared Legal folder set up for Board member access, continue to enhance contents.
Embrace authority of Town Administrator position	XX		
Assist Board of Health with staffing and vaccination plan for COVID-19	XX		Regional vaccination site for Boroughs receiving vaccine beginning 4/15. Regional health services grant submitted, focusing on nursing and inspectional services. Public Health Nurse contract finalized; starts 4/20.
Improve process between Building Dept. and Historical, RE: Demolition delay bylaw	XX		Meetings with Historical Commission members and Building Dept. to change point of contact and revise viewing options to only those items pertinent to Historical Commission review.
Sidewalk access to Public Safety Facility	XX		ADA self-evaluation process commenced. Sboro School buildings being added into study within available funding.
Formal reviews for other contract employees under Board of Selectmen	XX		Review for Fire Chief in process.
Annual goals for department heads/contract employees under Board of Selectmen	XX		
Identify service enhancements/cost reductions; grant opportunities	XX		One Stop grant expression of interest submitted. Awaiting response from State.

GOALS for Town Administrator	In progress	Completed	Recent Steps
Reorganization of Selectmen Office	XX		Interviews for AA position in process; hope to have appointment for 4/20 meeting.
Sustainability of golf course operations; renewal of management contract			Putting green design early May; bidding in June; construction to start in August.

May 22, 2021
Annual Town Meeting Record

Article #	Article Description	Sponsor	Amount	Funding Source	Motion	Quantum of Vote	BOS	Advisory	Town Meeting Action	Date
1	Hear Committee Reports	Selectmen				Majority		Y, 6-0		
2	Acceptance of PILOT Payments	Selectmen				Majority		Y, 6-0		
3	Annual Borrowing authorization	Selectmen				Majority		Y, 6-0		
4	Authorization of contracts in excess of 3 yrs.	Selectmen				Majority		Y, 6-0		
5	Salary Administration Plan	Personnel Board				Majority		Y, 6-0-1		
6	Adjustments to FY2021 Budget	Selectmen	TBD			Majority		ATM		
7	Fiscal Year 2022 budget	Selectmen	$55,344,987	GF, Water, Ambulance, etc.		Majority				
8	Fiscal Year 2022 Water Enterprise budget	Selectmen	$2,904,951	Enterprise		Majority				
9	OPEB Trust Fund	Selectmen	$250,000	General Fund		Majority		Y, 7-0		
10	Capital Budget (Non-borrowing)	Selectmen	$771,200	GF, Water, Ambulance		Majority		Y, 5-0/4-0-1		
11	Capital Budget (Lease/Borrowing)	Selectmen	$148,233	GF, Borrowing		Two-thirds		Y, 5-0		
12	Insurance Deductible account	Selectmen	$5,000	General Fund		Majority		Y, 7-0		
13	Capital maintenance fund	Selectmen	$100,000	General Fund		Majority		Y, 5-0		
14	Annual authorization of revolving funds	Selectmen				Majority				
15	CPA - Administrative	CPA				Majority		Y, 6-0-1		
16	CPA - Burnett House bond	CPA	$82,938	CPA funds		Majority		Y, 6-0-1		
17	CPA - Library façade bond	CPA	$84,738	CPA funds		Majority		Y, 6-0-1		
18	CPA - Kallander Field project	CPA	$238,750	CPA funds		Majority				
19	CPA - St. Mark's Church Bell Tower project	CPA	$300,000	CPA funds		Majority				
20	CPA - Town House Restoration	CPA	$2,030,000	CPA funds		Two-thirds				
21	CPA - Flagg School Assessment	CPA	$9,950	CPA funds		Majority				
22	CPA - Trail on DCR Land	CPA	$47,011	CPA funds		Majority				
23	Disposition of 21 Highland Street	Selectmen				Two-thirds		ATM		
24	Adopt MGL to increase property exemptions	Selectmen, Assessors, COA				Majority		Y, 7-0		
25	Bylaw - Increase qualification period for appointments	Selectmen				Majority		Y, 6-0		
26	Bylaw - Availability of Town Report, Warrant	Town Clerk				Majority		Y, 7-0		
27	Adopt MGL for Saturday office hours	Town Clerk				Majority		Y, 6-0		
28	Adopt MGL for speed limit in thickly settled areas	Selectmen				Majority		Y, 6-0		
29	Adopt MGL to designate safety zones	Selectmen				Majority		Y, 6-0		
30	Adopt MGL to implement Local Meals Tax	Selectmen				Majority		Y, 7-0		
31	Bylaw - Southborough Public Accessibilty Committee	Selectmen				Majority		Y, 7-0		
32	Bylaw - Amend Advisory Committee	Advisory Committee				Majority		Y, 7-0		
33	Bylaw - Capital Improvement Planning Comm	Selectmen				Majority		Y, 5-0		
34	Zoning bylaw - Miscellaneous provisions (special permits, extensions, alterations)	Zoning Board of Appeals				Two-thirds				
35	Zoning bylaw - Outdoor illumination	Planning Board				Two-thirds				
36	Zoning bylaw - Site Plan review	Planning Board				Two-thirds				
37	Zoning bylaw - Downtown Distric	Selectmen				Two-thirds		ATM		
38	Citizen petition - Noise Bylaw	Peter Lapine, et al.				Majority		N, 7-0		
39	Citizen petition - Plastics ban	Michael Weishan, et al.				Majority				
40	Citizen petition - Flagg Road Truck Exclusion	Jonas Linden, et al.				Majority				

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By OB at 3:38 pm, Jun 03, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, April 20, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Sam Stivers and Town Administrator Mark Purple
Absent: Brian Shea

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

I. Public Comment

None

II. Reports

Chairman's Report

None

Members' Reports

i. South Union RFP selection process

Ms. Malinowski described the timeline and the RFP process and explained that proposals are due by May 5th. She proposed the Board assign someone to work with Ms. Esposito on the scale and review of the proposals. Ms. Braccio suggested the volunteer be a member of the Capital Planning Committee. The Board agreed. Ms. Malinowski asked to schedule a meeting to review the proposals. Chairman Healey suggested meeting on May 10th. The Board agreed to tentatively schedule a meeting on May 10th and Chairman Healey stated he will follow up with Mr. Shea.

Ms. Braccio updated the Board about how well the vaccine clinic was run. She was a volunteer and she praised the process and those involved ensuring there was no wait time.

Town Administrator Report

None

III. Consent Agenda

a. Ms. Malinowski asked to hold agenda item "a." Mr. Stivers asked to correct the typo on line 146. Ms. Malinowski asked to change "hearing" to "forum" on lines 45 and 146. Chairman Healey made a motion to approve Meeting Minutes: March 30, 2021 with the mentioned corrections. Mr. Stivers seconded. The motion passed all in favor (4-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey, aye.

b. Chairman Healey made a motion to reappoint Brian Stearns as Veterans' Agent, term 4/30/22. Ms. Malinowski seconded. The motion passed all in favor (4-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey, aye.

c. Chairman Healey made a motion to reappoint Jennifer Condon as Animal Control Officer, term 4/30/22. The motion passed all in favor (4-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey, aye.

d. Mr. Purple asked to table agenda item "d," to appoint Student Officer for Police Department, effective April 26, 2021. The Board agreed.

IV. Other Matters Properly Before the Board

Annual Town Meeting Warrant

i. Selectmen recommendations on ATM warrant articles

Mr. Purple stated that he sent the most updated warrant to the Board this afternoon and the website will be updated with the same information as soon as possible. He explained the spreadsheet supplied and the process to follow for assigning and voting on warrant articles. He added that article 38, the citizen's petition for a plastics ban, will stay on the warrant and Mr. Weishan will address it at Town Meeting. Chairman Healey made a motion that the Board of Selectmen vote to support articles 1, 3, 4, 5, 10, 11, 12, 13, 15, 16, 17, 18, 21, 22, 24, 25, 26, 27, 28, 29, 31 and 33. Ms. Braccio seconded. The motion passed all in favor (4-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey, aye.

The Board discussed article 2 and Chairman Healey updated the Board on his meeting with St. Mark's School and Fay School. He stated he felt confident there will be donations from these schools. Mr. Purple clarified that this article is to authorize the Board to accept any funds received and the disposition of those from PILOT payments. He added it is an annual article. Chairman Healey made a motion to support warrant article 2. Mr. Stivers seconded. The motion passed all in favor (4-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey, aye.

Mr. Purple suggested the Board vote on article 6 at Town Meeting. He stated that this article may get indefinitely postponed. The Board agreed.

The Board discussed article 7, the fiscal year 2022 budget. Mr. Purple stated that Advisory will be voting an addition of $1,000 to their budget. The Board of Health met and made changes to their budget and there is no official number from there. He added there were some proposals suggested by Ms. Cook that were not approved. Mr. Ballantine updated the Board that the Advisory Committee voted unanimously to not support the Board of Health budget due to a disagreement on an administrative position. Mr. Ballantine outlined an update on local aid and the aerial truck revenue which ended last year. He added that the $5,000 for server work was meant for a period of five years and $4,000 was removed from the IT budget. He stated everything is updated in the current warrant provided to them and the Board of Health budget

will be included once numbers are submitted. Ms. Malinowski asked how the IT budget was allocated and Mr. Ballantine explained. Ms. Malinowski stated she is in favor of keeping the overall budget at the current amount and work with the current IT Manager to address security issues without hiring another employee. Mr. Purple stated that the goal is to supply the IT Manager with resources for him to solve these issues and any requests could be readdressed at a fall town meeting. Mr. Stivers stated that members of the MTC have expertise in this area who could work with the IT Manager and there are funds for contracted services. Chairman Healey suggested conferring with the IT Manager for his opinion.

Chairman Healey suggested a potential motion to approve the budget. There was discussion of the Board of Health budget. Ms. Cook from Advisory was brought into the meeting. She stated the Advisory Committee just met and voted (5-0) not to support the Board of Health budget due to their inflexibility with their administrative position. Ms. Cook summarized her discussion with the Board of Health regarding their budget and the administrative position. Ms. Cook explained the increase in the Advisory Committee budget. Chairman Healey made a motion that the Board advance Article 7 to the warrant and support the budget as currently compiled with the exception of the IT line item and subline items and the submission of the Board of Health and the Board will determine whether or not to support those numbers on or before Town Meeting. Mr. Stivers seconded. Ms. Malinowski asked about the printing of the warrant if there is no decision for the IT and Board and Health budgets. Ms. Cook stated Advisory will be printed in the warrant as "not support" for the Board of Health budget. Chairman Healey stated that he cannot vote to support or not when there is no final number from the Board of Health. There was further discussion regarding the Board of Health budget. Chairman Healey made a motion to support the FY22 budget as currently constituted other than line items for IT and Board of Health. Ms. Malinowski seconded. The motion passed all in favor (4-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey aye. Chairman Healey made a motion that the Board of Selectmen vote to support the Board of Health budget at either $234,000 or 357,000 figure whichever is presented at Town Meeting by the Board of Health. Ms. Malinowski seconded. The motion failed (1-3-0) by roll call vote, Braccio, nay; Malinowski, nay; Stivers, aye; Healey, nay. Chairman Healey made a motion that the Board support line item 155 in the FY22 budget at the $473,000+ figure with the specific subline detail to determined between now and Town Meeting. Ms. Malinowski seconded. The motion passed all in favor (4-0-0) by roll call vote. Mr. Purple asked the Board if they agreed that the motion included the change Ms. Cook spoke to with the $1,000 change in the Advisory budget. The Board agreed the intent was to incorporate that change into the motion. Ms. Cook left the meeting.

Chairman Healey asked for discussion regarding the water enterprise budget. Ms. Malinowski stated she originally held this item but her questions have been answered. Chairman Healey made a motion for the Board to support warrant article 8. Ms. Malinowski seconded. The motion passed all in favor (4-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey aye.

Chairman Healey asked for discussion regarding article 9. He asked if the $250,000 is on the path previously laid out by the Board and Mr. Ballantine agreed. Chairman Healey made a motion that the Board support warrant article 9. Mr. Stivers seconded. The motion passed all in favor (4-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey aye.

Chairman Healey asked for discussion regarding article 14. He explained why this article was held. Mr. Stivers stated he would like to discuss this item for a fall town meeting. Ms.

Malinowski explained her concerns on the amount requested for this fund. Ms. Braccio asked if this number could be adjusted in the fall. Mr. Purple stated the Board could increase the number and he was unsure if the amount could be lowered. He said that the Board could vote to a lower amount this evening and ask to raise the amount at a later date. Mr. Ballantine explained the amount could be decreased or increased at town meeting. Chairman Healey made a motion that the Board support warrant article 14 as constituted. Mr. Stivers seconded. The motion passed all in favor (4-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey aye.

Chairman Healey asked for discussion regarding article 19. There was no discussion. Chairman Healey made a motion for the Board to support warrant article 19 in the amount of $300,000 for St. Mark's Church Tower. Ms. Malinowski seconded. Mr. Stivers stated there was a chat comment. Chairman Healey stated that he doesn't disagree with the comment that outlined the funding from the Town and the amount raised by St. Mark's Church parishioners. The motion was a split vote (2-2-0) by roll call vote, Braccio, nay; Malinowski, nay; Stivers, aye; Healey, aye. The Board agreed to revote at Town Meeting to include the fifth Board member and have it listed in the warrant as such.

Chairman Healey asked for discussion regarding article 20. The Board raised their concerns regarding the language of the article. Chairman Healey made a motion that the Board support warrant article 20, the CPA funding for Town House restoration in the amount of $200,030. Ms. Malinowski seconded. Ms. Malinowski stated she is in support of the project but not the ballot concept. Ms. Braccio would like to consult with counsel regarding the language. There was discussion regarding the legality of the language. Mr. Stivers stated that the current language would be appropriate if it is legal and he feels the language should make it difficult to sell the property in the future. Mr. Purple stated it was important for the Board to support the project and for the Board to work towards language that addresses their concern. He stated he will include the caveat into the warrant regarding language. Chairman Healey made a motion that the Board support warrant article 20, CPA funding for Town House restoration in the amount of $200,030 but reserve at Town Meeting pending review of the motion. Mr. Stivers seconded. The motion passed all in favor (4-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey aye.

Chairman Healey asked for discussion regarding article 23. The Board agreed to hold this for Town Meeting.

Chairman Healey asked for discussion regarding article 30. He summarized the previous agreement of the Board to implement the meals tax with a starting date of no earlier than January 1 with the specific date determined by the Board. With that understanding, Chairman Healey made a motion to support warrant article 30. Mr. Stivers seconded. The motion passed all in favor (4-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey aye.

Chairman Healey asked for discussion regarding article 32. Ms. Malinowski explained why she held this item. She asked if the updated language was submitted this afternoon and Mr. Purple confirmed the correct language was submitted today. Chairman Healey made a motion to support warrant article 32 with the updated language as supplied in the email sent to Mr. Purple at 2:32 P.M. today. Ms. Malinowski seconded. The motion passed all in favor (4-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey aye.

Chairman Healey asked for discussion regarding article 34. Ms. Braccio asked that the Zoning Board of Appeals be invited to a meeting to inform the Board on their changes. The Board agreed.

Chairman Healey asked for discussion regarding article 35. Mr. Purple noted a change on page 51 of the warrant under "C – Enforcement." He stated the first line ending on the third line has been removed. Ms. Hoolahan, Ms. Hoecker and Mr. Heilman were brought into the meeting. Chairman Healey outlined his concerns regarding this bylaw. There was discussion regarding applicability and the language of the bylaw. There was discussion about a sunset clause and how the bylaw will impact the lights at Choate Field. Ms. Hoolahan agreed to work with Ms. Hoecker and Mr. Heilman to review the lighting at Choate Field and whether a clause in the bylaw is appropriate. Chairman Healey asked that Building Department inspections and enforcement not be done during the evening as a safety and liability concern without law enforcement present. Ms. Braccio asked for other lighting bylaws from surrounding towns be supplied to understand their enforcement piece. Mr. Stivers stated that enforcement can be successful and he supports the bylaw. Chairman Healey suggested a change in the applicability language. Mr. Stivers made a motion to support the bylaw with the revision to applicability as proposed by Chairman Healey. Chairman Healey seconded. Ms. Braccio stated she is not comfortable voting in support of the bylaw this evening if there will be language changes and she is not in support of the sunset clause. Mr. Stivers stated a sunset clause was not added. Ms. Malinowski stated that the enforcement piece is not spelled out as they will be in the rules and regulations and asked if the Board, Planning Board and Building Department will collaborate to create that document. Chairman Healey stated that the rules and regulations will outline complaint requirements and some process requirements which will come from the Planning Board and Mr. Purple and the Board will work with the Building Commissioner for operational guidelines for carrying out the process. Ms. Hoolahan and Mr. Heilman agreed to these processes. Chairman Healey clarified that it is clear in the proposed bylaw that residential properties are covered by the bylaw and fall within the jurisdiction from a complaint standpoint of the Building Inspector. He added the language that put the burden of proof on the homeowner for establishing that they were not in violation of the bylaw was removed. Chairman Healey asked for clarification regarding the impact the bylaw may have on the Choate Field lights and the potential cost for compliance. The motion passed all in favor (4-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Stivers, aye; Healey aye.

Chairman Healey asked for discussion regarding article 36. Mr. Stivers explained why he is in support of this bylaw and extending the constructive approval process from 60 to 90 days with a complete application beginning the 90-day window instead of a partial application. Chairman Healey explained the proposed process and how it would impact the rights of the applicants. Ms. Hoecker explained that the Planning Board will be reviewing bylaws from surrounding towns regarding timing and constructive approvals. Mr. Stivers suggested to hold the vote until Town Meeting. The Board agreed.

Chairman Healey asked for discussion regarding article 37. Mr. Stivers stated he has concerns about the language based on how it impacts residents and landscapers. He felt simple modifications could be made to gain his support for the noise bylaw. Ms. Braccio stated that because it is a citizen's petition the vote must be based on what is written in the warrant. She agreed with Mr. Stivers that she is in support of a noise bylaw but not the language for this article as presented in the warrant. Mr. Purple stated that if the petitioner proposes an amendment at Town Meeting, the Moderator will ask for the opinion of both the Board and Advisory

Committee. Chairman Healey made a motion to support warrant article 37. Mr. Stivers seconded. The motion failed (0-4-0) by roll call vote, Braccio, nay; Malinowski, nay; Stivers, nay; Healey nay.

Chairman Healey asked for discussion regarding article 38. Mr. Purple suggested the Board vote at Town Meeting as the final revisions have not been made. The Board agreed.

Chairman Healey asked for discussion regarding article 39. Chairman Healey asked if the Board should take a position as the article is to strongly recommend action by the Board. Ms. Braccio asked for the petitioner to come before the Board. Chairman Healey suggested the Board take no position. Mr. Stivers asked that Ms. Galligan follow up with the petitioner. The Board agreed.

ii. ii. Sign Final 5-22-21 ATM warrant

Chairman Healey informed the Board that he is out of town but the warrant can be signed by a quorum if the full Board is not available. Mr. Purple agreed to coordinate with the rest of the Board members to sign the warrant.

V. Public Comment

None

VI. On a motion made by Chairman Healey, seconded by Ms. Malinowski and voted by roll call all in favor, Braccio, aye; Malinowski, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 8:42 P.M.

Upcoming Meetings
April 27, 2021
May 4, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the April 20, 2021 BOS Meeting:

- Warrant for Annual Town Meeting DRAFT 210416
- Draft Selectmen's Minutes, March 30, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, March 30, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Consent Agenda

a. Mr. Stivers asked to hold agenda item "a." Mr. Stivers stated there is a typo on line 46, line 175, line 217, line 236 and line 276. Chairman Healey made a motion to approve Open Session Minutes: March 16, 2021 as amended by Mr. Stivers. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

III. Public Hearing – Downtown District Bylaw

Chairman Healey thanked all those who had part in implementing the draft downtown district bylaw language and moving the process forward. He stated Ms. Braccio will host the public hearing. Ms. Braccio summarized the questions that have risen over the last few weeks regarding the timing of hearings, the document, the teams involved and the zoning map. She addressed each which included coordinating timing with the completion of the Main Street Project and following through with goals from the Master Plan. She added the Planning Board is required to hold public hearings and bring the bylaw to Town Meeting as this is a zoning amendment. Ms. Braccio stated there have been many stakeholders with input into this document including the EDC, Planning Board, SHOPC, Board of Selectmen and others. She introduced Attorney Costa who will be attending shortly to address more questions.

Mr. Stivers outlined his questions regarding the split lots on the current zoning map, the threshold for site plan review and the change that includes 80% lot coverage. Ms. Malinowski asked about the current percentage of affordable housing in Southborough and the minimum

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number of units for the downtown district. Ms. Braccio shared her screen to show the draft downtown district bylaw language and noted that the Planning Board wanted 25% of units to be affordable. Chairman Healey shared his praise that there is a focus on affordable housing as it has been a goal for Southborough along with a more vibrant and business-friendly downtown.

Attorney Costa joined the Zoom meeting at 6:41 P.M. He introduced himself and his law firm, Meade, Talerman and Costa, LLC. He explained how his municipal law firm works and his experience working with zoning bylaws and the Town of Southborough. Mr. Stivers explained concerns from residents regarding split lots and asked if these concerns were a serious risk. Attorney Costa explained his conversations with Ms. Reynolds and Ms. Munsiff regarding changing the zoning in this area and why it is important to relinquish some discretionary authority in order to reach the goals desired by stakeholders and as outlined in the Master Plan. Attorney Costa explained his opinion on the lots identified as split zoning and stated that he felt that risk was low that any could be sold to create a larger development. He read Chapter 174 § 5 of the Town Code entitled "Establishment of Districts" which he felt would protect the Town from redevelopment on the split lots. He added that rezoning the remaining portion of those lots as residential would eliminate risk completely. Chairman Healey asked Attorney Costa if he felt adopting a new map for this district was a heavy lift or if there were other options to solve the split lot issue. Attorney Costa explained that it is not a heavy list to craft a new map for this district and added that if new language were added to address the lots, it could create a domino affect that could impact the rest of the 150 pages of the Town Code. He explained the ramifications of amending 174 § 5 of the Town Code and amending the zoning map. He stated that a zoning map is not a heavy lift legally but he is not aware of how it would fare politically.

Mr. Stivers expressed his interest in modifying the zoning map and Ms. Braccio identified the seven split lots and the CSX owned land. She stated she will be reaching out to the owners of those lots to get their opinion on how this should best be handled.

Resident Kevin Miller outlined his concerns on the current zoning map and strongly urged all parties to update the map to address the split lot issue. He listed more lots that he identified as split and residential properties that would be included in the downtown district according to the existing zoning map. He stated that he was told owners of a split lot could sell their business village zoned property commercially and keep the front residential. Mr. Miller felt the risk was higher for commercial purchasing of split lot land than presented. Attorney Costa was asked to opine by Chairman Healey. He stated that he appreciated the risked described by Mr. Miller but due to the environment in the district along with the size and configurations of the split lots, he did not see an incredible opportunity for a land grab. He spoke to Chapter 175 § 5 as properly addressing major risks for selling a portion of a split lot and reiterated that he does not have concern that there is a significant risk of a sale such as this. He added that if the property owners are in favor or changing the map or being removed from the district, it should be done.

Chairman Healey supported Ms. Braccio's decision to reach out to the landowners of the split lots and Ms. Braccio stated that the concerns were heard and she will be working with the land owners and the EDC to address them.

John Wood of the EDC stated that Ms. Hoecker, Principal Department Assistant to the Planning Board, had done extensive research on the zoning map and found that these lots were identified in mid-2000 and again in 2013 as a potential issue but no changes were made. He asked if

anyone on the Board or public knew why. Mr. Stivers replied that he was on the Zoning Advisory Committee at the time and he does not remember why these split lots were not addressed but added that the whole project lost momentum for a variety of reasons. Mr. Wood asked if the Planning Board has taken a position on this area of the zoning map. Chairman Healey replied that he did not think they had but the Board will be gathering as much information as possible, starting with speaking to the individual landowners. Kevin Miller stated that he watched the Planning Board meeting from two meetings ago and Mr. Morris clearly instructed the EDC to reexamine the map as there is a problem with it. He stated that at the subsequent EDC meeting the map was not addressed. Claire Reynolds stated that Mr. Morris had not given the EDC a directive to reexamine the map and any changes or revisions to the zoning map would not fall under the purview of the EDC.

Marnie Hoolahan spoke as a member of the Planning Board and stated she was at the meeting Mr. Miller is referring to. She stated Mr. Miller brought the issue of the zoning map to their attention and the Planning Board agreed that a solution must be provided. She stated the Planning Board has not taken a vote but speaking for herself, she is not comfortable supporting this bylaw until a solution to the zoning map is brought forward.

Resident David Parry stated he was formerly a city planner and he agreed with the points Mr. Miller has made. He spoke to a provision in the ordinance that there shall only be one principal permitted use on any one lot and asked that this be included in the downtown district. Mr. Stivers stated that he would like to see consistency in the trigger for Planning Board review and 2,000 square feet remain the measurement. Attorney Costa explained the thought behind establishing a higher threshold of 3,000 square feet which included incentivizing development to allow a relatively larger development to proceed in a manner where it would not need discretionary special permit review. He added that there does not need to be consistency in this area and he read an excerpt from an email provided by Ms. Barrett regarding this topic. Attorney Costa explained Ms. Barrett's thought to apply the threshold to the use versus the structure. Chairman Healey asked if Ms. Barrett was describing an appropriate path to mixed use buildings and if not followed as described the town could be limiting their ability to allow mixed use. Attorney Costa agreed with that statement. Julie Connelly of the EDC outlined the uses they were looking to attract that may require a 3,000 square foot threshold as outlined in 174-8 (12) (b) of the draft bylaw.

Mr. Stivers described his concerns on the 80% lot coverage and floor area ratio as included in this and prior draft language. He added that he felt it opened the door to substantial development. Ms. Braccio clarified that the 80% lot coverage was not discussed but was added by Ms. Barrett. There was discussion regarding floor area ratio and lot coverage and the implications of using these as thresholds for development. Attorney Costa stated that both propose challenges as the lots in the proposed downtown district are not similar in size and has smaller lots. He stated that Ms. Barrett is the expert in this area but suggested looking at minimum setbacks and height limits in conjunction with lot coverage.

Ray Hokinson (10 Main Street) stated his concern regarding the presented lot size measurement to dictate the height of a building. He stated that the potential for three- and four-story buildings would change the character of the downtown district. He added that he is concerned that allowing taller buildings would change the character of this area. Ms. Connelly clarified that historically there have been taller buildings on Main Street and she listed the Southborough Arms

and the school among others. She added that part of the proposed bylaw includes design guidelines promulgated by the Planning Board. She added that the EDC is cognizant to maintain the village historic piece of town but they are also looking for ways to promote the goals of brining in small business and promoting diversity in housing. Mr. Parry questioned the forty-foot height restriction compared to the thirty-five feet in other districts and asked to delete paragraph "g." There was discussion on why the proposed forty-foot height restriction was included and what businesses might require a higher building. Ms. Braccio read a chat comment from Mr. Parry regarding his perception that there is a disparity on vision for the downtown district.

Mr. Hokinson stated he felt the EDC approach is simply zoning and he would like to see more of a focus on preservation and a push to keep the historic character. Ms. Connelly explained that the EDC is very focused on zoning at the moment because this was outlined as the next step to revitalizing downtown. She said that they have been working on the downtown initiative for three years and it began with a goal to attract small business and development but also preservation, walkability, beautification and creating greenspaces. Ms. Connelly added that the EDC engaged ULI in a study and they instructed them to update the antiquated zoning bylaw and addresses the lack of wastewater infrastructure. She described how each of those objectives were being done.

Mr. Miller stated he agreed with Mr. Hokinson's comments and felt that the approach has been focused on appeasing developers and that there is consistent dissonance between the way the project is being sold and the article itself. Ms. Braccio thanked him for his comments and stated that this is not the end of the conversation. She added the Board will be working with stakeholders and there will be more discussions to come. Mr. Hokinson added that he is not singling out the EDC with his concerns but hopes the Board is also open to addressing issues of historic and characteristic qualities in downtown. Ms. Braccio thanked the public for participating and Attorney Costa for his attendance and participation.

IV. On a motion made by Chairman Healey, seconded by Mr. Stivers and voted all in favor by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 8:38 P.M.

Upcoming Meetings		
April 6, 2021	*April 13, 2021*	*April 20, 2021*

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the March 30, 2021 BOS Meeting:

- Regular Session Minutes, March 16, 2021
- Draft Downtown District Bylaw language, March 9, 2021 Revisions

DRAFT

DRAFT 210416

ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting
on

May 22, 2021
10:00 A.M.

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions.

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Introduction to the Rules of Town Meeting (continued)

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it's substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

FORM USED IN MAKING MOTIONS

1.	Main Motion	Mr. Moderator, I move that..(statement of the proposal)
2.	Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3.	Amend	Mr. Moderator, I move to amend by adding...
		Mr. Moderator, I move to amend by inserting...before...
		Mr. Moderator, I move to amend by stroking out...
		Mr. Moderator, I move to amend by striking out...and inserting...
		Mr. Moderator, I move to substitute...for...
4.	Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5.	Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6.	Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8.	Division of a Question	Mr. Moderator, I move to divide the question.
9.	Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10.	Point of Order	Mr. Moderator, I rise to a point of order.
11.	Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12.	Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13.	Previous Question	Mr. Moderator, I move the previous question.
14.	Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15.	Recess	Mr. Moderator, I move to recess for...
16.	Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
		Mr. Moderator, I move to reconsider the vote on the amendment to...
17.	Separate Consideration	Mr. Moderator, I move for separate consideration.
18.	Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19.	Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

T O W N W A R R A N T
C O M M O N W E A L T H O F M A S S A C H U S E T T S

ANNUAL TOWN MEETING

Worcester, ss. April 20, 2021

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet at the baseball field adjacent to Neary School, 53 Parkerville Road, in said Southborough, on

Saturday, May 22, 2021

at ***10:00 a.m.***, then and there to take action on the following Articles:

ARTICLE 1: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *To hear reports of Town Boards, Committees or Commissions.*

ARTICLE 2: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 3: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2021 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 4: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Board of Selectmen or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Board Recommendation: Support
Summary: *This article allows the Selectmen and/or the School Committee to enter into contracts in excess of*

three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.

ARTICLE 5: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at May 22, 2021 Annual Town Meeting]

This bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through G ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week,**)** (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D, E, F and G of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Exempt employee" means an employee who is not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Non-exempt employee" means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"On-Call Compensation" refers to additional money paid to an employee who is required to work when the need requires; oftentimes in an evening or weekend capacity.

"Part-Time Employment" means employment less than 20 hours per week.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time Employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Probationary Employee" means a first-time Town employee within his/her first six months of employment.

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means the Personnel Bylaw Entitled "The Salary Administration Plan."

"Single Rate" means a rate for a specific position class that is not in a designated range

.

"Start Date" means the first day of employment with the Town.

SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new or changed position, and allocate it to its appropriate classification grade and establish the rate therefor.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Board of Selectmen or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D, E, F and G of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. The annual salary set forth in Schedule A represents a 40 hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: Employees shall be eligible to earn a weekly stipend not to exceed $200.00 per week for on-call service if the department head has required them to work outside of their normal schedule. This need is likely to occur on an evening or weekend basis as the need requires. There is no provision to accrue compensation time in lieu of payment.

SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible annually for consideration of a salary increase, one year from the date of his/her latest increase. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Board of Selectmen or their designated appointee in the case of departments within the jurisdiction of the Board of Selectmen, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Board of Selectmen.

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

An evaluation of the employee's performance, in a format approved by the Personnel Board, must accompany a request for an increase in the case of all employees in Full-Time Graded Positions under Schedule A. Evaluations of employees in Part-Time Hourly Graded Positions under Schedule C and Seasonal Personnel under Schedule F may require performance evaluations under Personnel Policy enacted hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Regular Part-Time employees shall be eligible for consideration for salary increases within their grade one year from the date of their last increase, absent exceptional circumstances as may be authorized by the Personnel Board.

c. Special and other Part-Time personnel for whose positions there is a single rate established in Schedule D shall not be eligible for adjustment.

d. Probationary Employees:

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof.

2. During the probationary period, paid leave accruals shall be based on the Start Date.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL HIRING; DEPARTURES

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will.

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience at a rate not exceeding the mid-point of the pay scale set forth in Schedules A and C of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

All forms of paid leave set forth in this section are based on a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a. Holidays with Pay

Full-Time employees shall receive one day's pay at their regular rate for the following:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day
	Day before or after Christmas Day (as set by the Town annually)

To be eligible for holiday pay, an employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval**.** Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Full-Time employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned Per Month	Vacation Earned Per Year (Pro-rata)
0 - 5	6.666	Two weeks
5+ - 10	10.0	Three weeks
10+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full-time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of three weeks' vacation [pro-rated] for the first year of employment with the Town. Employees commencing employment with three weeks per year will be required to complete five years of service before ascending to the next band in the vacation schedule chart.

(3) Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. The employee must have the Department Head's approval to take any portion of a

prior year's unused vacation in addition to the days earned in the current fiscal year.

(4) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(5) In the event of termination of employment other than for cause, the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

(6) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) Full-Time employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at professional and/or educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree... $ 800.00
Bachelors Degree.. $1,200.00
Masters Degree..... $1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board, and shall be submitted as documentation for accounts payable.

(2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan for Full-Time employees only.

SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

a. A Part-Time employee may work 20 hours or more per week for a period of no longer than one month if requested by their Department Head due to exigent circumstances, or for longer if approved by the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.

b. Department Heads may submit requests for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding. The Personnel Board shall entertain such requests at the first available opportunity.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence or retirement of a Department Head for three consecutive weeks, the Board of Selectmen or appropriate board or commission may appoint an "Acting" Department Head to serve for a period ofnot more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Board of Selectmen or other appropriate board or commission for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation. For purposes of this section, Election Workers and Wardens shall not be considered "employees of the Town."

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern.

c. The Board shall meet annually in July and organize by the choice of a Chair and Clerk. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the

Board.

e. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. Not later than six (6) months prior to Annual Town Meeting, the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented by a signed petition to, and acted upon by, the Personnel Board. Upon receipt of such a written petition, the Board, after giving the petitioner(s), the Department Head(s) and the affected employee(s) at least two weeks' written notice, shall hold a hearing to consider the proposed amendment. If the Personnel Board approves of any proposed amendment, it shall bring it before the next available Special or Annual Town Meeting for its consideration. If the Personnel Board disapproves any proposed amendment or shall fail to act thereof within fifteen days after the hearing (which failure shall be deemed disapproval), the petitioner(s) may the present the petition to the next available Town Meeting for its consideration. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

POSITION TITLE	PAY GRADE
DEPARTMENT HEADS & MANAGEMENT STAFF	
Superintendent of Public Works*	9
Finance Director/Treasurer-Collector*	
Assistant Town Administrator	8
Director of Facilities	
Library Director	
Building Commissioner	
IT Manager	
Police Lieutenant	
Town Accountant*	
Director, Council on Aging	
Principal Assessor*	
Conservation Agent	7
Director, Youth & Family Services	
Director of Recreation	
Town Planner	
SUPERVISORS & TECHNICAL STAFF	
Assistant Town Clerk	6
Assistant Director, Youth & Family Services	
Outreach Coordinator	
Assistant Library Director	
Police Business Administrator	
Program Manager, COA	
Business Administrator II	5
Children's Librarian	
Staff Engineer	
Executive Assistant to the Board of Selectmen	
Program Coordinator	
Deputy Assessor	
Business Administrator I	4
Maintenance Technician	
Assistant Treasurer/Collector	
Assistant Town Accountant	

ADMINISTRATIVE & SUPPORT STAFF	
Administrative Assistant	3
Senior Library Assistant	
Library Assistant	2
Maintenance Mechanic	
Maintenance Custodian	1

*when not under contract

Rates for Full-Time Positions

Grade	Minimum		Midpoint		Maximum	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
1	$39,236	$18.86	$45,149	$21.71	$51,063	$24.55
2	$42,178	$20.28	$48,505	$23.32	$54,832	$26.36
3	$45,341	$21.80	$52,143	$25.07	$58,945	$28.34
4	$50,446	$24.25	$59,274	$28.50	$68,103	$32.74
5	$54,230	$26.07	$63,719	$30.63	$73,209	$35.20
6	$58,297	$28.03	$68,498	$32.93	$78,700	$37.84
7	$70,063	$33.68	$84,077	$40.42	$98,089	$47.16
8	$82,325	$39.58	$98,790	$47.50	$115,255	$55.41
9	$96,731	$46.51	$116,077	$55.81	$135,424	$65.11

SCHEDULE B: [RESERVED FOR FUTURE USE]

SCHEDULE C: PART-TIME HOURLY GRADED

POSITIONS

Election Worker....1
Library Page....1

Election Warden....2
Seasonal Laborer....2
Custodian....2
Library Technician....2

Library Associate....3
Administrative Assistant....3
Police Dispatcher....3

Technical Specialist....4
Business Assistant....4
Economic Development Coordinator....4

Electrician....5
Nurse....5
Public Health Director*....5

*when not under contract

Rates for Part-Time Positions

Grade	Minimum		Maximum	
	Hourly	Annual*	Hourly	Annual*
1	$11.44	$23,802	$14.56	$30,288
2	$12.48	$25,964	$17.69	$36,795
3	$18.73	$38,957	$26.02	$54,111
4	$22.89	$47,604	$32.25	$67,083
5	$29.13	$60,597	$43.69	$90,885

**This represents the annualized rate if a Part-Time employee worked a 40 hour week; however, under this Bylaw, Part-Time employees work 20 hours or less per week.*

Municipalities are subject to the federal minimum wage law, not the state law.

SCHEDULE D: FIRE DEPT POSITIONS (not covered by Collective Bargaining Agreement)

Probationary EMR, EMT or Basic Firefighter	$00.00 / hr.
Emergency First Responder (EMR)	$15.00 / hr.
EMT or Firefighter I	$19.00 / hr.
Advanced EMT or Firefighter I/II-EMT	$23.00 / hr.
Paramedic or Firefighter I/II – Advanced EMT	$25.00 / hr.
Firefighter I/II – Paramedic	$27.00 / hr.

Details. On any occasion that the Fire Chief determines that public safety is at risk (fire watches, pyrotechnic displays, pyrotechnic blasting for construction, etc.) and calls for a detail consisting of a Firefighter or Firefighters [not covered by any other collective bargaining agreement] to stand-by during any of these situations to monitor for fire, explosion, or any other possible hazard, the person or persons assigned to the detail will be compensated in the following manner:
$50.00 per hour
$56.00 per hour/ for week-end or holiday

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent $8,000
Clerk, Board of Registrars $1,638.33
Emergency Management Coordinator $2,000
Energy Management Stipend $6,000
Registrar of Voters $205.66
Tree Warden $4,000
Veterans' Agent and Director of Veterans' Services $15,000

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Camp Counselor 1

Program Aide (1:1 Support) 2
Program Supervisor 2
Camp Supervisor 3
Camp Assistant Supervisor 3
Assistant Coach 3
Head Coach 3
Program Instructor 4

Rates for Recreation Seasonal Personnel
(Same as Schedule C)

Grade	Minimum		Maximum	
	Hourly	Annual*	Hourly	Annual*
1	$11.44	$23,802	$14.56	$30,288
2	$12.48	$25,964	$17.69	$36,795
3	$18.73	$38,957	$26.02	$54,111
4	$22.89	$47,604	$32.25	$67,083
5	$29.13	$60,597	$43.69	$90,885

**This represents the annualized rate if a Part-Time employee worked a 40 hour week; however, under this Bylaw, Part-Time employees work 20 hours or less per week.*

Municipalities are subject to the federal minimum wage law, not the state law.

SCHEDULE G: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Board of Selectmen and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

*Increases in salary for long term employees will be considered case by case by Personnel Board.

SCHEDULE H: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually on the anniversary of the employee's Start Date

After 5 years $400
After 10 years $600
After 15 years $700
After 20 years $850
After 25 years $1,000
After 30 years $1,200
After 40 years $1,500

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

DRAFT

ARTICLE 6: To see if the Town will vote to transfer a sum of money between and among various accounts for the fiscal year ending June 30, 2021, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: At Town Meeting
Summary: *This article is intended to address any unexpected or unusual funding needs for the current fiscal year via transfers between accounts.*

ARTICLE 7: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2022, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

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110-119 Legislative

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
114 MODERATOR						
51000-51990 Personal Services	50	50	50			
52000-58990 Other Charges and Expenses	0		25	100	100	
MODERATOR TOTAL	50	50	75	100	100	33.33%

120-129 Executive

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
121 ELECTED BOARD OF SELECTMEN						
51000-51990 Personal Services	3,800	3,200	4,000	4,000	4,000	
ELECTED BOARD OF SELECTMEN TOTAL	3,800	3,200	4,000	4,000	4,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
122 BOARD OF SELECTMEN						
51000-51990 Personal Services	381,878	399,825	393,802	413,517	413,517	
52000-58990 Other Charges and Expenses	74,567	45,715	58,488	46,413	46,413	
BOARD OF SELECTMEN TOTAL	456,445	445,540	452,290	459,930	459,930	1.69%

130-149 Financial Administration

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
131 ADVISORY COMMITTEE						
52000-58990 Other Charges and Expenses	180	730	2,500	2,500	2,500	
ADVISORY COMMITTEE TOTAL	180	730	2,500	2,500	2,500	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
132 RESERVE FUND						
52000-58990 Other Charges and Expenses	152,853	151,422	180,000	180,000	180,000	
RESERVE FUND TOTAL	152,853	151,422	180,000	180,000	180,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
135 TOWN ACCOUNTANT						
51000-51990 Personal Services	143,345	148,588	168,755	157,966	157,966	
52000-58990 Other Charges and Expenses	3,473	778	1,880	2,820	2,820	
TOWN ACCOUNTANT TOTAL	146,818	149,366	170,635	160,786	160,786	-5.77%

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BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
136 AUDIT						
52000-58990 Other Charges and Expenses	26,000	34,350	28,010	52,515	52,515	
AUDIT TOTAL	26,000	34,350	28,010	52,515	52,515	87.49%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
140 ELECTED BOARD OF ASSESSORS						
51000-51990 Personal Services	2,250	2,250	2,250	2,250	2,250	
ELECTED BOARD OF ASSESSORS TOTAL	2,250	2,250	2,250	2,250	2,250	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
141 ASSESSORS						
51000-51990 Personal Services	171,757	176,680	180,764	186,198	186,198	
52000-58990 Other Charges and Expenses	33,273	34,481	55,045	56,050	56,050	
ASSESSORS TOTAL	205,030	211,160	235,809	242,248	242,248	2.73%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS RECOMM*	Percent Inc./Decr.
145 TREASURER/COLLECTOR						
51000-51990 Personal Services	204,732	213,007	220,702	226,366	226,366	
52000-58990 Other Charges and Expenses	12,152	10,168	8,894	8,970	8,970	
TREASURER/COLLECTOR TOTAL	216,884	223,175	229,596	235,336	235,336	2.50%

150-159 Operations Support

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
151 LEGAL						
52000-58990 Other Charges and Expenses	100,000	106,725	95,000	95,000	95,000	
LEGAL TOTAL	100,000	106,725	95,000	95,000	95,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
152 PERSONNEL BOARD						
51000-51990 Personal Services	1,369	3,000	5,000	5,000	5,000	
52000-58990 Other Charges and Expenses	7,397	4,388	16,700	8,350	8,350	
PERSONNEL BOARD TOTAL	8,766	7,388	21,700	13,350	13,350	-38.48%

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BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
153 SPECIAL LEGAL COUNSEL						
52000-58990 Other Charges and Expenses	54,688	51,676	50,000	50,000	50,000	
SPECIAL LEGAL COUNSEL TOTAL	54,688	51,676	50,000	50,000	50,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
154 MUNICIPAL TECNOLOGY COMMITTEE						
52000-58990 Other Charges and Expenses	0	0	1,000	1,000	1,000	
MUNI. TECHNOLOGY COMMITTEE TOTAL	0	0	1,000	1,000	1,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
155 TECHNOLOGY						
51000-51990 Personal Services	96,446	99,615	128,745	226,299	226,299	
52000-58990 Other Charges and Expenses	214,351	286,422	220,474	241,986	241,986	
MANAGEMENT INFORMATION SYSTEMS TOTAL	310,797	386,037	349,219	468,285	468,285	34.09%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
159 OTHER OPERATION SUPPORT						
52000-58990 Other Charges and Expenses	352,868	380,965	400,000	416,690	416,690	
OTHER OPERATION SUPPORT TOTAL	352,868	380,965	400,000	416,690	416,690	4.17%

160-169 Licensing and Registration

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
160 ELECTED TOWN CLERK						
51000-51990 Personal Services	83,064	83,064	87,695	90,151	90,151	
TOWN CLERK TOTAL	83,064	83,064	87,695	90,151	90,151	2.80%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
161 TOWN CLERK						
51000-51990 Personal Services	124,516	119,683	131,246	111,465	111,465	
52000-58990 Other Charges and Expenses	83,269	55,455	48,267	44,010	44,010	
TOWN CLERK TOTAL	207,785	175,138	179,513	155,475	155,475	-13.39%

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170-189 Land Use and Development

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
171 CONSERVATION COMMISSION						
51000-51990 Personal Services	55,115	68,891	70,252	72,283	72,283	
52000-58990 Other Charges and Expenses	13,886	20,836	31,235	36,265	36,265	
CONSERVATION COMMISSION TOTAL	69,001	89,728	101,487	108,548	108,548	6.96%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
175 PLANNING BOARD						
51000-51990 Personal Services	109,691	137,001	143,668	147,744	147,744	
52000-58990 Other Charges and Expenses	41,236	21,333	27,720	28,120	28,120	
PLANNING BOARD TOTAL	150,927	158,334	171,388	175,864	175,864	2.61%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
176 ZONING BOARD OF APPEALS						
51000-51990 Personal Services	27,426	20,510	22,854	23,506	23,506	
52000-58990 Other Charges and Expenses	5,601	824	3,200	3,200	3,200	
ZONING BOARD OF APPEALS TOTAL	33,027	21,334	26,054	26,706	26,706	2.50%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
177 OPEN SPACE						
52000-58990 Other Charges and Expenses	1,500	1,964	2,000	2,000	2,000	
OPEN SPACE TOTAL	1,500	1,964	2,000	2,000	2,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS RECOMM	Percent Inc./Decr.
182 ECONOMIC DEVELOPMENT COMMITTEE						
51000-51990 Personal Services	24,712	25,100	26,563	27,416	27,416	
52000-58990 Other Charges and Expenses	9,263	3,136	14,900	14,900	14,900	
ECONOMIC DEVELOPMENT COMMITTEE TOTAL	33,975	28,236	41,463	42,316	42,316	2.06%

190-199 Other

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE						
51000-51990 Personal Services	311,905	333,026	367,668	377,886	377,886	
52000-58990 Other Charges and Expenses	222,279	170,962	180,246	205,550	205,550	
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	534,184	503,988	547,914	583,436	583,436	6.48%

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BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
193 PUBLIC ACCESSIBILITY COMMITTEE						
51000-51990 Personal Services	0	0	0	0	0	
52000-58990 Other Charges and Expenses	0	0	2,500	2,500	2,500	
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	0	0	2,500	2,500	2,500	0.00%

200-299 PUBLIC SAFETY

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
210 POLICE DEPARTMENT						
51000-51990 Personal Services	1,912,130	1,987,889	2,183,710	2,335,472	2,335,472	
52000-58990 Other Charges and Expenses	134,101	133,034	130,400	151,124	151,124	
POLICE DEPARTMENT TOTAL	2,046,231	2,120,924	2,314,110	2,486,596	2,486,596	7.45%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
220 FIRE DEPARTMENT						
51000-51990 Personal Services	1,941,336	1,990,988	2,091,759	2,126,887	2,126,887	
52000-58990 Other Charges and Expenses	210,404	213,769	215,150	251,136	251,136	
FIRE DEPARTMENT TOTAL	2,151,740	2,204,758	2,306,909	2,378,023	2,378,023	3.08%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
241 BUILDING DEPARTMENT						
51000-51990 Personal Services	114,742	145,928	149,584	153,546	153,546	
52000-58990 Other Charges and Expenses	39,200	3,352	7,425	10,925	10,925	
BUILDING DEPARTMENT TOTAL	153,942	149,280	157,009	164,471	164,471	4.75%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
291 CIVIL DEFENSE						
51000-51990 Personal Services	2,926	2,926	2,926	2,926	2,926	
52000-58990 Other Charges and Expenses	6,422	8,224	7,092	7,225	7,225	
CIVIL DEFENSE TOTAL	9,348	11,150	10,018	10,151	10,151	1.33%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR						
52000-58990 Other Charges and Expenses	27,592	27,752	28,490	28,490	28,490	

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ANIMAL CONTROL OFF. & ANIMAL INSP.						
TOTAL	27,592	27,752	28,490	28,490	28,490	0.00%

400-499 PUBLIC WORKS & FACILITIES

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
400, 420 DEPT. OF PUBLIC WORKS						
(Highway, Cemetery, Tree)						
51000-51990 Personal Services	916,585	913,865	1,000,555	1,019,717	1,019,717	
52000-58990 Other Charges and Expenses	1,330,150	1,356,841	1,389,820	1,472,750	1,472,750	
DEPT. OF PUBLIC WORKS TOTAL	2,246,735	2,270,707	2,390,375	2,492,467	2,492,467	4.27%

500-599 HUMAN SERVICES

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
510 ELECTED BOARD OF HEALTH						
51000-51990 Personal Services	0	0	450	450	450	
ELECTED BOARD OF HEALTH TOTAL	0	0	450	450	450	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
512 BOARD OF HEALTH						
51000-51990 Personal Services	106,820	112,380	112,887			
52000-58990 Other Charges and Expenses	54,262	49,997	57,830			
BOARD OF HEALTH TOTAL	161,082	162,377	170,717	360,624	360,624	111.24%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
541 COUNCIL ON AGING						
51000-51990 Personal Services	258,083	261,078	277,842	288,027	288,027	
52000-58990 Other Charges and Expenses	57,881	31,778	58,785	59,815	59,815	
COUNCIL ON AGING TOTAL	315,964	292,857	336,627	347,842	347,842	3.33%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS RECOMM*	Percent Inc./Decr.
542 YOUTH COMMISSION						
51000-51990 Personal Services	141,070	179,325	223,826	237,498	237,498	
52000-58990 Other Charges and Expenses	9,072	7,086	14,292	12,500	12,500	
YOUTH COMMISSION TOTAL	150,142	186,411	238,118	249,998	249,998	4.99%

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BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
543 VETERANS' SERVICES						
51000-51990 Personal Services	15,000	15,000	15,000	15,000	15,000	
52000-58990 Other Charges and Expenses	24,319	17,370	20,845	20,845	20,845	
VETERANS' SERVICES TOTAL	39,319	32,370	35,845	35,845	35,845	0.00%

600-699 CULTURE & RECREATION

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
610 LIBRARY						
51000-51990 Personal Services	383,123	401,122	425,177	437,098	437,098	
52000-58990 Other Charges and Expenses	137,402	126,815	131,445	136,231	136,231	
LIBRARY TOTAL	520,525	527,936	556,622	573,329	573,329	3.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
630 RECREATION COMMISSION						
51000-51990 Personal Services	124,478	127,881	138,362	143,281	143,281	
52000-58990 Other Charges and Expenses	9,900	12,681	9,900	10,258	10,258	
RECREATION COMMISSION TOTAL	134,378	140,562	148,262	153,539	153,539	3.56%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
691 HISTORICAL COMMISSION						
52000-58990 Other Charges and Expenses	3,500	2,460	2,500	3,362	3,362	
HISTORICAL COMMISSION TOTAL	3,500	2,460	2,500	3,362	3,362	34.48%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
692 MEMORIAL DAY						
52000-58990 Other Charges and Expenses	2,432	3,147	3,000	3,150	3,150	
MEMORIAL DAY TOTAL	2,432	3,147	3,000	3,150	3,150	5.00%

700-799 DEBT SERVICE

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
DEBT PRINCIPAL AND DEBT INTEREST						

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0100-710-59100 Principal General Fund	2,602,060	2,397,976	2,352,547	2,391,470	2,391,470	
0100-751-59150 Interest General Fund	575,634	915,970	1,003,977	933,652	933,652	
DEBT PRINCIPAL AND DEBT INTEREST TOTAL	3,177,694	3,313,946	3,356,524	3,325,122	3,325,122	-0.94%

900-999 UNCLASSIFIED

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
910 EMPLOYEE BENEFITS						
51700 Police/Fire Accident and Workers' Comp.	231,685	236,745	243,223	249,368	249,368	
51710 Unemployment Payments	4,350	8,743	29,578	30,000	30,000	
51720 Health Insurance	4,611,357	4,962,465	5,207,585	5,283,905	5,283,905	
51730 Retirement Fund	1,777,093	1,958,833	2,170,625	2,321,536	2,321,536	
51740 Life Insurance	5,669	5,124	5,297	5,215	5,215	
51750 Flexible Spending Account	7,551	6,757	7,440	7,250	7,250	
51770 Medicare	347,606	357,372	375,970	378,579	378,579	
51780 Dental Insurance	225,444	217,860	236,306	248,964	248,964	
51785 Medicare B Penalty	17,644	17,985	17,750	17,040	17,040	
59660 Transfer to OPEB Trust	250,000	250,000	250,000	0	0	
EMPLOYEE BENEFITS TOTAL	7,478,399	8,021,884	8,543,774	8,541,857	8,541,857	0.0%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
930 BUDGET CAPITAL						
POLICE: CRUISERS (2)						
LIBRARY: NEW ROOF (ENG & INSTALLATION)						
POLICE: TASER PROGRAM			*49,507*			
BUILDING: INSPECTOR VEHICLE						
FIRE: CHIEF VEHICLE C20						
DPW: TREE MAINT FUNDING						
DPW: EQUIPMENT TRAILER 2006 REPLACEMENT						
52000-58990 Other Charges and Expenses	324,343	306,350				
BUDGET CAPITAL TOTAL	324,343	306,350	49,507	0	0	-100.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
941 COURT JUDGMENTS						
57600 Court Judgments	220,659	225,000	225,000	229,900	229,900	
COURT JUDGMENTS TOTAL	220,659	225,000	225,000	229,900	229,900	2.18%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent

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BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
945 LIABILITY INSURANCE						
52000-58990 Other Charges and Expenses	267,230	272,340	284,595	297,402	297,402	
LIABILITY INSURANCE TOTAL	267,230	272,340	284,595	297,402	297,402	4.50%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
300 ELECTED SCHOOL COMMITTEE						
51000-51990 Personal Services	500	100	500	500	500	
ELECTED SCHOOL COMMITTEE TOTAL	500	100	500	500	500	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
301 SOUTHBOROUGH SCHOOLS						
REGULAR DAY PROGRAMS						
Administration	610,997	642,676	689,509	719,453	719,453	
Instruction	10,978,287	11,310,744	11,465,585	11,987,962	11,987,962	
Other Student Services	845,086	826,273	834,340	868,543	868,543	
Operation and Maintenance Buildings	1,691,826	1,680,550	1,596,094	1,692,794	1,692,794	
Fixed Charges	4,100	4,100	4,100	2,150	2,150	
Contractual Obligation	0	0				
REGULAR DAY PROGRAMS TOTAL	14,130,296	14,464,343	14,589,628	15,270,902	15,270,902	
SPECIAL EDUCATION PROGRAMS						
Administration	17,800	18,500	18,000	18,500	18,500	
Instruction	4,631,617	4,886,531	4,898,567	5,028,610	5,028,610	
Other Student Services	510,608	578,500	445,000	506,000	506,000	
Operation and Maintenance Buildings	4,500	5,000	4,000	4,000	4,000	
Programs, Other Systems in Massachusetts	1,111,165	868,000	1,190,600	818,362	818,362	
Programs, Member of Collaborative	0	0	90,680	88,060	88,060	
SPECIAL EDUCATION TOTAL	6,275,690	6,356,531	6,646,847	6,463,532	6,463,532	
GRAND TOTAL OPERATING BUDGET	**20,405,986**	**20,820,874**	**21,236,475**	**21,734,434**	**21,734,434**	2.34%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
302 ALGONQUIN REGIONAL HIGH SCHOOL						
REGULAR DAY PROGRAMS						
Administration	663,443	688,349	744,395	788,415	788,415	
Instruction	11,509,251	11,440,824	11,613,305	11,871,456	11,871,456	

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Other Student Services	2,003,707	2,029,191	2,023,745	2,034,337	2,034,337	
Operation and Maintenance Buildings	1,702,050	1,736,088	1,768,150	1,814,368	1,814,368	
Fixed Charges	3,620,778	3,875,748	4,049,667	4,274,119	4,274,119	
New Equipment	155,200	26,000	16,500	0	0	
Tuition, Other Public Schools	290,000	290,000	240,000	240,000	240,000	
Contractual Obligation	0	0	0	0	0	
REGULAR DAY PROGRAMS TOTAL	19,944,429	20,086,200	20,455,762	21,022,695	21,022,695	
SPECIAL EDUCATION PROGRAMS						
Administration	9,300	16,800	17,300	18,600	18,600	
Instruction	2,271,114	2,504,494	2,794,608	2,852,854	2,852,854	
Other Student Services	251,280	253,780	259,280	260,280	260,280	
Operation and Maintenance Buildings	2,000	2,000	2,000	2,000	2,000	
Fixed Charges	1,595	1,595	1,595	1,595	1,595	
Programs, Other Systems in Massachusetts	479,180	840,979	424,279	813,679	813,679	
Programs, Member of Collaborative	124,060	69,600	177,256	5,000	5,000	
SPECIAL EDUCATION TOTAL	3,138,529	3,689,248	3,676,318	3,954,008	3,954,008	
GRAND TOTAL OPERATING BUDGET	**23,082,958**	**23,775,448**	**24,132,080**	**24,976,703**	**24,976,703**	3.50%

	NON EXEMPT	EXEMPT	TOTAL			Percent Inc./Decr.
FY 2021 SOUTHBOROUGH ASSESSMENT	**7,541,363**	**397,404**	**7,938,767**			2.21%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL						
Southborough Operating Assessment	329,255	293,357	349,405	399,957	399,957	
Renovation Project - Capital Assessment	38,417	37,405	36,393	36,393	36,393	
SOUTHBOROUGH ASSESSMENT	367,672	330,762	385,798	436,350	436,350	13.10%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL						
Tuition/Transportation Assessment	0	0	44,634	44,634	44,634	
NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL TOTAL	0	0	44,634	44,634	44,634	0.00%

Proposed by: BOARD OF SELECTMEN

Summary: *See budget report including Advisory Committee and Board of Selectmen's FY22 recommendations. If the Advisory Committee recommendation differs from that of the Board of Selectmen, it shall be noted in that departmental budget.*

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ARTICLE 8: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2022, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

BUDGET NAME	FY 2019	FY 2020	FY 2021	FY 2022	PERCENT
WATER - PUBLIC WORKS	**ACTUAL**	**ACTUAL**	**BUDGET**	**REQUEST**	**(+) or (-)**
51000-51990 Personal Services	339,522	352,225	355,405	368,506	
52000-58990 Other Charges & Expenses	1,229,247	1,307,495	1,341,950	1,855,950	
59100 Debt Principal Water	290,000	410,000	340,000	344,408	
59150 Debt Interest Water	107,604	135,978	142,490	111,526	
59510 Indirect Costs	90,000	131,239	160,847	204,695	
Capital Equipment - Lease					
Hook Lift Truck	-	-	-	9,169	
Pick-Up Diesel Truck F-350	-	-	-	10,697	
TOTAL WATER - PUBLIC WORKS	2,056,373	2,336,937	2,340,692	2,904,951	24.11%

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates, which supports all aspects of the department's operation. The first year of funding for those capital items that are being leased for use by the Water Department, in whole or in part, are included in this budget.*

Hook Lift Truck - This item will replace a 2002 version. This truck is critical to a variety of operations throughout the year. It was scheduled to be replaced in the last fiscal year in the event of a Fall Town Meeting. The truck that it is replacing is currently sitting idle and is no longer on the road and was not used during the last winter plow season. This portion represents the amount to come out of the water fund.

Pick-Up Diesel Truck F-350 - This item will replace a 2011 version of the same make/model. This truck is used by DPW water staff on a daily basis to carry out their duties.

ARTICLE 9: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article. The funding amount has been the same each year since 2015, and is not changing for FY22.*

ARTICLE 10: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

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	Description	Request	Levy	Other Funds
A.	LIBRARY: Interior Renovations, Floor Coverings and Painting	$115,000	$115,000	
B.	TOWN HOUSE: Bathroom Renovation	$ 40,000	$ 40,000	
C.	DPW: Chipper	$ 30,000	$ 30,000	
D.	DPW: Equipment Trailer Replacement	$ 12,000	$ 12,000	
E.	DPW: Road Maintenance	$325,000	$325,000	
F.	FIRE: Thermal Imaging Cameras	$ 30,000	$ 30,000	
G.	FIRE: Fire Hose & Nozzle Replacement	$ 20,000	$ 20,000	
H.	FIRE: Turnout Gear Fund	$ 40,000	$ 40,000	
I.	INFORMATION TECHNOLOGY: Server and Storage	$ 40,000	$ 40,000	
J.	POLICE: Defibrillators	$ 18,200	$ 18,200	
K.	POLICE: Police Cruisers (2)	$101,000	$101,000	

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary:
A. This item will provide the funds needed to replace various sections of floor coverings installed in the late 1980's, repaint interior walls, and make upgrades to interior finish surfaces on the upper level of the Southborough Library;
B. This item will provide the funds needed for the purpose of renovating the men's and/or women's restroom at the Southborough Town House. Elements of renovation work will include tile replacement, installation of new privacy components, and plumbing upgrades in the subject restroom, which has not had any major betterments for over 40 years;
C. This item will replace a chipper that is beyond its useful life. The chipper is used in both emergency and non-emergency situations by DPW crews;
D. This item will replace an equipment trailer purchased in 2006. The current trailer no longer meets the standards needed to carry the weight of the equipment towed around on the trailer;
E. These funds are for public roadway, sidewalks and walkway maintenance, repair and construction throughout town. These are expended in conjunction with Chapter 90 roadway improvement funding from the Commonwealth;
F. This item will replace two (2) thermal imaging cameras carried on the fire department pumpers. These cameras are the end of their life expectancy and are critical to firefighting operations to protect life and property;
G. This item will replace miscellaneous fire hose and nozzles carried on the department's fire apparatus that is beyond its life expectancy or has failed during regular maintenance checks. This is part of an ongoing maintenance of the equipment. On average, this is replacing items that are 15 – 20 years old.
H. These funds will be used to fund an initial contribution for new and replacement fire turnout gear. These funds are anticipated to cover approximately ten full sets of turnout gear that will reach the end of their useful life in the next fiscal year. Funds expended from this item will be approved by the Capital Planning Committee based on recommendations from the Fire Chief;
I. These funds will cover any onsite or cloud infrastructure needs for municipal IT as part of a formal plan developed by the IT Manager and Municipal Technology Committee;
J. This item is for the replacement of ten (10) portable defibrillator units that are located in each of the marked patrol vehicles. The current units were purchased in 2008, and are well past their useful life expectancy of ten years;
K. This item is for the replacement of two front line cruisers nearing or over 100,000 miles (2016 Ford Taurus currently 92,088 miles, 2016 Ford Explorer currently 109,110 miles). They will be replaced with a 2021 Ford Police Interceptor Utility AWD Hybrid, and a 2021 Dodge Charger AWD gas engine. The hybrid model is eligible for Green Communities funds, which if awarded would defray the purchase price by $5,000. The anticipated gas savings with the hybrid model is $3,179, according to the manufacturer.

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ARTICLE 11: To see if the Town will vote to appropriate a sum of money to pay costs of acquiring all or a portion of the following equipment and to see if this appropriation shall be met by borrowing or otherwise, and/or authorize, under General Laws Chapter 30B, Chapter 44, Section 21C, upon the recommendation of the Board of Selectmen, the following lease purchase financing agreements for the acquisition of all or a portion of the following equipment that may be acquired through the issuance of debt under G.L. c. 44 or improvement of a capital asset the improvement of which may be financed by the issuance of debt under G.L. c. 44, the term of such agreement not to exceed the useful life of the equipment or improvement as determined by the Board of Selectmen, and to authorize the Town Administrator to enter into such agreements on behalf of the Town, and to approve appropriation for the first year payments of the agreements as stated below in the column "First Year Amount":

	Equipment	Authorized Department	Source of Appropriation	First Year Amount
A.	1 - Fire Tender 2,000 Gallon	Fire Department	FY22 Capital Budget - Ambulance Fund or Borrowing	$61,127
B.	1 - Horton Type Ambulance	Fire Department	FY22 Capital Budget - Ambulance Fund	$42,025
C.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY22 Capital Budget - General Fund	$25,215
D.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY22 Capital Budget - General Fund	$10,697
E.	1 - Fire Dept Chief Vehicle	Fire Department	FY22 Capital Budget - General Fund	$9,169

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary:
A. This item will add a Fire Tender that is capable of carrying 2,000 gallons of water to a fire scene. This is a newly proposed vehicle for the Department that will be used both in areas of town without hydrants, but also supplement operations in areas with hydrants. The Department is also seeking a grant for the acquisition of this asset. The request originated after a full operational review of the Fire Department by the Chief.
B. This item will replace a 2014 Ambulance that is used in rotation with a 2nd ambulance. This ambulance responds to approximately 500 emergencies a year. Due to the long lead time to manufacture these vehicles, this ambulance is being requested now to avoid costly repairs on the 2014 Ambulance.
C. This item will replace a 2002 version. This truck is critical to a variety of operations throughout the year. It was scheduled to be replaced in the last fiscal year in the event of a Fall Town Meeting. The truck that it is replacing is currently sitting idle and is no longer on the road and was not used during the last winter plow season. This portion represents the amount to come out of the general fund.
D. This item will replace a 2008 version of the same make/model. This truck is used by DPW staff on a daily basis to carry out their duties.
E. This item will replacement of a Fire Department SUV to be utilized by the Fire Chief. The current vehicle is a 2013 Ford Explorer which will be retained to replace the Facilities Director's vehicle (2003 Ford Crown Victoria). The Fire Department SUV is used for department business, emergency response, and as a mobile incident command post. This item will purchase and appropriately equip a Chevrolet Tahoe 4-wheel drive SUV or equivalent.

ARTICLE 12: To see if the Town will vote to raise and appropriate the sum of $5,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:

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Advisory Committee Recommendation: Support
Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

ARTICLE 13: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Advisory Committee as requested, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

ARTICLE 14: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2022:

1. Immunization/emergency dispensing clinic; $12,000.
2. Inspectional services; $100,000.
3. 9-11 Field Maintenance; $100,000.
4. Wetland Protection; $30,000.
5. Hazardous materials; $75,000.
6. CPR classes; $6,500.
7. Community garden; $2,500.
8. Recreation programs; $400,000.
9. Tobacco Control Program; $4,000.
10. Golf Course maintenance; $30,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 15: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2022 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer's projections)…….. $386,300
State Match (projected FY2022 State match)……..…….. $ 75,275
FY2021 State Match Adjustment……. $ 49,976
Total Projected Revenue…….. $511,551

Set Aside- Open Space

$51,155 to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation

$51,155 to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

Set Aside – Community Housing

$51,155 to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Administrative Costs – Community Preservation Committee

$25,578 to defray the administrative and operating expenses of the Community Preservation Committee in FY2022 for the Community Preservation Fund

, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *The budget and set asides are an annual requirement under the Community Preservation Act.*

ARTICLE 16: To see if the Town will vote to appropriate $82,938 to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation from the CPA FY2022 estimated CPA annual revenue. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article is the Community Preservation Fund payment towards the FY2022 debt funding for the Preservation Restriction of 84 Main Street as approved at the 2016 Annual Town Meeting.*

ARTICLE 17: To see if the Town will vote to appropriate $13,033 towards FY21 Interest for the renovation and restoration of the Historic Southborough Library building from the Historic Reserve Fund; and to also vote to appropriate $71,705 to be applied towards the FY22 bond payment for the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. $38,122 from the CPA Historic Preservation Reserve Fund and $33,583 from the FY21 CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article is the Community Preservation Fund payment toward the debt funding for the renovation and restoration of the Historic Southborough Library as approved at the 2019 Annual Town Meeting.*

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ARTICLE 18: To see if the Town will vote to appropriate $238,750 from the CPA Fund FY2021 Budgeted Reserve for the renovation and restoration of Kallander Field, located on Kallander Drive in Southborough (Parcel ID 56-0000-012-0) for recreation purposes as requested by the Recreation Department. This consists of $210,100 in project costs and an additional $28,650 in contingency funding. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *Under the direction of the Recreation Director Tim Davis and the Southborough Recreation Department, said funds will be used to restore and renovate Kallander Field, to address significant drainage issues that plague the field.*

ARTICLE 19: To see if the Town will vote to appropriate $300,000 for the restoration and preservation of the Historic St. Mark's Bell Tower located at 27 Main Street Southborough for Historic purposes. $23,061.76 from the CPA Historic Preservation Reserve Fund and $276,938.24 from FY21 CPA Fund Balance. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *Under the direction of the St. Mark's Building Committee said funds will be used to restore and preserve the St. Marks Bell Tower in conformance with a Preservation Restriction held by the Massachusetts Historical Commission. The goal is to preserve St. Mark's Bell Tower for many future generations of Southborough residents to enjoy. Built in 1891 on land donated by Joseph Burnett, the tower has fallen into major disrepair over the years. Issues include water penetration, unevenly faced stones, cracked mortar joints, and stone slippage. Without restoration of the tower, the historic viewscape of our town will be forever changed. Satisfying the Community Preservation Act goal to preserve and maintain historic landmarks, this project would preserve the tower and keep its historical significance. St. Mark's Church is part of the Southborough Historical Commission project to add downtown Southborough to the State and National Register of Historic Places. The tower restoration project strictly falls under historic preservation and does not contain any religious depiction. This $300,000 request is for partial funding of total project costs of $565,000 with remainder raised by St. Mark's.*

ARTICLE 20: To see if the Town will vote, pursuant to Mass. General Laws in Chapter 44, as amended, Chapter 44B, or any other enabling authority, to appropriate and borrow a sum of money not to exceed the amount of two million, thirty thousand dollars ($2,030,000) for historic restoration of the Southborough Town House, including costs incidental or related thereto, for a period of twenty (20) years, excluding the term of any temporary loans issued and in anticipation therefor, and allow the Treasurer to apply the net premium and any accrued interest to the costs of the project and reduce the amount authorized to be borrowed for the project by like amount.

Additionally to appropriate two hundred eight thousand, two hundred eighty-four dollars ($208,284) with one hundred ninety-two thousand, six hundred and nine dollars ($192,609) from the FY22 estimated CPA annual revenues and fifteen thousand, six hundred seventy-five dollars ($15,675) from the 2021 CPA Fund Balance for a total project cost of two million, two hundred thirty eight thousand, two hundred eighty four dollars ($2,238,284) for historic preservation purposes.

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This consists of $1,986,644 for historic preservation /restoration project costs and $251,640 contingency funding, for the Southborough Town House Exterior Preservation and Restoration Project, as requested by the Southborough Facilities Department for historic purposes. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44 §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

And to further authorize the Board of Selectmen and/or a qualified Historical Organization with the Board of Selectmen's express approval to submit on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from The Commonwealth of Massachusetts or the United States and/or any other state or federal programs including those in aid of Historic Preservation and/or any others in any way connected with the scope of this article. Said gifts or grants to be deposited in the Historic Reserve Community Preservation Fund.

The Board of Selectmen is hereby directed to grant a Perpetual Preservation Restriction on the historical exterior and windows of the Town House Building, 17 Common Street, Southborough, MA 01772 to be recorded in conformance with the requirements of Massachusetts General Laws and to enter into all agreements and execute any and all instruments as may be necessary to effect said Perpetual Preservation Restriction. The cost of the Perpetual Preservation Restriction to be paid from funds from this appropriation and the holder of the Perpetual Preservation Restriction shall be approved by a majority vote of the Community Preservation Committee.

The Town of Southborough shall retain ownership of this building in perpetuity except as authorized by a vote of the citizens at a town election with a margin of 90% approval of the total ballots cast.

Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding.

All of the work will comply with the Building and Architectural Access Board codes as applicable, the historic district review requirements, and The Secretary of the Interior's Standards for the Treatment of Historic Properties.

The Town shall prepare a draft Perpetual Preservation Restriction and submit the Perpetual Preservation Restriction to the MA Historical Commission no later than 180 days after the commencement of construction activities.

Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *Under the direction of John Parent, Southborough's Director of Facilities the Southborough Town House Exterior Preservation and Restoration Project is focused on restoring various original elements of the building structure, where deemed prudent. Projects at the Town House include window sash replacement*, exterior renovation work and roof replacement *Great care has also been taken to ensure that any replacement components will be designed in such a fashion as to authentically replicate the original components they would replace. The proposed project has been structured in a way that helps preserve the overall original appearance and integrity of the Town House, while also taking into consideration the functional needs of building occupants. The Preservation Restriction will ensure that Southborough benefits from the presence of this historic property gracing our Historic Town Center in perpetuity.*

***ARTICLE 21**:* To see if the Town will vote to appropriate $9,950 from the FY22 estimated CPA annual revenue for the Southborough History Museum Condition Assessment for historical purposes as requested by the Southborough Historical Society. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *Under the Direction of the Historical Society and with review by Southborough Facilities Department Director John Parent, the Southborough Historical Society will hire a historical architect to conduct a Condition Assessment of the historic 1859 Flagg School. The assessment will include historic paint research on the building, draw up plans and budgets for the window restoration and other relevant exterior issues such as redesigning the unsafe front and rear stairs which is needed to preserve the building into the 21st century and beyond.*

***ARTICLE 22**:* To see if the Town will vote to appropriate $47,011 from the FY22 estimated CPA annual revenue for the 1.6 mile Peninsula Trail for recreation purposes as requested by the Southborough Trails Committee (STC) with $42,737 in project costs and an additional $4,274 in contingency funding. The STC shall apply for the Massachusetts Department of Conservation and Recreation trails grant for matching funds. In the event the grant funds are not awarded, these CPA funds will be used to provide signage and install required fencing to enable use of the property. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *Under the direction of the Southborough Trails Committee (STC), said funds will be used for improvements of a 1.6 mile trail segment to close a gap in the 33-mile regional Boroughs Loop Trail (BLT) that connects the trail networks of Marlborough, Northborough, Westborough and Southborough. The trail will also be part of MWRA's Aqueduct Trail system and will serve as a future connection to Framingham's Aqueduct Trail on the east side off Pine Hill Road. The BLT is adjacent to, and intersects with, the Bay Circuit Trail, a 230-mile regional trail extending through 37 communities. Constructing this section of trail will help to close an important trail gap in Southborough and fulfill the town's commitment to complete this initiative. Parking will be available for 2-4 cars at the Rt.30/Central street location. This project consists of two components: • Wayfinding/regulatory interpretive and historical signage • Fencing to enclose the Hosmer Riser. Additionally this funding allows the STC to apply for the Massachusetts DCR trails grant to improve Trail accessibility at Route 30 and Central Street.*

***ARTICLE 23**:* To see if the Town will vote to authorize the Board of Selectmen to dispose of a parcel of land with structures thereon deemed surplus property with no further public purpose, by deed of conveyance, grant or transfer after appraisals have been obtained and upon such terms and conditions as the Board of Selectmen deem appropriate. Said parcel of land being described as follows: 21 Highland Street, having been acquired by deed dated June 26, 1911 and recorded in the Worcester Registry of Deeds at Book 1974, Page 229; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: At Town Meeting
Summary: *The former South Union School at 21 Highland Street currently houses the Recreation and Youth & Family Services departments. The building will require some significant maintenance in the coming years, including boiler and roof replacement, and exterior maintenance work which are estimated to cost in excess of $400,000. In consultation with the Capital Planning Committee, the Board of Selectmen have issued a Request for Proposals (RFP) for the disposition of the building and the property (excluding playground equipment), to determine its best value. The results of that bid process will be available in early-May, and will form the basis of the motion to be made in relation to this article.*

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ARTICLE 24: To see if the Town will vote to amend the interest rate per annum from 4% to 2% and increase the income limit (gross receipts) from $20,000 to $45,000 under the provisions of Massachusetts General Laws, Chapter 59, §5 (41A) which regulates tax deferral for homeowners 65 years or older pursuant to the authority contained in Chapter 136 of the Acts of 2005 of the General Court thereby amending M.G.L. Ch. 59, §5 (41A), or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN, BOARD OF ASSESSORS & COUNCIL ON AGING
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *The senior property tax deferral program, known as Clause 41A, allows people 65 or over to defer their property taxes until their home is sold or conveyed. This article will change the interest rate charged on "deferred tax" liens from the current 4% to 2%. It also will increase the income limits of applicants from $20,000 to $45,000.*

ARTICLE 25: To see if the Town will vote to amend Section 9-24 "Qualification of elected and appointed officials" of the Town Code, by deleting the text in its entirety, and replacing with the following:

"All elected and appointed officials shall be qualified by the Town Clerk within 30 days of their election except where a different period is specified in the General Laws. If an appointed official is not qualified in this period, his/her appointment shall terminate, and the appointing authority shall be so notified by the Town Clerk."

; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *Currently, elected and appointed officials have 15 days to be sworn in by the Town Clerk's office; this article will allow those officials additional time to be sworn in following their appointment or election. The current requirement of 15 days was found to be too limiting, as appointment dates often conflicted with the 4th of July holiday and summer vacations. The Board of Selectmen was having to reappoint certain positions multiple times due to the inability of individuals to be sworn in within the required timeframe.*

ARTICLE 26: To see if the Town will vote to amend the provisions of the Southborough Code, Chapters 41-2 9 entitled Notice of Town Meetings and § 41-26 Availability of Annual Report and Warrant by:

1) Deleting § 41-2 in its entirety and replacing it with:
A. Notice of every Town Meeting shall be given by posting attested copies of the warrant on the Town website, at the Town House, the Southborough Library, the Senior Center and the Transfer Station seven days at least before the time appointed for the Annual Town Meeting and fourteen days at least before the time appointed for a Special Town Meeting.

Creating a new section §41-2.1 entitled Location of Town Meeting
B. The warrant for an annual or special town meeting may specify that the meeting is to be held in a suitable auditorium or other facility in Southborough or in any town contiguous to Southborough. Town meeting may also vote to adjourn to such a facility if it deems appropriate.

2) Change the Title of Article III from Availability of Annual Report and Warrant to Availability of Annual Report.

3) Strike § 41-26 in its entirety and replace with:
§ 41-26 Availability of Annual Report.
At least fourteen (14) days prior to the Annual Town Meeting, the Selectmen shall place a notice on the town website and on Southborough Access Media advising that copies of the Annual Town Report are available to the public on the town website, at the Southborough Town House, at the Southborough Library and at the Southborough Senior Center.

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; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article would correct the conflicting language in Southborough Code sections 41-2 and 41-26. This article would also allow a Town Meeting to be held in any of the towns contiguous to Southborough. For example, a town meeting could be held at Algonquin Regional High School if the town were unable to hold the meeting in Southborough for any reason.*

ARTICLE 27*:* To see if the Town will accept the provisions of Chapter 41, Sec. 110A of the Massachusetts General Laws "Office hours on Saturday": "Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday."

;or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *Acceptance of this provision of the General Law would extend a voter registration deadline which occurs on a Saturday to the following Monday.*

ARTICLE 28*:* To see if the Town will vote to adopt the provisions of MGL c.90, Section 17C to allow the Board of Selectmen to reduce the statutory speed limit from 30MPH to 25MPH on any or all town-owned roadways in thickly settled or business district areas, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article provides the Selectmen with the authority to reduce speed limits on certain town-owned streets in the interest of public safety.*

ARTICLE 29: To see if the Town will vote to adopt the provisions of MGL c.90, Section 18B to allow the Board of Selectmen to establish regulatory 20MPH safety zones on public streets within the Town of Southborough in the interest of public safety, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article provides the Selectmen with the authority to establish safety zones on streets in the interest of public safety.*

ARTICLE 30*:* To see if the Town will vote to impose a .75% meals tax on the sales of restaurant meals by accepting Massachusetts General Laws, Chapter 64L, Section 2(a), or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support

Summary: *This article will require all local restaurants to charge an additional .75% in meals tax, which will come back to the Town as unallocated revenue through State Local Aid. Most other communities in our area have adopted this local option as well. The local meals tax has been identified as an additional revenue source to help alleviate increases to residential property taxes.*

ARTICLE 31: To see if the Town will vote to adopt in Chapter 9 of the General Bylaws, Article X to be entitled **"**Southborough Public Accessibility Committee", Sections 9.34 through 9.35 of the Town bylaws, the following:

Article IX Southborough Public Accessibility Committee

§9.34 Purpose

Numerous laws, statutes, policies and regulations require and/or encourage access to facilities, programs and services for all members of the public. These include, but are not limited to:

- The Americans with Disabilities Act of 1990 - 42 U.S.C. ch. 126 § 12101 et seq
- Regulations promulgated by the Massachusetts Architectural Access Board (521 CMR)
- The Voting Accessibility for the Elderly and Handicapped Act of 1984 - P.L. 98-435, 42 U.S.C. §§ 1973ee–1973ee-6
- The Individuals with Disabilities Education Act – 20 U.S.C. §§ 1400 et seq.
- The Rehabilitation Act of 1973 – USC 31-41c, 29 U.S.C. § 701 et seq
- The Architectural Barriers Act - 42 U.S.C. §§ 4151 et seq.
- Massachusetts Employment Law MGL ch 151B
- Massachusetts Public Accommodation Law - MGL ch 272
- Massachusetts Equal Rights Act - MGL Ch. 93 §§ 102
- Massachusetts Constitution Article CXIV (114)
- Massachusetts Service Animals Law – MGL Ch. 272 §§ 98A

Southborough supports a coordinated approach to monitoring and increasing public accessibility and ensuring compliance with local, state and federal requirements. In addition, it is desirable to encourage property owners to consider adopting optional policies that increase accessibility. As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for developing and implementing this coordination. It will report on status and progress to the Board of Selectmen and the Town Meeting.

§9.34.A Establishment; Membership; Qualifications

There shall be a Southborough Public Accessibility Committee ("SPAC"), which shall consist of five voting members appointed by the Board of Selectmen, plus the non-voting, ex-officio members identified below. Any non-voting, ex-officio member shall not count toward the calculation of a quorum for the SPAC for voting purposes.

Each voting member shall be a registered voter in the Town and shall not be a Town officer (where a "Town officer" means a Town official who serves in an elected position) or a Town employee (where a "Town employee" is any person holding a non-elected, paid position in the Town other than a volunteer who is deemed a Special Municipal employee solely for the purposes of MGL Chapter 268A).

The Board of Selectmen shall designate a Public Accessibility Coordinator ("Coordinator"), in consultation with the SPAC. The Coordinator shall be responsible for accepting and recording concerns, coordinating reviews, and such other duties as may be assigned.

The Building Commissioner and Coordinator shall be ex-officio members of the SPAC.

§9.34.B Appointments; Terms

Voting members shall be appointed for two-year terms. The initial appointments shall be divided between one and two-year terms, so as to establish overlapping terms.

§9.34.C Organization
The voting SPAC members shall select annually, from among themselves by majority vote, a Chairman and a Secretary.

§9.34.D Funding
The SPAC shall have a budget, as may be approved through the Town's regular budget process, for consultants and other expenses. The SPAC shall submit its projected expenses annually as input to the Town's regular budget process. Any expenditures from the SPAC budget shall require a majority vote of the SPAC, and shall be subject to the Town's policies for such expenditures.

§9.35 Powers and Duties
The SPAC Powers and Duties include, but are not limited to, the following:

- To monitor and enhance the Town's compliance with all applicable laws, statutes, policies, and regulations that require (or encourage) access to facilities, programs and services for all members of the public.
- In coordination with Town officers, departments, and other government entities, to endeavor to ensure that all Town citizens have equal access to:
  - Town government offices and communications
  - Public and commercial buildings
  - Programs
  - Goods and services
  - Transportation
  - Telecommunications, including the internet
  - Recreational facilities and programs
- To review existing and proposed facilities, programs, and projects undertaken by the Town, and to notify the responsible official or entity of its comments. The SPAC may request that other Town officials, committees, departments, and/or entities provide input to these reviews.
- To undertake public outreach and advocacy for accessibility in the Town,
- To periodically, but no less than once per calendar year, report to the Board of Selectmen and the Town Meeting on its activities and findings.
- To provide a mechanism for the public and/or any Town employee to raise concerns about the accessibility of any Town facility, service or program.
- The SPAC (or its designee) shall maintain records of such concerns and their dispositions. To the extent permissible by law, the identities of persons raising such concerns shall be confidential, unless confidentiality is waived by such person.

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article replaces the current ad-hoc Accessibility Compliance Committee with a standing committee. The existing committee was established to address the issues raised by the 1990 Americans with Disabilities Act, and was thought to be needed for a short time. In the time since, regulations in this area have increased and public demand for accessibility has increased. Since the need has persisted for several decades, a standing committee that is not limited to the ADA is the more appropriate construct.*

ARTICLE 32: To see if the Town will vote to amend the provisions of the Southborough Code, Section 9.8 and 9.12 thereof, as follows:

§ 9-8 Establishment; membership; residence requirements. [Amended 4-12-1999 STM by Art. 1; 10-21-2002 STM by Art. 7; 4-15-2008 ATM by Art. 34]
There shall be an Advisory Committee, which shall consist of nine voters of the Town. No member shall be appointed who is a Town officer, employee or member of another Town committee, appointed or elected; provided, however,

that an Advisory Committee member may ~~belong~~be appointed to: a) one ad hoc committee that is appointed by an elected board or official, or b) one other committee appointed by the Moderator, or c) one committee chartered to consider capital appropriations under the following restrictions:

A. The Advisory member's ~~participation~~ appointment is approved in advance by majority vote of the Advisory Committee excluding the member desiring to participate in the above committees.

B. The Advisory member ~~may not vote or be counted for purposes of a quorum~~ must recuse themselves during Advisory meetings when matters subject to the ~~jurisdiction of~~consideration by the above other committees are ~~presented to~~ considered by the Advisory Committee.

§ 9-12. Appointment of Chairman and Secretary.
Said Committee shall choose from its membership a Chairman, a Vice-Chairman and a Secretary.

, or act or do anything in relation thereto.

Proposed by: ADVISORY COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *The proposed article makes the following changes to the current Advisory by-law:*

§ 9-8 - Proposed article (1) reduces the number of members on the Advisory committee from nine to seven; (2) allows Advisory committee members to sit on a standing committee whose purpose is to consider capital appropriations and (3) allows all Advisory committee members to count toward a meeting quorum even when other committee matters are being considered and Advisory members also sit on that other committee. Advisory members who sit on the other committees must recuse themselves from any discussion or votes taken regarding the other committees' subject matters.

§ 9-12 –Proposed article adds the office of Vice-Chairman.

ARTICLE 33: To see if the Town will vote to adopt in Chapter 9 of the General Bylaws, a new Article IX to be entitled "Capital Improvement and Planning Committee", Sections 9-30 through 9-33 the following:

§ 9-30 Purpose.
As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for creating and maintaining a rolling ten-year Capital Plan across all government entities and will ensure consistent interpretation and execution of that plan. The Committee will work in collaboration with the various government entities that propose capital expenditures. It will report on the plan to the Town Meeting and advise Town Meeting on proposed capital expenditures.

§ 9-30.1 Establishment; membership; qualifications.
A.
There shall be a Capital Improvement and Planning Committee ("CIPC"), which shall consist of seven voting members and the two nonvoting ex-officio members identified below.
B.
Each voting member shall be a resident of the Town.
C.
The voting members shall be appointed by the Board of Selectmen.
D.
One appointed member should be a member of the Board of Selectmen and one member should be a member of the Advisory Committee.
E.
At no time should any elected or appointed board, committee or commission have more than one representative that also is appointed to CIPC.
F.

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The Town Administrator and Finance Director shall be appointed as ex-officio members and may be nonresident Town employees. The Town Administrator or Finance Director, after collaboration with the Board of Selectmen as appointing authority, may recommend that another member of the town's finance team (treasurer, assessor, or accounting departments) serve as ex-officio in their place.

§ 9-30.2 Appointments; terms; vacancies; removal.

A.

Voting members shall be appointed for three-year terms. The initial appointments shall be three members for three years, two members for two years, and two members for one year, so as to establish overlapping terms. For subsequent appointments, the appointing authority shall request that the CIPC review the qualifications of prospective appointees, but the final determination of who is selected shall rest with the appointing authority.

§ 9-30.3 Organization; meetings.

A.

The members shall select, from among themselves, a Chairperson, Vice Chairperson and a Clerk.

B.

The CIPC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.

C.

All reports and recommendations of the CIPC made to the Town shall be voted by a majority of the voting members of the CIPC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the nonvoting members.

§ 9-30.4 Funding.

The CIPC shall have a budget or warrant article for consultants and other expenses. It shall submit its projected expenses to the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the CIPC, and be subject to the Town's policies for such expenditures.

§ 9-31 Functions and definitions.

A.

Work with Town Finance Team to maintain town's 10-year capital plan. This will be achieved by regular meetings and discussions with Town Departments, Boards, and Committees that will put forward requests for Capital Funding as part of an Annual or Special Town Meeting. While this Committee will have no oversight of the annual operating budget, they need to be aware and receive regular updates of the operating budgets and other revolving or enterprise funds to ensure that capital needs are considered in an appropriate order and timing.

B.

The CIPC shall follow any capital or other financial policies adopted by the town and provide regular feedback for any potential improvements or enhancements to these policies.

§ 9-32 Project Oversight.

A.

In the absence of a formal building committee for a specific project, CIPC will serve as point of initial approval for all project expenses, change orders, and invoices. Projects falling under the oversight of the CIPC will specifically be decided as part of or immediately following any Town Meeting appropriation by a vote of the Board of Selectmen.

B.

If any elected board decides to have a separate Building Committee for any specific project, then at least one member but not more than two members of the CIPC shall be appointed.

§ 9-33 Reports

A.

Prior to any annual or special town meeting, CIPC shall provide a recommendation on any capital article to appear on the warrant. This recommendation should be communicated to both the Board of Selectmen and Advisory Committee.

, or act or do anything in relation thereto.

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Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Support
Summary: *The Capital Planning Committee has been an ad-hoc committee since March 2020. Since that time, the Committee has advised the Board of Selectmen on capital expenditures for Town Meeting, and worked collaboratively with the Finance Director and Town Administrator on the overall capital plan and funding/financing options for capital projects. Given the intention for the Committee to continue their work each year as part of the budget process, the Board of Selectmen agreed that the Committee should operate as a standing committee under the Town bylaws.*

ARTICLE 34: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Zoning Article I entitled "Miscellaneous Provisions" and Article V entitled "Nonconforming Uses and Structures" by amending thereto Section 174-9 entitled "Special Permit Requirements" and 174-19 entitled "Extensions" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

Article I: Miscellaneous provisions
§ 174-9 Special permit requirements.
[Amended 4-14-1986 ATM by Art. 46]

E. Nonconforming uses, lots and structures. Special permits may be issued for the extension**,** ~~or~~ alteration**, reconstruction or structural change** of legally nonconforming uses, structures and lots, including a change in the non-conforming use to another non-conforming use, provided that the Board of Appeals finds that such extension, alteration**, reconstruction** or **structural** change shall not be substantially more detrimental to the neighborhood, will not increase the extent of non-conformance in size or in impact and that the cost thereof shall not exceed 50% of the assessed value of the non-conforming structure at the time of application, and further provided that the estimate of the cost of any extension,~~ or~~ alteration**, reconstruction or structural change** utilized by the Board of Appeals in evaluating the above specified 50% requirement of the assessed value shall not be less than a cost estimate of such extension,~~ or~~ alteration**, reconstruction or structural change** based on a nationally recognized building cost estimate manual or system acceptable to the Zoning Board of Appeals. ~~No special permits under this subsection shall be granted for nonconforming signs subject to Chapter 93 or 93D of the General Laws.~~
[Amended 4-15-2008 ATM by Art. 38]

§ 174-19 **Extensions,** ~~or~~ alterations**, reconstruction or structural changes.**
[Amended 4-10-2000 ATM by Art. 55]

A. Nonconforming structures or uses shall not be extended**,** ~~or~~ altered**, reconstructed or structural changes made** except to make them conforming~~,~~ unless the Board of Appeals authorizes such extension**,** ~~or~~ alteration**, reconstruction or structural change** by special permit upon making findings as provided in § 174-9E.

B. ~~Single family and two family residential structures. In the following circumstances,~~ **Notwithstanding the provisions of Section A above, as provided in M.G.L. c.40A, § 6, if any proposed extension, alteration**, reconstruction**,** ~~extension~~ or structural change to a single or two-family residential **structure complies with one of the conditions set forth in subsections (1) through (5) below, such extension, alteration, reconstruction or structural change** ~~structure~~ shall not be considered an increase in the non-conforming nature of the structure and shall be permitted as of right.
[Amended 10-7-2013 STM by Art. 9]

(1) **Extension, a**~~A~~lteration**, reconstruction or structural change** to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient area~~,~~ where the alteration will also comply with all of said current requirements.~~;~~

(2) **Extension, a**~~A~~lteration**, reconstruction or structural change** to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient frontage~~,~~ where the alteration will also comply with all of said current requirements.~~;~~

(3) **Extension, a**~~A~~lteration**, reconstruction or structural change** to a structure which encroaches upon one or more required setbacks~~,~~ where the alteration will comply with all current setbacks, open lot coverage and building height requirements. The provisions of this ~~s~~**S**ubsection ~~B (3)~~ shall apply regardless of whether the lot complies with current area and frontage requirements.

(4) Extension, alteration, reconstruction or structural change to the rear, side or fascia of a structure which encroaches upon a required yard or setback area where the alteration will not encroach upon such area to a distance greater than the existing structure. The provisions of this subsection shall apply regardless of whether the lot complies with current area and frontage requirements.

(5) Extension, alteration, reconstruction or structural change to a non-conforming structure which will not increase the footprint of the existing structure providing that existing height restrictions shall not be exceeded.

In the event that the Building Commissioner determines that none of the exemptions set forth in subsections (1) through (5) apply, and the Building Commissioner determines that the non-conforming nature of such structure would be increased by the proposed extension, alteration, reconstruction or structural change, then the Board of Appeals may, by special permit, allow such extension, alteration, reconstruction or structural change where the proposed modification will not be substantially detrimental than the existing non-conforming structure to the neighborhood.

; or do or act anything in relation thereto.

Proposed by: ZONING BOARD OF APPEALS
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article proposes to amend the Special Permit Requirements and Exemptions by the addition of language for the purpose of clarity and the inclusion of exemptions to comply with current case law.*

***ARTICLE 35**:* To see if the Town will vote to amend the Zoning Code of the Town of Southborough Article III entitled "Use Regulations" by replacing thereto Section 174-12.1 thereof entitled "Outdoor illumination" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

§ 174-12.1. Outdoor illumination. [Added 4-11-2005 ATM by Art. 40]

A. Purpose. This section recognizes the benefits of outdoor lighting and provides clear guidelines for its installation, so as to help maintain and complement Southborough's character. The intent of this section is to:

(1) encourage lighting that provides safety, utility and security, **productivity, enjoyment and commerce;**

(2) prevent glare on public roadways;

(3) protect the privacy of residents;

(4) promote energy-efficient outdoor lighting;

(5) limit the total allowable illumination of lots located in the Town of Southborough; ~~to reduce atmospheric light pollution~~.

(6) minimize adverse offsite impact such as light trespass, and obtrusive light;

(7) curtail light pollution and reduce skyglow to create a healthy night-time environment for residents of Southborough

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The Planning Board is authorized to promulgate rules and regulations to carry forth the purpose and intent of these Bylaw provisions. Appropriately regulated, and properly installed, outdoor lighting will contribute to the safety and welfare of the residents of Southborough.

B. Applicability. Outdoor illumination by flood or spot luminaries rated at 900 lumens or more (which is approximately equal to one sixty-watt incandescent light bulb) or by any other luminaires rated at 1,800 lumens or more (which is approximately equal to one one-hundred-twenty-watt incandescent light bulb) shall be subject to the provisions of this section **including application to single and two-family residential lots**, with the following exceptions:

(1) emergency lighting;

(2) hazard warning;

(3) temporary decorative or holiday lighting ~~or public roadway illumination~~.

It shall also not apply to any luminaire intended solely to illuminate any freestanding sign, flag or the walls of any building, but such luminaire shall be shielded so that its direct light is confined to the surface of such sign, flag or building.

~~(1) The replacement of existing fixtures shall be subject to the provisions of this section; however, the replacement of existing nonconforming lamps or fixtures with the same or lower output nonconforming lamps or fixtures is exempted.~~

The replacement of fixtures or luminaires shall be subject to the provisions of this section and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. Non-conforming fixtures or luminaires requiring replacement for any reason (including but not limited to end of life, breakdown, vandalism) shall be replaced in compliance with this Bylaw.

~~(2)~~ The Planning Board, in performing review pursuant to § 174-10, Site plan approval, may determine that special circumstances of the site, context or design make an alternative lighting design at least equally effective in meeting the purposes of this section and, in such cases, may modify the requirements of this section.

C. Enforcement. The owner of any lot or property on which a luminaire subject to this Bylaw is located or proposed to be located shall have the burden of demonstrating that the existing or proposed luminaire complies with the standards established by this Bylaw. Violations of this Bylaw shall be subject to the provisions of the Town of Southborough Article VI entitled "Administration" Section 174-24 thereof entitled "Enforcement; procedures; violations and penalties."

D. Definitions. For the purposes of this section, the following terms shall be defined as indicated below. Although set forth here for convenience, the terms shall have the same effect as if in § 174-2 of this Bylaw.

BACKLIGHT

For an exterior luminaire is the 90-degree quarter-sphere located behind and below the light source. For luminaires with symmetric distribution, backlight will be the same as front light.

BUG RATING

A luminaire classification system that classifies backlight (B), uplight (U), and glare (G) per IES TM-15-11.

CORRELATED COLOR TEMPERATURE (CCT)

A specification of the color appearance of the light emitted by a lamp, relating its color to the color of light from a reference source when heated to a particular temperature, measured in degrees Kelvin (K).

FIXTURE

The assembly that houses a lamp or lamps, and which may include a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor, lens or diffuser lens.

FRONTLIGHT

For an exterior luminaire is the 90-degree quarter-sphere located in front and below the luminaire.

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FULL CUTOFF

A luminaire designed with an opaque shield surrounding and extending below the lamp, such that no direct light is emitted above a horizontal plane.

FULLY SHIELDED LUMINAIRE

A luminaire constructed and installed in such a manner that all light emitted by the luminaire, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal plane through the luminaire's lowest light-emitting part.

GLARE

Light emitted from a luminaire with intensity great enough to produce annoyance, discomfort or a reduction in a viewer's ability to see, and in extreme cases causing momentary blindness.

HARDSCAPE

Permanent hardscape improvements to the site including parking lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways, and non-vegetated landscaping that is 100 feet or less in width. Materials may include but are not limited to concrete, asphalt, stone, and gravel.

INDIRECT LIGHT

Light scatter caused by direct light being redirected from a surface.

LAMP

The component of a luminaire that produces the actual light.

LED (Light Emitting Diode) LAMP

An electric lamp with a much longer lifespan than incandescent lighting and low energy consumption.

LIGHT TRESPASS

The shining of direct **or indirect** light produced by a luminaire beyond the boundaries of the lot on which it is located.

LUMEN

A measure of light energy generated by a light source. One footcandle is one lumen per square foot. For purposes of this bylaw, the lumen output shall be the initial lumen output of a lamp, as rated by the manufacturer.

LUMINAIRE

A complete lighting ~~system, including a lamp or lamps and a fixture.~~ **unit (fixture), consisting of a lamp, or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply.**

LUMINAIRE LUMENS

For luminaires with relative photometry per Illuminating Engineering Society (IES), it is calculated as the sum of the initial lamp lumens for all lamps within an individual luminaire, multiplied by the luminaire efficiency. If the efficiency is not known for a residential luminaire, assume 70%. For luminaires with absolute photometry per IES LM-79, it is the total luminaire lumens. The lumen rating of a luminaire assumes the lamp or luminaire is new and has not depreciated in light output.

MOUNTING HEIGHT

The height of the photometric center of a luminaire in feet above grade level. Feet above grade level refers to the overall average grade of the area being illuminated.

UPLIGHT

For an exterior luminaire is all of the light escaping above the luminaire.

E. Lighting zones. The Lighting Zone shall determine the limitations for lighting as specified in this section.

LZ-0: No ambient lighting

Areas where the natural environment will be seriously and adversely affected by lighting. Impacts include disturbing the biological cycles of flora and fauna and/or detracting from human enjoyment

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and appreciation of the natural environment. Human activity is subordinate in importance to nature. The vision of human residents and users is adapted to the darkness, and they expect to see little or no lighting. When not needed, lighting should be extinguished.

Zoning Districts: Conservation and Research, Scientific & Professional

LZ-1: Low ambient lighting

Areas where lighting might adversely affect flora and fauna or disturb the character of the area. The vision of human residents and users is adapted to low light levels. Lighting may be used for safety and convenience but it is not necessarily uniform or continuous. After curfew, most lighting should be extinguished or reduced as activity levels decline.

Zoning Districts: Residence A and Residence B

LZ-2: Moderate ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience, but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline.

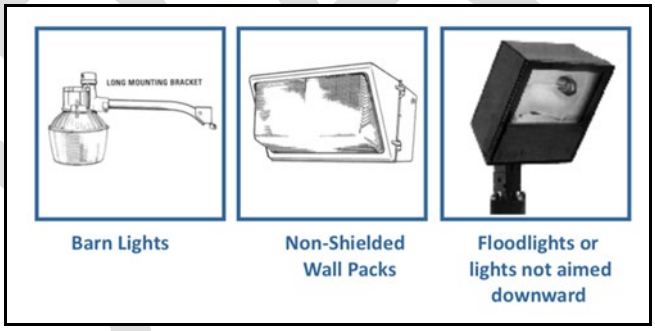
Zoning Districts: Business Village

LZ-3: Moderately high ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderately high light levels. Lighting is generally desired for safety, security and/or convenience and it is often uniform and/or continuous. After curfew, lighting may be extinguished or reduced in most areas as activity levels decline.

Zoning Districts: Business Highway, Industrial and Industrial Park

Non-shielded wall-packs, barn lights, and floodlights not aimed downward are prohibited in all zones.



F. Total site lumen limit. The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen limit shall be determined using the hardscape area and table below. For sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens. The total installed initial luminaire lumens are calculated as the sum of the initial luminaire lumens for all luminaires.

Table 1: Allowed Total Initial Lumens Per Site for Outdoor Lighting by Hardscape Method

LZ-0	LZ-1	LZ-2	LZ-3
• Conservation • Research, Scientific & Professional	• Residential A • Residential B	• Business Village	• Business Highway • Industrial • Industrial Park

0.5 lumens per SF of hardscape	1.25 lumens per SF of hardscape	2.5 lumens per SF of hardscape	5.0 lumens per SF of hardscape

G. Correlated Color Temperature (CCT). All proposed LEDs shall have a correlated color temperature (CCT) between 2200K and 3000K.

H. Exterior lighting plan. Applications subject to the provisions of § 174-10, Site plan approval, shall submit a lighting plan which shall include the following information, except to the extent waived by the Planning Board. All other lighting not subject to the provisions of said § 174-10 does not require a lighting plan but shall meet the standards as set forth in this **Bylaw** ~~section~~, unless as may otherwise be provided herein. **The installation of fixtures or luminaires shall be subject to the provisions of this bylaw and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. The** lighting plan shall include the following information **and comply with the regulations adopted pursuant to this Bylaw**:

(1) Location, orientation and type of outdoor luminaire, including the height of the luminaire, both existing and proposed;

(2) Type of lamp, such as metal halide, compact fluorescent, high pressure sodium**, LED;**

(3) Luminaire manufacturer's specification data, including lumen output and photometric data showing cutoff angles, as well as a description of all illuminating devices, fixtures, lamps, supports, reflectors, both existing and proposed; this may include, but is not limited to, catalog cuts and illustrations by manufacturers;

(4) Complete report of BUG rating data for all luminaires (if not already included in the manufacturer's specification data) calculated from photometric data (as per IES TM-15-11) showing compliance with the Planning Board Rules and Regulations for Outdoor Illumination;

(5) Photometric plan showing the intensity of illumination expressed in footcandles at ground level within the interior of the property and at the property boundaries **that also includes the Total Site Lumen Limit; Limits to Off Site Impact; Light Shielding for LED lighting; and the Correlated Color Temperature; according to adopted regulations;**

(6) Evidence that the plan complies with light trespass restrictions as set forth herein.

I. Waivers. An applicant may make a waiver request to the Planning Board for increased lighting levels within any given lighting zone and the Planning Board shall have such waiver authority hereunder.

J. Lighting control requirements. Automatic switch controls shall be provided that automatically extinguish all outdoor lighting when sufficient daylight is available using a control device or system such as a photoelectric switch, astronomic time switch or equivalent functions from a programmable lighting controller, building automation system or lighting energy management system, all with battery or similar backup power or device. The Exterior Lighting Plan shall establish curfew time(s) after which total outdoor lighting lumens shall be reduced by at least 30% or extinguished. Lighting reductions are not required for any of the following:

(1) Lighting for residential properties including multiple residential properties not having common areas; with the exception of landscape lighting

(2) When the outdoor lighting consists of only one luminaire.

(3) Code required lighting for steps, stairs, walkways, and building entrances.

(4) Lighting under canopies, in tunnels, parking garages, and similar conditions.

(5) When in the opinion of the Planning Board, lighting levels must be maintained.

(6) Motion activated lighting.

(7) Lighting regulated by special use in which times of operation are specifically identified.

(8) Businesses that operate on a 24-hour basis.

K. Community outdoor sports/recreational lighting requirements. These requirements are an exemption from the total site lumen limit based on hardscape metrics. Community outdoor sports or recreational facilities will be held to the IDA, IES criteria for outdoor sports lighting. On-field illuminance values will be determined by current IDA, IES set forth in the Rules and Regulations for Outdoor Illumination adopted to implement the intent and purpose of this bylaw. Standard regulations include:

(1) Color, luminaire correlated color temperature (CCT) may not exceed 5700 Kelvin;

(2) Other lighting, parking and concession area lighting will be considered a separate luminaire system and must meet the applicable lighting standards for the relevant lighting zones;

(3) Shut-off, curfew time shall be no later than 10:00PM (2200 hrs.); for good cause shown, the Planning Board may waive the compliance requirement of this subsection.

L. Street lights. Light emitted by the fixture shall have a correlated color temperature no greater than 3000 Kelvin and/or comply with Massachusetts DPU Tariff standards if applicable. All other street light features are exempt from regulation under this bylaw.

M. Light shielding for parking lot illumination. All parking lot lighting shall have no light emitted above 90 degrees from the installed vertical axis.

N. Flickering and flashing lights. No flickering or flashing lights shall be permitted. Processes, such as arc welding, which create light flashes shall be confined within buildings or shielded to prevent either direct glare or flashing.

O. Fixture mounting heights.

(1) ~~F.~~ Wall-mounted fixtures. In nonresidential districts, a luminaire attached to the exterior of a building or structure for area lighting shall be mounted no higher than 15 feet above grade and shall be shielded to control glare. ~~"Wal pac" lighting fixtures are prohibited.~~

(2) ~~P.~~ Pole-mounted fixtures. Pole-mounted exterior lighting fixtures **shall not exceed the pole-mounted height limitation of 20 feet in all zones.** ~~types are defined and restricted as follows:~~

Existing non-conforming light heights may remain as mounted until modification is proposed, at which time the height must be brought into compliance.

~~(1) Type A: no light cutoff.~~

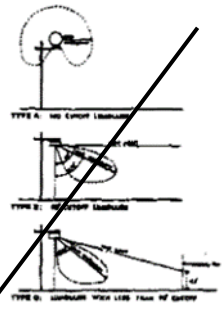
~~(2) Type B: luminaire shielded such that peak candlepower is at an angle of 75° or less from straight down, and essentially no light is emitted above the horizontal.~~

~~(3) Type C: luminaire shielded such that total cutoff is at less than 90° from straight down, and no light source is in direct view of an observer five feet above the ground at any point off the premises.~~

~~H. Pole mounted fixtures height limitation. Illustrations of pole mounted exterior lighting fixture types are shown in Chart I herein. Pole mounted fixtures shall not exceed the applicable pole mounted height limitation set forth in Chart II in any district. The Type A pole mounted exterior lighting fixture is prohibited in all nonresidential districts, unless equipped with shields.~~

~~CHART I. ILLUSTRATIONS~~

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~~**CHART II. POLE MOUNTING HEIGHT LIMITATIONS**~~

	~~**Maximum Luminaire Mounting Height (feet above grade)***~~ ~~"District" is that in which fixtures are located.~~	
	~~**District**~~	
	~~**Residential**~~	~~**Nonresidential**~~
~~Fixture Type A~~	~~10~~	~~Not allowed (unless shielded)~~
~~Fixture Type B~~	~~15~~	~~20~~
~~Fixture Type C~~	~~20~~	~~20~~

~~* Note: Feet above grade refers to the overall average grade of the area being illuminated.~~

P. Ceiling-mounted fixtures. In nonresidential districts, luminaires mounted on an exterior ceiling such as under a canopy shall be mounted with the refractor or lens flush with or recessed in the ceiling or fixture.

Q. Lighting levels. Any luminaire with a lamp or lamps rated at a total of 1,800 lumens or more (which is approximately equal to one one-hundred-twenty-watt incandescent light bulb) and all flood or spot luminaires rated at 900 lumens or more (which is approximately equal to one 60-watt incandescent light bulb) shall not emit any direct light above a horizontal plane through the lowest direct-light-emitting part of the luminaire. If any spot or flood luminaire rated 900 lumens or less is directed or focused such as to cause direct light from the luminaire to be cast toward residential buildings on adjacent or nearby land, or to create glare perceptible to persons operating motor vehicles on public ways, the luminaire shall be redirected or its light output controlled as necessary to eliminate such conditions. The Planning Board reserves the right to limit and regulate the amount of illumination on a project site between the hours of 10:00 p.m. and 6:00 a.m., while understanding the need for safety and security lighting.

R. Light trespass limitations. There shall be no light trespass by a luminaire beyond the property boundaries of the lot on which it is located, except as within a street right-of-way for which there shall be no limit.

; or do or act anything in relation thereto

Proposed by: PLANNING BOARD
Board of Selectmen Recommendation:
Advisory Committee Recommendation:

Summary: *The article proposes to replace the current language in Section 174-12.1 Outdoor illumination with new language to reduce blue lighting and increase public health based on recommendations from the American Medical Association and the International Dark-sky Association.*

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***ARTICLE 36**:* To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Article III entitled "Use Regulations" by amending thereto Section 174-10, entitled "Site Plan Approval" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

§ 174-10. Site plan approval.

[Amended 4-8-1985 ATM by Art. 39; 4-14-1986 ATM by Art. 48; 4-13-1987 ATM by Art. 43; 4-11-1988 STM by Art. 4; 4-26-1990 ATM by Art. 41]

A. The purpose of the site plan review procedure is to encourage a desirable and compatible character of development within the Town of Southborough and to assure safety, promote logic, imagination and innovation in the design process while complying with all zoning requirements. The requirements of this section shall be applicable to the following:

   (1) Any nonresidential development that results in an increase in on-site parking.

   (2) All modifications to existing development projects which fall within the applicability of the Town's regulations for parking and loading (§ 174-12) or landscaping (§ 174-13).

   (3) Any change in use or reactivation of a facility that has not been in use for a period of two years.
   [Added 4-8-1996 ATM by Art. 51]

   (4) Multifamily housing for the elderly.
   [Added 4-15-1997 ATM by Art. 56]

   (5) Adaptive reuse of historic buildings.
   [Added 4-25-2017 ATM by Art. 30]

B. Site plan review will be processed by one of the following means:

   (1) Minor plan review. Any new development, or expansion in use other than a single-family or two-family residence which adds less than 2,000 square feet of floor area or which would require at least five but fewer than 20 parking spaces regardless of the number of parking spaces existing on the premises, or any change of use of a facility that totals less than 2,000 square feet shall be subject to minor plan review by the **Planning Board** ~~Site Plan Review Committee. The Site Plan Review Committee shall be chaired by the Town Planner and will consist of a Selectmen or its designee, Building Inspector, Highway Superintendent, Board of Health Agent, Superintendent of the Water Department, Police Chief and Fire Chief or their designee, who will meet at a regularly scheduled time and place to review plans.~~ The **Planning Board** ~~Committee~~ shall also seek the advice of the Conservation Commission in the review of all minor plan submissions.
   [Amended 4-8-1996 ATM by Art. 51]

      (a) ~~Minor plan review will require 10 copies of the site plan to be submitted to the office of the Planning Board, together with an application form and filing fee.~~ **A complete application form, filing fee and multiple copies of all submission documents shall be submitted to the office of the Planning Board according to instructions on the application form.** All plans will be prepared at a scale no greater than one-inch equals 40 feet on standard twenty-four-by-thirty-six-inch sheets and shall show, as a minimum:

         [1] All existing and proposed buildings, including setbacks.

         [2] Existing and proposed parking.

         [3] Driveway openings.

         [4] All property and street lines.

         [5] Existing and proposed landscaping.

         [6] Existing and proposed signs.

         [7] Surfacing, indicating treatment of all surfaces.

         [8] Location of all wetlands.

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[9] Method of sewage disposal.

[10] Water supply.

[11] Stormwater drainage.

[12] Such other information as the **Planning Board** ~~Site Plan Review Committee~~ may reasonably request.

~~(b) Any dispute arising from the minor plan review process or any plan not receiving unanimous approval from the Site Plan Review Committee shall be referred to the Planning Board for action. The Committee may also refer any site plan that, due to unusual circumstances or a unique situation, it feels should be approved by the Planning Board. All site plans sent to the Planning Board by the Site Plan Review Committee for action will be handled through the minor plan review process.~~
~~[Amended 4-8-1996 ATM by Art. 51]~~

(b) Minor site plan is not a public hearing.

(c) The **Planning Board** ~~Site Plan Review Committee~~ shall approve, **or** disapprove ~~or refer to the Planning Board~~ all submittals for minor **site** plan review within **the required** 30 days of a completed application to the office of the Planning Board**, but the required time may be extended by written agreement between the applicant and the Board, a copy of said agreement to be filed with the Town Clerk. The actions allowed by the minor site plan approval are authorized for a one-year period from the date of grant thereof. The applicant shall be granted a single one-year extension by applying to the Planning Board, in writing, prior to the date of expiration. If the actions permitted are not exercised or the approval not extended, they shall lapse, and a new application will be required.**

(d) Where applicable, all other criteria and conditions of this section will govern minor plan review.

(2) Major plan review. Any new development, or expansion in use other than a single-family or two-family residence which adds 2,000 square feet or more of floor area or which would require 20 or more parking spaces, regardless of the number of parking spaces existing on the premises, or any change of use of a facility that totals 2,000 square feet or more shall be subject to major plan review by the Planning Board. The major site plan submission shall consist of the following elements:
[Amended 4-8-1996 ATM by Art. 51]

(a) Ownership, zoning, use and the general location of structure and topography within 300 feet of the property lines of the site or adjacent land contiguously owned with the site.

(b) All **plans will be prepared at a scale no greater than one-inch equals 40 feet on standard twenty-four-by-thirty-six-inch sheets and shall show, as a minimum, all** site features, existing or proposed, including but not limited to the following:

[1] Driveways, including widths.

[2] Parking facilities, including dimensions thereof.

[3] Loading facilities.

[4] Service areas.

[5] Street line, including widths.

[6 Roadways, including widths.

[7] Pedestrian walks, including widths and types of surface.

[8] Landscaping designation, specific plantings.

[9] Screening.

[10] Signs, including proposed sizes, mounting heights, types and drafted design.

[11] Lighting, including plan location and detail information, size, type and wattage.

[12] Surfacing, indicating treatment of all surfaces.

[13] Existing trees on the site which are a caliper of six inches or larger.

[14] Wetlands.

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[15] Drainage, including detailed design data, pipe sizing, etc.

[16] Stone walls.

[17] Topography at two-foot contour intervals.

[18] Sewage disposal, including detailed design information.

[19] Water supply.

[20] Curbing.

[21] Such other information as the Planning Board may reasonably request.

(c) The construction of the work as detailed on the site plan shall not deviate from the work shown on the approved site plan. Accordingly, the site plan shall contain a sufficient level of detail to ensure the constructability of the project. Supporting details and documentation shall be presented as part of the site plan submission. **Suitable space to record action of the Planning Board including signature lines shall be provided on each plan sheet.**

(3) Incomplete applications for both the minor and major review shall not be accepted by the Planning Board. Following submission of a site plan to the Planning Board, the Board or its designee shall review the **application**/plan for completeness within three business days of the submission. Completeness shall be based on the requirements of **the** ~~this~~ **respective** subsection**s for minor or major review.** If the submission is determined incomplete by the Planning Board or its agent, notice will be **provided** ~~mailed~~ to the applicant ~~by certified mail~~ within three business days of the submission specifying the deficiencies.

C. The plan**s for minor or major site plan approval** shall be prepared by a professional engineer, land surveyor, architect or landscape architect registered to practice in the Commonwealth of Massachusetts**. A complete application form, filing fee and multiple copies of all submission documents shall be submitted to the office of the Planning Board according to instructions on the application form.** ~~and shall be submitted with 11 copies to the office of the Planning Board, together with an application form and a filing fee, if any.~~

D. Approval required.

(1) Site plan approval shall be granted **by a majority vote** upon determination by the Planning Board that the following are complied with. Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment**; shall provide** ~~and~~ adequate provision for utilities and stormwater drainage consistent with the functional requirements of the Southborough Planning Board's Rules and Regulations for the Subdivision of Land**;** ~~and~~ shall be so designed that for the given location, ~~and~~ type and extent of land use, the design of building form, building location, egress points, grading and other elements of the development shall be so as to:

(a) Minimize the volume of cut and fill, the number of removed trees six inches in caliper and larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of stormwater flow increase from the site, soil erosion and the threat of air or water pollution.

(b) Maximize pedestrian and vehicular safety and convenience within the site and egressing from it.

(c) Minimize obstruction of scenic views from publicly accessible locations.

(d) Minimize visual intrusion by minimizing the visibility of parking, storage or other outdoor service areas viewed from public ways or premises residentially used or zoned; minimizing glare from headlights through plantings or other screening; minimizing lighting intrusion through use of such devices as cutoff luminaires confining direct rays to the site; fixture mounting height not higher than 20 feet ~~except adjacent to Route 9~~; and avoiding unreasonable departure from the character of building**s** in the vicinity.

(2) The Planning Board shall adopt and from time to time amend reasonable regulations for the administration of these guidelines.

E. The Planning Board shall hold a public hearing on the application for **major** site plan approval, with a written notice of the time and place of said hearing being given the applicant and the Board of Selectmen. The applicant

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is responsible for sending this notice to the certified abutters by certified mail return receipt requested, at least 10 days before the scheduled hearing. The Planning Board shall not act on the application until it has received and given due consideration to the recommendations of the Board of Selectmen or until 10 days have elapsed after the public hearing without receipt of the Selectmen's comments.

F. The Planning Board shall act on **~~an~~ complete** application for **major** site plan approval and shall notify, in writing, the applicant, the Board of Selectmen and the Building **Commissioner** ~~Inspector~~ of its action within 60 days of the receipt of **a** ~~the~~ **complete** application **filed with the Town Clerk, but the required time may be extended by written agreement between the applicant and the Board, a copy of said agreement to be filed with the Town Clerk.** ~~Failure of the Planning Board to so act and to notify the applicant within said 60 days shall constitute approval of the site plan.~~ **Upon site plan approval, applicant shall provide final plan sets for Planning Board endorsement, followed by a digital copy after Planning Board signatures.** The actions allowed by the **major** site plan approval are authorized for a one-year period from the date of grant thereof. The applicant shall be granted a single one-year extension by applying to the Planning Board, in writing, prior to the date of expiration. If the actions permitted are not exercised or the approval not extended, they shall lapse, and a new application, notice and hearing will be required.

G. Any person aggrieved by the action of the Planning Board on **~~a~~ either minor or major** site plan approval application may appeal said action to a Court of competent jurisdiction in accordance with M.G.L. c.40A, Section 17**, as amended. No action shall take effect until twenty days have lapsed after the decision has been filed in the office of the Town Clerk and any appeals have been resolved.**
[Amended 5-22-2018 STM by Art. 3]

H. Minor departures from the site plan as approved**,** may be authorized by the Building **Commissioner** ~~Inspector~~ after approval of the **Planning Board** ~~Site Plan Review Committee~~ if required by engineering or other circumstances not foreseen at the time of plan approval. Any change increasing the size of any building or structure, changing the location of any building, parking or access road by more than 10 feet or reducing landscaping or screening **or increase to site lighting levels** may be made only through review by the Planning Board following the same procedures as for an original submittal. Any departure must be requested, in writing, with the basis for the change given. Any change authorized shall be recorded on the file copy of the site plan with the Building **Commissioner** ~~Inspector~~s signature and the date.

I. The removal, fill or change of grade of earth materials, including soil, loam, sand or gravel, undertaken in order to construct or locate buildings, structures and such features accessory thereto as ways, driveways, areaways, walks or parking areas, and therefore exempt from regulations under Chapter 85 of this Code, is a part of construction and development process regulated by the Zoning Chapter. Except as necessary for the construction of detached one- or two-family dwellings and of features accessory thereto, the removal, fill or change of grade of earth materials for the purposes defined above shall be subject to approval under this section. Where the commencement of removal, fill or change of grade of earth materials precedes construction by three months or more, the submission and approval of the site plan may be undertaken in two stages, with the information for the first stage limited to property boundaries, existing and proposed topography at two-foot or lesser contour intervals, the character of the soil to be removed, added or relocated, the location and depth of any service and drainage conduits or pipes and the approximate location of any existing or proposed buildings, structures or physical features accessory thereto. Each stage shall be treated as a separate site plan for the purposes of this section, and the approval of Stage 1 of a site plan shall not be construed to assure the subsequent approval of Stage 2.

J. Compliance. The issuance of an occupancy permit will not be given prior to the satisfactory completion of all elements and conditions of the approved site plan. A temporary occupancy permit may be issued after the satisfactory completion of all items essential to public health and safety and sufficient bonding acceptable to the Planning Board is provided to the Town to cover all outstanding items.

; or do or act anything in relation thereto

Proposed by: PLANNING BOARD

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Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article proposes to amend the Site Plan Approval bylaw by bringing minor site plan approval under the purview of the Planning Board, as opposed to the Site Plan Review Committee and further clarify steps for minor and major site plan approval.*

ARTICLE 37: To see if the Town of Southborough will vote to approve the Southborough Noise Bylaw proposal attached to this document, as amended, or do or act anything in relation thereto.

SOUTHBOROUGH NOISE BYLAW

1.1 **Declaration of Policy**
Whereas excessive sound can be a serious hazard to the public health and welfare and safety and the quality of life; and whereas a substantial body of science and technology exists by which excessive sound may be substantially abated; and whereas the citizens of Southborough have a right to and should be ensured an environment free from excessive sound that may jeopardize their health or welfare or safety or degrade the quality of life; now, therefore, it is the policy of the Town of Southborough (the "Town") to prevent excessive sound which may jeopardize the health and welfare or safety of its citizens and/or degrade the quality of life.

It shall be unlawful for any person to make, continue to make, permit or cause to be made or continued, any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities. Furthermore, it shall be unlawful for any person who has custody and control of the premises to allow or permit another person to make, continue or permit to be made or continued any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities within the limits of the Town of Southborough.

1.2 **Definitions**
Except as may be specified herein, acoustical terminology used throughout this Bylaw is that approved as American National Standard Acoustical Terminology [ANSI S1.1-1994] by the American National Standards Institute (ANSI). The following words, phrases and terms as used in this Bylaw shall have the meanings as indicated below:

A. BACKGROUND SOUND LEVEL shall mean the sound level associated with a given environment, being a composite of sounds from all sources excluding the alleged offensive noise, at the location and approximate time at which a comparison with the alleged offensive noise is to be made.

B. CONSTRUCTION shall mean those activities requiring a building permit, and shall also include any site preparation, cemetery burial and caretaking operations, seismic surveys grading, assembly, erection, substantial repair, alteration, or similar action, including demolition, for or of public or private rights-of-way, structures, utilities or similar property.

C. The abbreviation dBA shall mean the A-weighted sound pressure level expressed in decibels and referenced to 20 Micropascals. The abbreviation dBC shall mean the C-weighted sound pressure level expressed in decibels and referenced to 20 Micropascals.

D. EMERGENCY VEHICLE: shall mean any vehicle operated in an effort to protect, provide or restore public safety, including, but not limited to, ambulances, police vehicles and fire vehicles.

E. EMERGENCY WORK: shall mean any work performed in an effort to protect, provide or restore public safety, or work by private or public utilities when restoring utility service or any work performed for the purpose of preventing or alleviating the physical trauma or physical damage threatened or caused by an emergence – an occurrence or set of circumstances involving actual or imminent physical trauma or property damage.

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F. ENFORCING PERSON: shall mean any police officer, building official or public health official of the Town or any other Town employee designated by the Town Manager for this purpose.

G. IMPACT DEVICE: shall mean a construction device in which or by which a hammer, meaning a moving mass of hard solid material, is mechanically by means of a working fluid or compressed air caused to repetitively impact upon and transmit kinetic energy to a tool. The tool may be included as a part of the device, as in the case of a moil on a paving breaker or the drill steel of a jackhammer, or it may be a mass to which the impact device is temporarily connected as in the case of a pile and pile driver. Examples of impact devices are pile drivers, paving breakers, power impact hammers, impact wrenches, riveters and stud drivers.

H. INTRUDING NOISE: shall mean the total sound level created, caused, maintained by, or originating from an alleged offensive source at a specified location while the alleged offensive source is in operation.

I. PERSON: shall mean a person, firm, association, co-partnership, joint venture, corporation or any entity recognized by applicable law, public or private in nature.

J. SOUND LEVEL: shall mean the instantaneous A-weighted sound pressure level, in decibels, (dBA) as measured with a sound level meter set to the "A" weighting scale, slow response. On the decibel scale a sound level increase of 10 means the sound is 10 times more intense or powerful.

Decibel levels of some common activities are listed below:

Sound Level - dB	**Source**
50 - 65	normal conversation
60 - 65	laughter
70	hair dryer, vacuum
V Increasing risk of hearing loss V	
80	garbage disposal
85 - 90	lawnmower
100	garbage truck
120	walk behind leaf blower
130	jet takeoff/landing
145	fireworks

K. SOUND LEVEL METER: shall mean an instrument meeting American National Standard Institute's (ANSI) Standard S1.4-1983 for Type 1 or Type 2 sound level meters or an instrument and the associated recording and analyzing equipment, which will provide equivalent data.

1.3 **Designated Noise Zones**

The properties hereinafter described are hereby assigned to the following noise zones:

NOISE ZONE I: All properties utilized as residential uses in accordance with the Town of Southborough Zoning Bylaws and the grounds of any school, hospital or similar health care institution, house of worship or library while the same is in use, and any Cemetery or Open Space.

NOISE ZONE II: All other property used in accordance with the Town's Zoning Bylaw.

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1.4 **Exterior Noise Standards**
It shall be unlawful for any person at any location within the area of the Town to create any loud noise, or to allow the creation of any noise, on property owned, leased, occupied or otherwise controlled by such person, which causes the sound level when measured on complainant's property to exceed the greater of:

A. The maximum allowable exterior sound level outlined in Table I; or
B. Five dB over the background sound level.

Table 1. Maximum Allowable Exterior Sound Level		
Noise Level	Daytime level 7:00 AM to 10:00 PM	Nighttime level 10:00 PM to 7:00 AM
I	60 dBA	50 dBA
II	70 dBA	65 dBA

If the intruding noise source is continuous and cannot reasonably be discontinued or stopped for a time period whereby the background sound level can be determined, the measured sound level obtained while the source is in operation shall be compared directly to the maximum allowable exterior sound level outlined in Table I.

1.5 **Construction Noise Standards**
A. Noise associated with construction is permitted between 7:00 AM and 6:00 PM on weekdays and 9:00 AM and 5:00 PM Saturdays provided the sound level from:

1. Non-impact devices do not exceed 70 dBA as measured over a time interval of 1 minute with the sound meter set to slow located on any other property, but at least 50 feet from the construction activity;

2. Impact devices does not exceed 90 dBA as measured with a sound level meter set to slow response located on any other property, but at least 30 feet from the construction activity.

B. Between the hours of 6:00 PM and 7:00 AM on weekdays and Saturday, noise associated with construction, shall be limited by the standards of Section 1.4.

C. Construction activities shall not be allowed on Sundays or legal holidays.

1.6 **Maintenance Noise Standards**
A. Noise associated with maintenance is permitted between 7:00 AM and 6:00 PM on weekdays, 8:00 AM and 6:00 PM on Saturdays and between the hours of 9:00 AM and 6:00 PM on Sunday, provided the sound level does not exceed 70 dBA as measured with a sound level meter set to slow response on any other property, but at least 50 feet from the maintenance;

B. Between the hours of 6:00 PM and 7:00 AM on weekdays, 6:00 PM and 8:00 AM on Saturday and between the hours of 6:00 PM and 9:00 AM on Sunday or a legal holiday, noise associated with maintenance, shall be limited by the standards of Section 1.4.

1.7 **Commercial Trash Collection and Deliveries or Pick-up**
A. The operation of commercial trash compactors or collection of trash, rubbish, refuse or debris, which generates noise in excess of the criteria given in Section 1.4 at any point of public or common pass-by between the hours of 7:00 PM and 7:00 AM is prohibited.

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B. Deliveries or pick-ups for commercial or business purposes between 10:00 PM and 6:00 AM are prohibited unless the noise level of such deliveries or pick-ups in nearby residential areas does not exceed the noise criteria listed in Section 1.4.

1.8 **Motor Vehicles or Motorcycles**
Motor vehicles or motorcycles operated on public ways in the Town of Southborough or in any place where the public has the right of access as invitees or licensees may not exceed a maximum sound level of 85 dBA. It is also in violation of the Bylaw to operate a motor vehicle or motorcycle without a sound-limiting device connected to the exhaust system. This prohibits so-called "straight pipe" exhaust systems. This section shall not include screeching sounds emitted from emergency braking. Measurement for the purposes of this Section shall be at a distance of 36 inches from the noise source.

1.9 **Special Provisions**
Noise associated with the following activities shall be exempted from the provisions of this Bylaw:

A. Emergency work or emergency vehicles.

B. The operation of any vehicular alarm provided it terminates within 15 minutes of the initially recorded complaint.

C. Occasional outdoor gatherings, public dances, shows, and sporting and entertainment events provided said events are conducted pursuant to a permit or license issued by the appropriate jurisdiction relative to the staging of said events.

D. The intermittent or occasional use, during the daytime, of homeowners' light residential outdoor equipment

E. Snow removal performed by snow blowers, snow throwers or snow plows when appropriately outfitted with a muffler.

F. Any activity to the extent regulation thereof has been preempted by Town, State or Federal Law or by agreement between Town, State or the Federal Government.

1.10 **Prima Facie Violations**
Any measured noise exceeding the sound level standards as specified in Sections 1.4 through 1.10 may be deemed by the enforcing person to be prima facie evidence of a violation of the provisions of this Bylaw.

1.11 **Penalties for Violations**
A. Violations under Article 1, in the discretion of the enforcing person, may be enforced by non-criminal disposition as provided in MGL Chapter 40, Section 21D.

B. The penalty for a violation under this Bylaw shall be $100 for a first offense, $250 for a second offense, $500 for a third offense, and for each succeeding offense each day or part thereof shall constitute a separate offense.

Proposed by: PETER LAPINE, et al.
Board of Selectmen Recommendation:
Advisory Committee Recommendation: Not support
Summary: *As the population of Southborough grows, it has transitioned from a rural community to one that is more suburban. People move to Southborough to enjoy its natural beauty and peaceful environment. With increased housing density, practices of earlier times increasingly encroach upon the tranquility of Town residents, resulting in conditions characterized as being out of balance. There is an ever-growing requirement to place limits on these practices – a rebalancing - so that everyone, business owners and homeowners alike, may prosper. This article, a Noise Bylaw, seeks to harmonize the needs of Town residents with those of local business owners.*

***ARTICLE 38**:* To see if the Town of Southborough will vote to pass a bylaw to reduce plastic waste

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Section 1 Purpose and Intent

The production and use of single-use plastics such as polystyrene food packing and thin-film plastic checkout bags have significant impacts on the environment, including, but not limited to, contributing to the potential death of aquatic and land animals through ingestion and entanglement; contributing to pollution of the natural environment; creating a burden to solid waste collection and recycling facilities; clogging drainage systems; and requiring the use of millions of barrels of crude oil nationally for their manufacture. Additionally, polystyrene contains known carcinogens, and readily leaches into certain foodstuffs. Measurable levels of polystyrene are now found almost 100% of human fat samples.

The purpose of this bylaw is to preserve the Town's water, wildlife and natural resources—as well as to enhance the health of its citizens—by banning within the Town of Southborough two of the largest contributors of non-recyclable plastics to the environment—single-use polystyrene retail food packaging and single-use plastic checkout bags—while promoting the adoption of more environmentally friendly alternatives.

Section 2 Definitions

"Polystyrene food packaging" – means any holder of food or beverage made from polystyrene, either in solid or foam (Styrofoam) form, such as cups, plates, or take-out containers, as well all other single-use plastic products made to facilitate the consumption of foods, such as straws, lids and utensils made from polystyrene or other non-compostable plastic materials.

"Checkout bag" – means a carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or checkout area of the store.

"Retail Store" – means any business facility that sells goods directly to the consumer whether for or not-for-profit, including, but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, as well as seasonal and temporary businesses.

"Reusable checkout bag" – means a bag with handles that is specifically designed and manufactured for multiple reuse and is either polyester, polypropylene, cotton or other durable material, or durable plastic that is at least 4.0 mils in thickness.

"Thin-film single-use plastic bags" – are those bags typically with handles, constructed of high-density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET), or polypropylene (other than woven and non -woven polypropylene fabric), if said film is less than 4.0 mils in thickness

"Recyclable paper bag" – means a paper bag that is 100 percent recyclable and contains at least 40% post–consumer recycled content, and displays the words "recyclable" and "made from 40% post-consumer recycled content" in a visible manner on the outside of the bag

Section 3 Use Regulations
(A) Polystyrene food packaging shall not be distributed, used, or sold by any retail store within the town of Southborough.

(B) Thin-film single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any retail store within the Town of Southborough.

(C) If a retail store provides or sells checkout bags to customers, the bags must be one of the following (1) recyclable paper bags, or (2) reusable checkout bags. The retail store may charge for said bags.

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(D) Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, are still permissible.

(E) Violation of the By-Law to Reduce Plastic Waste: First offense – written warning; 2nd offense - $100 per offense; 3rd and subsequent offenses - $250 per offense.

Section 4 Effective Date

This bylaw shall take effect six (6) months following Town Meeting approval of the bylaw. Upon application of the owner or the owner's representative, the Board of Selectmen or their designee may exempt a retail store from the requirements of this section for a period of up to two (2) months upon a finding by the Board of Selectmen or their designee that (1) the requirements of this section would cause undue hardship; or (2) a retail store requires additional time in order to draw down an existing inventory of straws or checkout bags.

Section 5 Enforcement

Enforcement of this bylaw shall be the responsibility of the Board of Selectmen or their designee. The Board of Selectmen or their designee shall determine the monitoring process to be followed, which may be limited to responding to citizen reports, and incorporating the monitoring process into other town duties as appropriate. Any retail store distributing plastics in violation of this bylaw shall be subject to fines as described in Section 3 (E) above. Any such fines shall be paid to the Town of Southborough. No licenses shall be renewed for any establishment with outstanding violations under this section.

Section 6 Severability

If any provision of this bylaw is declared invalid or unenforceable the other provisions shall not be affected thereby.

; or to do or act anything in relation thereto.

Proposed by: MICHAEL WEISHAN, ET AL.
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This proposed bylaw would make a marked contribution to the heath of both the citizens of Southborough and the overall environment by banning single-use plastic bags, Polystyrene cups, straws, utensils etc. at all retail establishments in Southborough.*

ARTICLE 39: To see if the Town of Southborough will vote to strongly request that the Board of Selectmen direct DPW to conduct an analysis of Flagg Road for the purpose of instituting a commercial truck exclusion (similar to Latisquama Road), or do or act anything in relation thereto.

Proposed by: JONAS LINDEN, ET AL.
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *Due to increased pedestrian and bicycle activity on Flagg Rd and documented cases of trucks driving into yards and destroying property, including dangerous tractor trailer activity resulting in a tow off Trottier School children's path, we are strongly requesting the Board of Selectmen direct DPW to conduct an analysis of Flagg Road for the purpose of instituting a commercial truck exclusion.*

DRAFT

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this 20th day of April, 2021.

_____

Martin F. Healey, Chairman

_____

Lisa M. Braccio, Vice-Chairman

_____

Brian E. Shea

_____

Sam Stivers

_____

Chelsea M. Malinowski

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH

DRAFT

MEMORANDUM

TO: BOARD OF SELECTMEN

FROM: VANESSA HALE, ASSISTANT TOWN ADMINISTRATOR

SUBJECT: ADMINISTRATIVE ASSISTANT APPOINTMENT

DATE: APRIL 23, 2021

I would respectfully request that the Board of Selectmen appoint Katie Barry as the Administrative Assistant for the Board of Selectmen's Office. As you may recall, this position has been reconfigured to be a shared position with Selectmen, Treasurer/Collector, and Conservation offices.

The Interview Panel consisted of Melissa Danza and myself [first round], as well as Mark Purple and Brian Ballantine [second round]. Four individuals were interviewed in the first round.

Mr. Purple and I do recommend we start Ms. Barry at an hourly rate of $24.50. Since it is a promotion of an existing employee, it requires the approval of the Personnel Board and they are scheduled to meet next on May 12, 2021.

We are confident her skill set is very strong and that she possesses the knowledge required, as well as the ability, to make this reconstituted position successful. You will recall that Ms. Barry has been taking the minutes for the Board of Selectmen since January of 2018 which has allowed her to have great comprehension of the matters that are conducted in the Selectmen's Office.

Ms. Barry has been filling the position temporarily, as well as handling her ZBA responsibilities. She will continue to assist ZBA until a replacement is found.

Thank you for your consideration.

RECEIVED
By OB at 4:18 pm, May 07, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, April 27, 2021, 8:00 A.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 8:00 A.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Class II License Application – RAD Exotics, LLC at 251 Turnpike Road

Mr. Purple read the public hearing notice. Mr. David Sigler, proposed manager, presented the proposal. 20+ years in car sales for higher-end vehicles. Lives in Southborough within walking proximity to the location. Ms. Braccio asked if box 7 was checked. Mr. Sigler said that the form was resubmitted correctly. Mr. Sigler said soft opening in June, full opening in September. Mr. Stivers asked if plans to sell new or used vehicle. Mr. Sigler said that most would be pre-owned at this time. May be able to add new vehicles in the future, but pre-owned would be the business model. Mr. Stivers asked about number of employees. Mr. Sigler said that they will open with 5 employees, ramp up to 8-10 when fully functioning. Not doing external service, just to own vehicles. Mr. Healey asked about volume of cars on lot. Maximum of 70-75 cars when fully functioning. Good to see business opening in this climate.

Marnie Hoolahan, 26 Clifford Street – would hope that test drives would obey speed limits in the abutting neighborhoods, as the previous business did. Mr. Sigler said that they don't intend to test drive many of the cars, and not in the abutting neighborhood. Ms. Hoolahan wanted to know about the new paint color for the building. Mr. Sigler said that it is still in progress, but will remain blue.

Mr. Shea Motion to close the public hearing, seconded by Mr. Healey. Unanimous approved, all.

Mr. Healey motion to approve the Class II License as submitted, seconded by Mr. Shea. Unanimous approved, all.

III. Consent Agenda

a. Mr. Health motion to appoint Ms. Barry to the Administrative Assistant position in the Selectmen's Office as recommended by the Town Administrator, Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

IV. Other Matters Properly Before the Board

None

V. Public Comment

None

VI. On a motion made by Mr. Healey, seconded by Mr. Stivers and voted all in favor (5-0-0) by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 8:13 A.M.

Upcoming Meetings	
May 4, 2021	*May 18, 2021*

Respectfully submitted,

Mark Purple, Town Administrator

List of Documents referred to at the April 27, 2021 BOS Meeting:

- Class II License Application for RAD Exotics, LLC
- 4/23/2021 Memo to Board from Vanessa Hale, RE: Administrative Assistant appointment

Abutter Notice of
PUBLIC HEARING
Town of Southborough
Class II License

The Southborough Board of Selectmen shall hold a public hearing on Tuesday, April 27, 2021 at 8:00 a.m., to consider a Class II license application from RAD Exotics, LLC, to be located at 251 Turnpike Road in Southborough. The public hearing will be held in a virtual meeting and may be viewed by the public through a link located at https://www.southboroughtown.com/remotemeetings. All interested parties are encouraged to view and/or participate.

Southborough Board of Selectmen

Town of Southborough
17 Common Street
Southborough MA 01772 508-485-0710

BOARD OF SELECTMEN

APPLICATION FOR NEW LICENSE

Date:

LICENSE TYPE:	Class II Auto Dealer (PROOF OF BOND IS REQUIRED)	FEE: $100

Business Name: RAD Exotics

Business Address: 251 Turnpike Rd. Southborough, MA 01772

Owner's Name: David Sigler

PLEASE READ AND SIGN BELOW

Pursuant to Massachusetts General Laws Chapter 62C §49A I certify, under the penalties of perjury, that to the best of my knowledge and belief, have filed all State and local tax returns and paid all State and local taxes under the law. *

Please PRINT name of individual or corporate officer

Social Security #

Individual or corporate officer signature

The following documentation must be completed and included with this application:

- [x] 1) Completed Application for License Renewal
- [x] 2) Appropriate fee**
- [x] 3) Workers' Compensation Insurance Affidavit, and policy declaration page
- [x] 4) Hours of Operation Form
- [x] 5) Property deed or executed lease agreement
- [x] 6) Proof of business certificate filed with Town Clerk; **OR** if corporation, proof of filing with Office of the Secretary of State Corporations Division
- [ ] 7) By checking this box, I acknowledge that a $25,000 bond, pursuant to MGL c.140 s.58 (c)(1) must be provided prior to release of approved license

TOWN USE ONLY:

Building Commission/Zoning Officer:_____ Date:_____

Finance Director _____ Date:_____

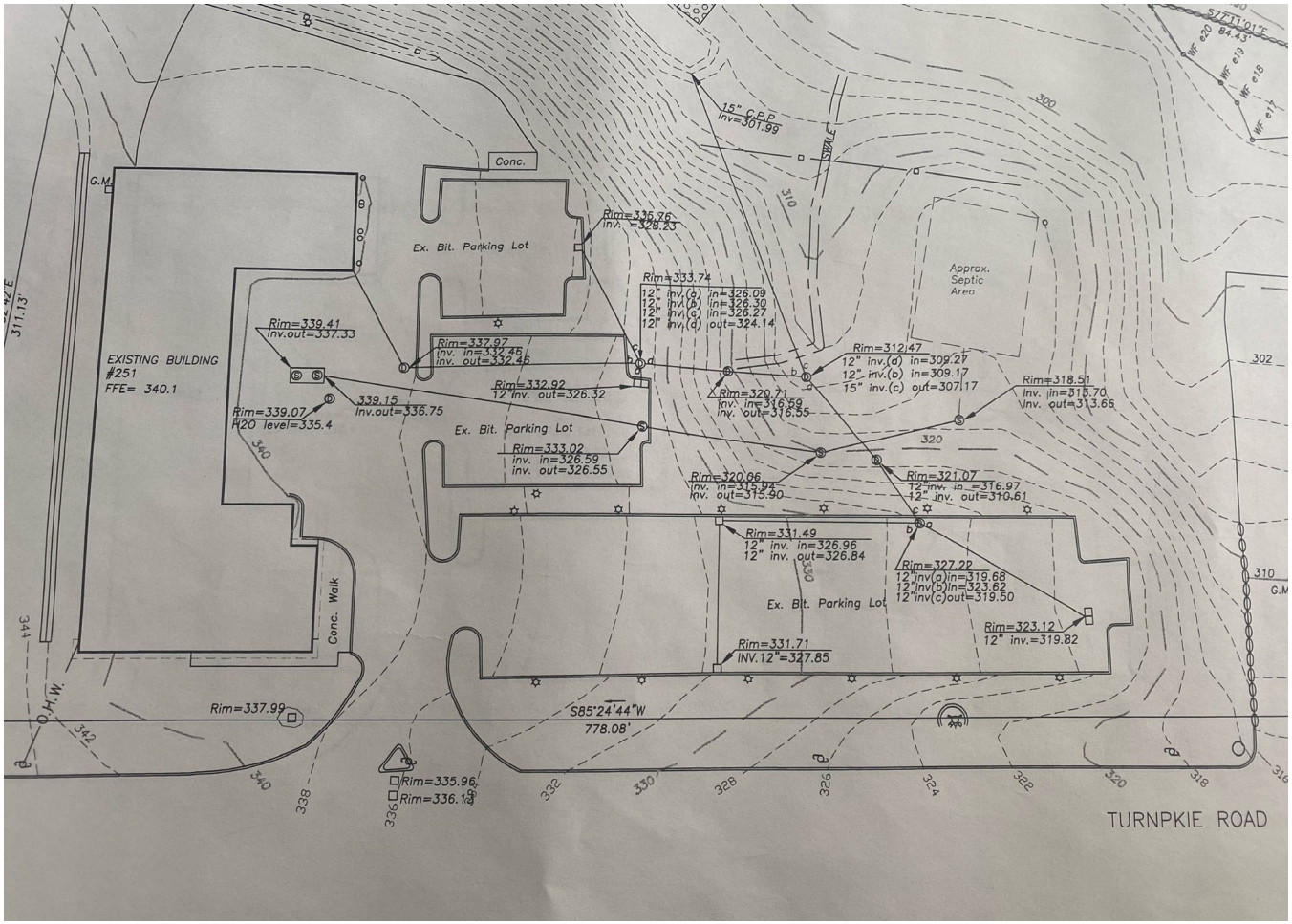
Fire Department _____ Date:_____

Police Department _____ Date:_____

*Any tax or fees due the Town must be paid in full prior to license being issued

**Make checks payable to the Town of Southborough

License # _____


EXISTING BUILDING
#251
FFE= 340.1
G.M.
Conc.
Ex. Bit. Parking Lot
Rim=335.76
inv. =328.23
15" C.P.P.
Inv=301.99
SWALE
Approx.
Septic
Area
Rim=333.74
12" inv.(a) in=326.09
12" inv.(b) in=326.30
12" inv.(c) in=326.27
12" inv.(d) out=324.14
Rim=339.41
inv.out=337.33
Rim=337.97
inv. in=337.46
inv. out=332.46
Rim=332.92
12 inv. out=326.32
339.15
Inv.out=336.75
Rim=339.07
H20 level=335.4
Ex. Bit. Parking Lot
Rim=333.02
inv. in=326.59
inv. out=326.55
Rim=329.71
inv. in=316.59
inv. out=316.55
Rim=312.47
12" inv.(a) in=309.27
12" inv.(b) in=309.17
15" inv.(c) out=307.17
Rim=318.51
Inv. in=313.70
Inv. out=313.66
Rim=320.66
inv. in=315.97
inv. out=315.90
Rim=321.07
12" inv. in =316.97
12" inv. out=310.61
Rim=331.49
12" inv. in=326.96
12" inv. out=326.84
Rim=327.22
12"inv(a)in=319.68
12"inv(b)in=323.62
12"inv(c)out=319.50
Ex. Bit. Parking Lot
Rim=323.12
12" inv.=319.82
Rim=331.71
INV.12"=327.85
Conc. Walk
O.H.W.
Rim=337.99
S85°24'44"W
778.08'
Rim=335.96
Rim=336.13
TURNPKIE ROAD
S27°11'01"E
84.43'
WF e20
WF e19
WF e18
WF e17
311.13'
344
342
340
338
336
332
330
328
326
324
322
320
318
316
310
302
300

Business Name: RAD Exotics

D/B/A: _____

Address: 251 Turnpike Rd. Southborough, MA 01772

Manager: David Sigler

HOURS OF OPERATION

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
CLOSED	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM
CLOSED	6:00 PM	6:00 PM	6:00 PM	6:00 PM	6:00 PM	6:00 PM

THE COMMONWEALTH OF MASSACHUSETTS

_____ OF _____

APPLICATION FOR A LICENSE TO BUY, SELL, EXCHANGE OR ASSEMBLE SECOND HAND MOTOR VEHICLES OR PARTS THEREOF

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a II class license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern? RAD Exotics

Business address of concern. No. 251 Turnpike Rd St.,
Southborough City — Town.

2. Is the above concern an individual, co-partnership, an association or a corporation?
Limited Liability Corporation

3. If an individual, state full name and residential address.

4. If a co-partnership, state full names and residential addresses of the persons composing it.
David Sigler
17 Clifford Rd. Southborough, MA 01772

Justin Spencer
78 Chapin Terrace Laconia, NH 03246

5. If an association or a corporation, state full names and residential addresses of the principal officers.

President _____

Secretary _____

Treasurer _____

6. Are you engaged principally in the business of buying, selling or exchanging motor vehicles? yes

If so, is your principal business the sale of new motor vehicles? no

Is your principal business the buying and selling of second hand motor vehicles? yes

Is your principal business that of a motor vehicle junk dealer? no

7. Give a complete description of all the premises to be used for the purpose of carrying on the business.
Five car showroom with three sales and one finance office. Fifteen car auxillary showroom. Five service bay service department, three bay wash and detail station. Approximately 100 parking spaces.

8. Are you a recognized agent of a motor vehicle manufacturer? no (Yes or No)

If so, state name of manufactuer _____

9. Have you a signed contract as required by Section 58, Class 1? no (Yes or No)

10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof? no (Yes or No)

If so, in what city — town _____

Did you receive a license? _____ (Yes or No) For what year? _____

11. Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts thereof ever been suspended or revoked? no (Yes or No)

Sign your name in full _____ (Duly authorized to represent the concern herein mentioned)

Residence Southborough, MA

IMPORTANT

EVERY QUESTION MUST BE ANSWERED WITH FULL INFORMATION, AND FALSE STATEMENTS HEREIN MAY RESULT IN THE REJECTION OF YOUR APPLICATION OR THE SUBSEQUENT REVOCATION OF YOUR LICENSE IF ISSUED.

NOTE: If the applicant has not held a license in the year prior to this application, he must file a duplicate of the application with the registrar. (See Sec. 59)

Corporations Division

Business Entity Summary

ID Number: 001492884

Request certificate | New search

Summary for: RAD EXOTICS LLC

The exact name of the Foreign Limited Liability Company (LLC): RAD EXOTICS LLC
Entity type: Foreign Limited Liability Company (LLC)
Identification Number: 001492884
Date of Registration in Massachusetts: 03-08-2021
Last date certain:
Organized under the laws of: State: NV **Country:** USA **on:** 03-01-2021
The location of the Principal Office: Address: 251 TURNPIKE ROAD City or town, State, Zip code, Country: SOUTHBOROUGH, MA 01772 USA
The location of the Massachusetts office, if any: Address: SAME City or town, State, Zip code, Country: SAME, MA 01772 USA
The name and address of the Resident Agent: Name: REGISTERED AGENT SOLUTIONS, INC Address: 44 SCHOOL STREET, SUITE 505 City or town, State, Zip code, Country: BOSTON, MA 02108 USA

The name and business address of each Manager:

Title	Individual name	Address
MANAGER	JUSTIN SPENCER	251 TURNPIKE ROAD SOUTHBOROUGH, MA 01772 USA

The name and business address of the person(s) authorized to execute, acknowledge, deliver, and record any recordable instrument purporting to affect an interest in real property:

Title	Individual name	Address
REAL PROPERTY	JUSTIN SPENCER	251 TURNPIKE ROAD SOUTHBOROUGH, MA 01772 USA

☐ **Consent** ☐ **Confidential Data** ☐ **Merger Allowed** ☐ **Manufacturing**

View filings for this business entity:

ALL FILINGS
Annual Report
Annual Report - Professional
Application For Registration
Certificate of Amendment

View filings

Comments or notes associated with this business entity:

New search

Traffic Constables

POLICY & PROCEDURE NO.		PAGES:	5
4.19		ISSUE DATE:	
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED:		EFFECTIVE DATE:	
ISSUING AUTHORITY: Kenneth M. Paulhus **Chief Kenneth M. Paulhus**		REVISION DATE:	

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GENERAL CONSIDERATIONS AND GUIDELINES

Special Traffic Constables direct and control traffic to insure its smooth and safe flow. *Special Traffic Constables* must demonstrate a firm commitment to carry out assignments in a competent, timely and professional manner. It is the policy of the Southborough Police Department to provide guidance to *Special Traffic Constables* through various policies, procedures, and regulations, which have been established to direct members in the performance of their duties and responsibilities.

POLICY

It is the policy of this department that:

A. *Special Traffic Constables* are not sworn police officers and are not covered by MGL 41 sect. 98. *Special Traffic Constables* have absolutely no authority to issue citations, effect seizures, serve arrest warrants and other process, or make arrests.

B. *Special Traffic Constables* are appointed, pursuant to G.L. c. 41 . section

91A, by the Board of Selectpersons, upon the recommendation of the Chief of Police.

C. *Special Traffic Constables* are not covered by any collective bargaining unit and as such do not have the right of grievance.

PROCEDURE

A. *Special Traffic Constables*

1. **AUTHORITY**: The power of *special traffic constables* is strictly limited to the direction, control, and regulation of vehicular traffic. Such power shall only be exercised when in uniform, and only while performing an official assignment given by the Police Department.

2. *Special Traffic Constables* shall obey, without reservation, the regulations of the department and all lawful commands of police officers.

3. *Special Traffic Constables* are used, at the sole discretion of the Chief of Police, to direct traffic and facilitate the smooth flow of vehicular and pedestrian traffic.

4. Upon request by an officer, *Special Traffic Constables* shall support, aid, and assist police officers in the lawful performance of their duties.

5. *Special Traffic Constables*, who are not fulltime Town or State Employees, shall provide the Lieutenant a letter each year by May 1, signed by a registered physician stating that such person is capable of performing the duties of a *Special Traffic Constable*, as described in this policy. The Special Traffic Constable must be between of the age of 18 years and 69 years of age.

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6. All *Special Traffic Constables* must pass a criminal background check prior to assuming any duties, if not a fulltime Town or State employee.

Duties

A. Working at assigned locations, performs traffic control duties including manually directing traffic, operating traffic signal controls and placing traffic cones and barricades to safely direct and control traffic flow.

B. Renders assistance to motorists when appropriate

C. Assists the public with information regarding directions, street locations, points of interest, etc.

D. Observes and reports Hazardous conditions/situations.

Weapons

Special traffic Constables are not authorized to carry a firearm, baton, pepper spray or any other weapon of any kind while on duty as a Special Traffic Constable.

TRAINING/KNOWLEDGE/SKILLS

1) *Special Traffic Constables* shall receive eight (8) hours of training in traffic control as required by the Chief of Police. Retired officers may have this waived. CPR will be required annually.

2) Knowledge of hand traffic signals, cone/traffic patterns and manual operation of traffic signals is required. An initial traffic management class will be required for all constables not formally police officers.

3) Knowledge of the Town's geography, streets and business is required.

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Uniforms and Equipment

Special Traffic Constables shall wear the following uniform on duty as a *Special Traffic Constable*:

1. Pants: Blauer BDU Blue Trousers

2. Shirt: Shirt- HI-VIS ANSI 107-2010 polo shirt long or short sleeve with department patch on left and US flag on right. Short sleeve is authorized between April- October (specific dates determined by the Chief of Police).

3. Hat: Baseball hat will have Southborough Police Patch, not a badge.

4. Suitable Black uniform shoes or boots consistent with what a police officer is authorized shall be worn.

5. *Special Traffic Constables* must be equipped with a flashlight when working in evening lighting conditions.

6. High Visibility reflective vests and outerwear jackets must be stenciled "Traffic" or "Public Safety".

7. All uniforms and equipment will be purchased by the *Special Traffic Constable.*

Communication

Special Traffic Constables shall sign out a portable radio when available through dispatch after accepting a detail assignment in order to effectively keep two-way communications. Portables must be returned at the end of daily detail assignments.

Violations

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Any violation of this policy may result in a suspension or revocation of appointment as a *special traffic constable*, as determined by the Chief of Police.

DRAFT

RECEIVED
By OB at 12:06 pm, Jul 16, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, May 4, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Public Comment
None

III. Scheduled Appointments
Karen Wheeler – Proposed Energy/Sustainability Committee
Mr. Healey asked Ms. Wheeler for an overview of her requests. Ms. Wheeler shared her screen to propose the establishment of an Energy and Sustainability Committee. She gave background about discussions about climate change at the federal, state and local levels. Ms. Wheeler expressed her concern about the "human cost" if we don't get our climate issues under control. She is looking to establish a committee that can research, advise, and advocate for these issues.

Mr. Healey asked if Ms. Wheeler looked at the committee charges in other Towns for similar committees. Ms. Wheeler said that she did, and that creating a committee charge would not be reinventing the wheel. Mr. Healey asked if she had spoken with John Parent. Ms. Wheeler said that she had, and Mr. Parent was initially a little concerned about a new committee infringing on his Green Community initiatives. She viewed the committee focusing on broader projects that may need more ideas and more funding. Mr. Healey said that he appreciates Ms. Wheeler's work on this, and asked that she continue to evaluate the best way to move this forward. Ms. Braccio thanked her for her presentation, and asked to bring Mr. Parent over.

Ms. Braccio asked Mr. Parent if he agrees with the direction that Ms. Wheeler is proposing for this committee. Mr. Parent said that the only problem he has with the committee as currently proposed is that it could conflict with the current and future Green Communities projects as

planned. Mr. Parent explained his work with State officials, his counterpart at the School, National Grid and others, and how much of the work is dictated by tight timelines and schedules. He said that any large projects would be run through Capital Committee, who would work with him to advocate for the project. Adding a committee into the mix may impact timelines, which in turn could impact funding opportunities. Mr. Parent did say that a committee could be helpful in trying to educate residents on green initiatives such as energy conservation and alternative energy sources. He would be supportive of reconstituting the Green Technology Committee, which is something that Town residents could relate to. Ms. Braccio said that her concern was creating redundancy, and that Ms. Wheeler should continue her conversations, including with Capital Committee, to create a committee focusing on educating residents. Mr. Healey asked Ms. Wheeler what percentage of the committee work she saw as educational, and she said about 30%. Ms. Wheeler also questioned the bandwidth of the Town to take on larger, more complex projects.

Mr. Healey thanked Ms. Wheeler for her presentation, adding that he really liked the idea of resident engagement on climate issues. He said that this committee could be following current issues, and keeping both Mr. Parent and residents updated, as well as any potential grant opportunities. Mr. Shea said that Ms. Wheeler came to Selectmen office hours a few months ago, and talked about what other towns were doing for energy and sustainability. He asked if Wayland, Sudbury and/or Stow have a residential education component to their committee charges. Ms. Wheeler said that at least one of them had something to that effect. Mr. Stivers said that while he supported the concept, he was unsure how to put something in place to make progress on these issues. While he was also concerned about creating another committee, he thought it was a worthy idea that should be explored further. Mr. Healey said that he didn't think this would be a committee that you'd have trouble getting people involved in, but that some due diligence still needed to be done. He asked Ms. Wheeler to continue her conversations with Mr. Parent and others, and that the Board would be back in touch with her. Ms. Wheeler thanked the Board for entertaining the discussion.

ZBA – ATM warrant article 34

Katie Barry gave an overview of the intent of the article, which was to clean up some of the existing language in the bylaw to make it consistent with recent legal decisions. Mr. Stivers concurred with what the article was trying to do, but said that a future town meeting should continue the effort. Mr. Healey said that the purpose seemed straightforward, but this was not something that the Board had to take a position on tonight because it would direct our board to take an action.

Jonas Linden – ATM warrant article 39

Mr. Linden was not present for the discussion; he was at the earlier pre-Town Meeting with the Moderator. Mr. Stivers said that Mr. Linden likely understands the process now for getting an HCVE. The Board agreed to take no position on the article.

Police Chief Paulhus – Policy on Traffic Constables

Chief Paulhus spoke to his request, noting that the Department is filling 14-20 details a day, which is nearly impossible even with officers from neighboring towns. The City of Framingham and Town of Hopkinton both have this policy, and it has worked well for them for a number of years. The Chief said that his plan is to keep the pool of traffic constables within the public safety building, which would limit it to Dispatch and Fire personnel. Chief Achilles had already polled the firefighters, and there definitely is some interest. Chief Paulhus said it was also something

good to try and attract and retain dispatchers. Mr. Healey asked what changes on day one if this policy is approved. Chief Paulhus said that his preference is still to have sworn police officers maintain the details, and that traffic constables would fill in the vacancies. Mr. Healey asked if there is any training required, and the Chief said there would some minimal training for traffic control. Mr. Shea supports the plan to use Police officers first, and then supplement with constables, but wondered if there was any CBA language that could affect his plan. Chief Paulhus said it is spelled out clearly in the union contract, and explained why there were no conflicts.

Mr. Stivers questioned the Chief as to whether the constables would get the same rate of pay as the Police officers. Chief Paulhus said that they would get the same rate of pay per the CBA, and that he has already had the discussion with the Union and they didn't have any objections.

Ms. Braccio made a motion to approve the policy as presented by Chief Paulhus, seconded by Mr. Stivers. Roll call vote: Braccio – aye; Malinowski – aye; Shea – aye; Stivers – aye; Healey – aye. Motion passed unanimously, 5-0-0.

IV. Reports

Chairman's Report

i. Upcoming meeting schedule

Mr. Healey noted the number of RFPs that have been issued for Legal services and South Union School, which will require review and decisions. He said that it makes sense to have a meeting on May 10, but also to meet on May 18 after the Town election. Given that there will be a new member, Mr. Healey suggested that the Board reorganize on May 18, and the Board concurred.

Members' Reports

i. Rent & Mortgage Assistance Program update

Ms. Malinowski informed the Board that she received 4 applications so far for the rent and mortgage assistance program. The Trust has approved another $25,000 to be used out of CARES funds to support additional applications. The application process is underway, and two checks have been issued, while two other application are under review. Ms. Malinowski said that overall the process is working well, and encouraged anyone who has suffered a loss of income due to COVID-19 to go to the town website and see if they qualify. Mr. Stivers asked for an agenda item concerning the federal stimulus program, which he continues to follow with great interest. He urged the Board to have a plan in place on how the federal funds should be spent.

Town Administrator Report

i. COVID-19 vaccination update

Mr. Purple updated the Board on the regional vaccination clinic in Westborough, and noted that things are going very well. He said that the Public Health Agent in Northborough, Kristen Black, deserved much of the credit for spearheading and shepherding the effort. He also recognized Chief Achilles, our Public Health Director Heather Alker, and the MRC and CERT teams. Mr. Purple said that the clinic was able to secure an additional tray of Pfizer vaccine, and this will be reserved for a special vaccination day for high school students in the participating communities. The data provided by Dr. Alker showed that 61% of all Southborough residents have at least 1 dose of vaccine, and that Southborough is trending better than our surrounding communities with vaccinating our younger populations.

Mr. Purple noted that the Town did receive notification that the shared services grant for health services, spearheaded by Northborough, was awarded at the full amount of $300,000 annually for three years. There are also 3 renewal options for three years each, and a work plan is being put in place by the four communities to determine how the funds will be used by each community. The grant focuses on nursing and inspectional services, and is used to enhance existing health services. Mr. Stivers offered his thanks to the Board of Health for making this happen. He noted that the FDA is likely going to approve Pfizer for those in the 12-15 age group, and did we have a plan to vaccinate that population. Mr. Purple said that the group would be meeting to discuss that rollout soon. Ms. Braccio said that based on all the positive feedback that we have been hearing about our regional site, the Board should be sending a letter of thanks and recognition to Ms. Black in Northborough for her efforts on our behalf. Mr. Healey concurred and asked that Mr. Purple can work with Ms. Hale to put together a draft letter.

Mr. Purple informed the Board that Conservation Commissioner Judith Watson recently completed her Fundamentals Certificate from the Mass. Association of Conservation Commissions (MACC). He said that a majority of commissioners have this certification, as it helps them to be better prepared when discussing permits, and that it was nice to see our permitting boards staying up on continuing education.

Mr. Purple said that he received a message from Advisory Committee member Andrew Pfaff, who has been working with Ms. Danza on the MVP grant. The deadline is later this week, and the grant would be to develop an impervious surface layer for the Town's GIS system. Several other communities have used the grant for the same purpose, and have been successful. The dollar amount for the grant is $30,500, and the Town needs to match $7,625, which Advisory is willing to provide. Mr. Purple wanted to make sure that the Board was aware, and that there were no issues with submitting the grant. Mr. Stivers said that this is an important tool for stormwater management, and fully supported the effort.

Ms. Hale updated the Board on the subject of diversity, equity, and inclusion (DEI), which was discussed earlier in the year during goal setting sessions. At this time of year, we are looking at scheduling employee trainings, and wanted to use some of the training funds in the Selectmen budget for this purpose. Personnel Board would be asked to pay for half of the course. Mr. Healey said that it sounds like a good idea, but how much would it cost. Ms. Hale said between $2,500 and $4,000 three-part virtual sessions, to come out of the Selectmen's employee training line item. The Board agreed with the use of the funds for the training.

Ms. Hale talked about other municipalities are using technology to get their boards and committees back in the building to meet in-person. IT Manager Jay Montijo joined Ms. Hale for a site visit in Medfield to see how they do it, in conjunction with their local cable studio. SAM is not ready to come back yet, which could complicate efforts on our end, but we are exploring how to do it with Zoom. Mr. Healey said that he wants to have meetings in person as soon as possible, to send the message that things are moving toward normal. Ms. Braccio said that she is very happy to move in this direction. Ms. Malinowski asked if we are looking at outfitting the public safety meeting room and senior center the same way. Ms. Hale said that the goal was to start with the McAuliffe Room and go from there. Mr. Shea and Mr. Stivers agreed. Mr. Montijo said that Medfield had been very helpful in getting him information on their setup, and that he has been talking with SAM.

V. Consent Agenda

a. Approve Meeting Minutes: April 27, 2021
b. Accept donations totaling $125.00 for Fire Dept. Ambulance Fund
c. Accept donation of $750.00 for Southborough Youth and Family Services donation account
d. Appoint Julia Fontana as a Student Police Officer, effective May 10, 2021

Mr. Healey made a motion to approve all Consent Agenda items as presented, seconded by Mr. Shea. Roll call vote: Braccio – aye; Malinowski – aye; Shea – aye; Stivers – aye; Healey – aye. Motion passed unanimously, 5-0-0.

VI. Other Matters Properly Before the Board

Discussion regarding field dedication at Mooney Complex in honor of Brian G. Shifrin

Mr. Healey said that members of the Board had time to review the request from Southborough Little League, and Ms. Braccio noted that this effort has been going on for the better part of 18 months. She also said that she and Brian Shea served with Mr. Shifrin, and everyone felt strongly about the naming of the field when approached by baseball about this. The dedication would be held on June 2nd, which is Lou Gehrig's Day, and his daughter will have the honor of playing on that field. Kristine Shifrin said that this acknowledgement of Brian means the world to her and her kids. Ms. Braccio said that we know how involved Brian was with baseball, which makes this decision a relatively easy one for to make. Mr. Shea said that discussions of getting this done sooner were put on hold with COVID-19, and that was beyond everyone's control. Ms. Braccio asked that the Recreation Commission be involved in the discussions for the dedication, and that it be reflected in the vote that both baseball and the Commission should work collaboratively on the signage.

Ms. Braccio made a motion that the Board support the naming of Brian Shifrin Memorial Field at Mooney Field at Finn School with the stipulation that the baseball league collaborate with the Recreation Commission on the event, seconded by Mr. Shea. Roll call vote: Braccio – aye; Malinowski – aye; Shea – aye; Stivers – aye; Healey – aye. Motion passed unanimously, 5-0-0. Ms. Shifrin thanked the Board for their support.

Discussion regarding flag placements at the Old Burial Ground

Mr. Healey set the table for proceeding with the discussion. He wanted to hear from the veterans to have them elaborate on their proposal for what they think should happen with the flag placements at the Old Burial Ground. He then would like to hear from the people who submitted a petition to express their concerns over the placement of the flags. Having talked to Mr. Kolenda, he was of the understanding that the veterans had a modest presentation, and he wanted to try to accommodate everyone within a reasonable amount of time. Mr. Healey also said that he wanted people to know that there will be a final opportunity to submit written materials before the Board takes a vote on how to proceed. Mr. Healey then gave a brief summary of the Gadsden flag based on research he had done. He understands that in recent times the use of the flag has been corrupted by individuals and groups whose views are antithetical to those who fought in the armed services, but he has not found any indication that there's been any such co-opting here. Mr. Healey also discussed ways to identify the history of the flags, if it was decided that they remain in the Old Burial Ground. He said that he was expecting a civil discussion this evening, even if we have different views and disagree, and said that he would ask any speaker who could not follow the rules to be muted. Mr. Healey said he wouldn't have any tolerance for any sort of personal attacks or suggestions that people's positions on this are anything but thoughtful and honorable in their views of the Town.

Mr. Kolenda said that he and Mr. Whynot were asked to represent the veterans, and thanked the Board for inviting them. He provided a history of the Gadsden flag. He said that veterans respect everyone's opinion, as they fought for the right of freedom of speech. Mr. Kolenda said that he and Mr. Whynot heard from many veterans about this issue, and not one thought that any of the flags, including the Gadsden flag, should be removed. He is requesting the flags be allowed to remain as they are. The historical nature of these flags cannot be understated. Mr. Kolenda broached the verbal threat made by Mr. Weishan against Mr. Whynot, and Mr. Healey intervened and said that particular issue would be discussed in due time. Mr. Kolenda then did a brief presentation on each of the flags flying in the Old Burial Ground. He referenced a recent case that came before the EEOC where a government employee was wearing a hat with a Gadsden emblem, and another employee found it offensive. The EEOC did not determine that the Gadsden flag was racist or discriminatory and did not ban it, so why should Southborough. Mr. Kolenda doesn't think that flags should lose their historical significance because some misguided people tried to misuse them.

Mr. Healey liked the idea of some literature or a plaque to explain the context of the flags, assuming that the Board votes for them to remain. Mr. Kolenda and Mr. Whynot said that they are both completely supportive, and that they think that this can only help to educate our residents about their history.

Ms. Braccio said that she had the opportunity to speak to some of the military contacts that she has as well. She asked about their thoughts on this particular flag, and they agreed it's a hot topic right now. Ms. Braccio said that she was told that the Gadsden flag was standard on the sleeve of their uniform, and on the front of their ship for the 2002 – 2019 mission global war on terror. She also said that our Navy officers are currently wearing this patch. Mr. Kolenda thanked Ms. Braccio for her comments, and that was his understanding as well. He said that he is an Army guy, but he knows that many Naval officers wear a version of the Gadsden flag that has the words "don't tread on me". Ms. Braccio said that she may have other comments, but will leave it at that for now.

Ms. Malinowski asked if when Mr. Stearns reached out to his counterparts, did he get feedback on other municipalities flying the Gadsden flag. Mr. Kolenda said that he reached out to his fellow colleagues, and that they were 100% in agreement that the flag is historic and should remain flying there. Mr. Shea and Mr. Stivers had no comments at this time.

Steve Whynot said that his thoughts were pretty well covered by Mr. Kolenda's opening statement, and noted that Mr. Stearns is here and asked him to be recognized to speak.

Brian Stearns, Veteran's Agent, did reach out to his counterparts in other Towns around the state. He reached out to the vast majority of communities in Worcester and Middlesex counties, and those he did reach were all in agreement to keep the Gadsden flag. He agreed with Mr. Kolenda's assertion that the Gadsden flag is a flag of hope, not hate, and wanted it to remain as a flag of hope for our soldiers and sailors.

Mr. Whynot offered additional information about the Gadsden Flag, and specifically about Mr. Bertonazzi, who is a Revolutionary War veteran buried in the Old Burial Ground.

Claire Deans Rowe said that she can't imagine when these flags were originally placed that they would take on the representation that they have. She noted that Gadsden was not just a slave

owner, but also a slave trader. Ms. Deans Rowe brought forward a petition on March 14th with 262 signatures supporting the removal of the Gadsden flag from the Old Burial Ground. She said that the flag has been used pretty widely by hate groups for about 30 years now, and that the younger generation sees it as a symbol of hate. She said that she wants to honor veterans and the work they did to fight for our country, and she doesn't think the Gadsden flag represents what the veterans fought for. Mr. Healey asked Ms. Deans Rowe if she would be supportive if the various revolutionary flags were displayed with context. She said that she worried about people just driving through Town and seeing the flags would send the wrong message.

Pamela Saitta, 2 Brookside Road, said that she the signed petition because she was really concerned about the Gadsden flag serving as a symbol of the Town. She is asking to remove the flag display in the Old Burial Ground, including the Gadsden flag, and find a more suitable way to honor the veterans who are buried there. Ms. Saitta noted that 95% of those buried in the Old Burian Ground and not Revolutionary War veterans. She learned from Sally Watters that none of the people buried in that cemetery ever served in theaters that are represented by the flags that are displayed. Ms. Saitta suggested that the Gadsden flag be changed out with the Navy Jack flag, that it would be easy to switch it out. She is concerned with the message that we are sending to residents by flying this flag, and it is important to respond to modern times. Ms. Saitta feels that people can work together to find historically accurate flags that are non-controversial.

Michael Weishan said that he has nothing to add to the discussion this evening, and that it is more important to hear from Ms. Watters.

Sally Watters said that she has a great deal of respect for veterans, and she reached out to a few people that she knows who are veterans; two retired Navy captains, a Navy commander, and an Army colonel. They all concurred that the use of the flag in protest changed its meaning, unfortunately, and that it was not a great idea to be flying it on Town property. Ms. Watters has great reverence for those that are buried in the Old Burial Ground. 26 unmarked graves are Revolutionary War veterans; 36 marked graves are Revolutionary War veterans. She gave the history of some of the soldiers buried in the Old Burial Ground, and said that she would like to see historically appropriate flags being flown there. She said that that symbols change meaning to people, and this had unfortunately happened with the Gadsdenflag.

Rebecca Deans- Rowe spoke about the placement of the flags, and how the placement is problematic given the number of unmarked graves. She feels that it is more appropriate for the Town to find a different place to display the flags, and made it clear that this issue is not about not supporting the veterans.

Mr. Healey closed the discussion by thanking all who came and weighed in on the issue. He said that the Board will take a vote at their May 10 meeting.

<u>Town Meeting preparation – Assignment of articles, presentations</u>

Mr. Healey asked Mr. Purple if this needed to be tonight, or if it could be done at the May 10 meeting. Mr. Healey said that he went through the list, and he thought it was pretty straightforward to assign the 21 Selectmen articles amongst the four current members (three groups of five, and one member with six). Articles could be shuffled or reassigned when a new member is elected. Mr. Purple said that he was fine with that. Mr. Cimino added that he had not

finalized his consent list of warrant articles yet. Mr. Purple said that based on the consent list, many of the Selectmen articles could be voted without individual motions. Ms. Braccio said that since she had been on the Board, it was the luck of the draw if one of your assigned articles was included in the consent list. Mr. Purple asked if there were any articles that people specifically wanted to speak to. Mr. Healey said he should talk about the PILOT article. He asked Mr. Purple to send out his suggested assignment of articles to the Board members, and that the Board would take them up on May 10. Mr. Healey also noted that the new member could be assigned articles that were not addressed in the consent agenda. The Board and Mr. Purple agree.

VII. Public Comment

None

VIII. On a motion made by Chairman Healey, seconded by Mr. Shea and voted all in favor by roll call vote: Braccio – aye; Malinowski – aye; Shea – aye; Stivers – aye; Healey – aye. Motion passed unanimously, 5-0-0. The meeting was adjourned at 9:09 P.M.

Upcoming Meetings
May 10, 2021
May 18, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the May 4, 2021 BOS Meeting:

- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator
- Proposal to BOS - Energy and Sustainability Committee 5.4.2021
- 4.19 Traffic Constables Policy
- Vaccination Data as of 4.20.2021
- Draft Selectmen's Minutes 4.27.2021
- Donation Letters from Chief Achilles dated 4.20.21 and 4.29.2021
- Donation Letter from Youth and Family Services dated 4.29.21
- Letter from Chief Paulhus to BOS re: Appointment of Student Officer Julia Fontana
- Letter from Michael Murphy to BOS re: Naming of Finn 1 Field in Honor of Brian Shifrin
- Letters from Pam Saitta to BOS re: Gadsden Flags
- Letter from Daniel Kolenda to BOS re: More background on the Gadsden Flag
- Letter from Steve Whynot to BOS re: More background on the Gadsden Flag
- Letter from Claire Deans-Rowe to BOS re: Request to speak at meeting
- Letter from Daniel Kolenda to BOS re: Proposed letter to Southborough BOS
- Letters to BOS from multiple residents re: Gadsden Flags
- Warrant for Annual Town Meeting on May 22, 2021
- Letter from Michael Weishan to Marty Healey re: Down the garden path

SOUTHBOROUGH YOUTH AND FAMILY SERVICES

STRENGTHENING OUR COMMUNITY BY SUPPORTING ITS FAMILIES

April 29, 2021

Town of Southborough
Board of Selectmen
17 Common Street
Southborough, MA. 01772

Dear Board of Selectmen:

We request that you accept the attached donations into our donation account. These will be used to pay for items not covered by our Town budget.

Thank you.

Sincerely,

Sarah Cassell

Sarah Cassell
Director
Southborough Youth and Family Services

Mail: 17 Common Street, Southborough, MA 01772
Office: 21 Highland Street, Southborough
Phone: (508) 481-5676 Fax: (508) 229-4469

TOWN OF SOUTHBOROUGH

SCHEDULE OF DEPARTMENTAL PAYMENTS TO TREASURER

DATE: 4/29/2021

DEPT. **Youth/Family**

TREASURER: _____

DESCRIPTION	AMOUNT
Youth and Family Donation: 2673-6-542-570-57820	
Donation- check 186589	$750.00
TOTAL	**750.00**

4/27/2021

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

Tuesday, April 20, 2021

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Town of Southborough Board of Selectmen,

Enclosed, please find the following donation made to the Town of Southborough Ambulance Fund for your acceptance.

RECEIVED FROM:	**AMOUNT:**	**ACCOUNT SPECIFIED:**
Janice Brown	$25	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration of this request.

Sincerely,

Steven E. Achilles
Southborough Fire Chief

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

Thursday, April 29, 2021

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Town of Southborough Board of Selectmen,

Enclosed, please find the following donation made to the Town of Southborough Ambulance Fund for your acceptance.

RECEIVED FROM:	**AMOUNT:**	**ACCOUNT SPECIFIED:**
Richard & Barbara Sullivan	$100	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration of this request.

Sincerely,

Steven E. Achilles
Southborough Fire Chief

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, April 27, 2021, 8:00 A.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 8:00 A.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Class II License Application – RAD Exotics, LLC at 251 Turnpike Road

Mr. Purple read the public hearing notice. Mr. David Sigler, proposed manager, presented the proposal. 20+ years in car sales for higher-end vehicles. Lives in Southborough within walking proximity to the location. Ms. Braccio asked if box 7 was checked. Mr. Sigler said that the form was resubmitted correctly. Mr. Sigler said soft opening in June, full opening in September. Mr. Stivers asked if plans to sell new or used vehicle. Mr. Sigler said that most would be pre-owned at this time. May be able to add new vehicles in the future, but pre-owned would be the business model. Mr. Stivers asked about number of employees. Mr. Sigler said that they will open with 5 employees, ramp up to 8-10 when fully functioning. Not doing external service, just to own vehicles. Mr. Healey asked about volume of cars on lot. Maximum of 70-75 cars when fully functioning. Good to see business opening in this climate.

Marnie Hoolahan, 26 Clifford Street – would hope that test drives would obey speed limits in the abutting neighborhoods, as the previous business did. Mr. Sigler said that they don't intend to test drive many of the cars, and not in the abutting neighborhood. Ms. Hoolahan wanted to know about the new paint color for the building. Mr. Sigler said that it is still in progress, but will remain blue.

Mr. Shea Motion to close the public hearing, seconded by Mr. Healey. Unanimous approved, all.

Mr. Healey motion to approve the Class II License as submitted, seconded by Mr. Shea. Unanimous approved, all.

III. Consent Agenda

a. Mr. Health motion to appoint Ms. Barry to the Administrative Assistant position in the Selectmen's Office as recommended by the Town Administrator, Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

IV. Other Matters Properly Before the Board

None

V. Public Comment

None

VI. On a motion made by Mr. Healey, seconded by Mr. Stivers and voted all in favor (5-0-0) by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 8:13 A.M.

Upcoming Meetings	
May 4, 2021	*May 18, 2021*

Respectfully submitted,

Mark Purple, Town Administrator

List of Documents referred to at the April 27, 2021 BOS Meeting:

- Class II License Application for RAD Exotics, LLC
- 4/23/2021 Memo to Board from Vanessa Hale, RE: Administrative Assistant appointment

FY 2021 Goals - Boards and Committees.	In Progress	Recent Steps	Completed
OML training and support/training for running Open Meetings.	XX		
Promote and enforce Town Email Use Policy.	XX		
Update, consolidate and promote compliance with general policies.	XX		XX
Encourage and provide support for televising meetings.	XX		
Encourage and provide support for composite agendas and packets.	XX		
Enhance informational outreach and recruiting for volunteers (forum).	XX		XX
Conduct public comment at beginning & end of meetings			XX
Review and update descriptions and charges.	XX		
FY 2021 Goals - Community Initiatives			
Coordinate and oversee Downtown Initiative.	XX	XX	
Coordiate communication/roundtables with local businesses.	XX		
Pursue PILOT initiatives, including community center and projects.	XX	XX	
Pursue "bike friendly" policies and explore Biking Committee.	XX		XX
300th Anniversary planning, including Committee creation.	XX	XX	
FY 2021 Goals - Employees			
Create Employee Handbook.			
Update job descriptions for BoS staff.	XX		
BoS review of annual staff performance reviews.	XX		XX
Review staffing and BoS office organization.	XX		XX
Analyze Personnel Board/Town Administrator authority.			XX
FY 2021 Goals - Infrastructure			
Explore municipal electric plant.			
Natl Grid parcel 54-40	XX		XX
Assimilate Pine Hill Rd into Town Water re: Fire (via MWRA)	XX		
FY 2021 Goals - Long Range/Strategic Planning			
Explore establishing grant writing position(s).	XX		
BoS training, reporting and hiring initiatives re: diversity and inclusion.	XX		XX
FY 2021 Goals - Municipal Finance			
Additional approval/oversight on appropriation line items.	XX		XX
Schedule quarterly budget updates (Finance Director).			XX
Establish budget narratives, including long-term impacts.			
Establish BoS budget liaisons.			XX
Communicate BoS position to departments re: new FTEs.			XX
Establish long-term capital plans (with Capital Committee).	XX		XX
Explore generating additional commercial tax revenue.	XX		XX
Identify and establish a roster of Town service contracts.	XX		XX
Review contracted services and explore re-bidding.	XX		XX
Maximize potential Covid-19 reimbursements and grants.	XX		XX
Coordinated budget discussions with Advisory, Capital and Schools.	XX		XX
FY 2021 Goals - Organizational			
Quarterly newsletter.	XX		
Explore public safety regional dispatch.	XX		
Evaluate organizational processes: postage; mailings; data exchanges.	XX		XX
Budget software implementation.			XX
Pursue policies and projects for 40B threshold.	XX		XX
Customer service survey re: Town departments.	XX		

GOALS for Town Administrator	In progress	Completed	Recent Steps
Communication with Board of Selectmen	XX		Shared Legal folder set up for Board member access, continue to enhance contents.
Embrace authority of Town Administrator position	XX		
Assist Board of Health with staffing and vaccination plan for COVID-19	XX		Regional vaccination site for Boroughs receiving vaccine beginning 4/15. Regional health services grant submitted, focusing on nursing and inspectional services. Public Health Nurse contract finalized; starts 4/20.
Improve process between Building Dept. and Historical, RE: Demolition delay bylaw	XX		Meetings with Historical Commission members and Building Dept. to change point of contact and revise viewing options to only those items pertinent to Historical Commission review.
Sidewalk access to Public Safety Facility	XX		ADA self-evaluation process commenced. Sboro School buildings being added into study within available funding.
Formal reviews for other contract employees under Board of Selectmen	XX		Review for Fire Chief in process.
Annual goals for department heads/contract employees under Board of Selectmen	XX		
Identify service enhancements/cost reductions; grant opportunities	XX		One Stop grant expression of interest submitted. Awaiting response from State.

GOALS for Town Administrator	In progress	Completed	Recent Steps
Reorganization of Selectmen Office	XX		Interviews for AA position in process; hope to have appointment for 4/20 meeting.
Sustainability of golf course operations; renewal of management contract			Putting green design early May; bidding in June; construction to start in August.

KENNETH M. PAULHUS
CHIEF OF POLICE

TOWN OF SOUTHBOROUGH
POLICE DEPARTMENT

32 Cordaville Road
Southborough, Massachusetts 01772

Emergency: 9-1-1
All Other: (508)485-2121
Business: (508)485-2147
Fax: (508)485-4634
kpaulhus@southboroughma.com

To: Honorable Board of Selectmen

From: Chief Kenneth M. Paulhus

Subject: Appointment of Student Officer Julia Fontana

Date: April 27, 2021

Dear Board of Selectmen:

Please consider my request to appoint Ms. Julia Fontana as a Student Police Officer with the Town of Southborough, effective May 10, 2021. Ms. Fontana is currently a part-time Telecommunications Officer with the Department. She will begin attending the Reading MPTC Academy on the start date.

The position is available due to the resignation of Probationary Officer Brandon Donahue in January of 2021.

Ms. Fontana's compensation will be seven-hundred dollars per week (Local 167 Contract), until her MPTC Graduation when she will transition to Probationary Officer.

Please contact me with any questions or concerns.

Kenneth M. Paulhus
Chief of Police

From: Claire Deans-Rowe
To: SelectmenOffice
Subject: Request to speak at meeting
Date: Wednesday, March 31, 2021 10:06:26 PM

[EXTERNAL]

Dear Members of the Southborough Board of Selectmen,

My name is Claire Deans-Rowe and I am the author of a change.org petition requesting that the Gadsden Flag be removed from the Old Burial Grounds. To date, this petition has 258 signatures. I have included the text of the petition.

I respectfully request the opportunity for me and Pamela Saitta (another resident and supporter of the petition) to express our concerns regarding the Gadsden Flag. Please contact me with any questions or a possible date for presenting.

Best,

Claire Deans-Rowe

(Petition text)
Since the summer of last year the struggles of people of color in the United States of America have finally been pushed to the forefront of our media. This has made many of us question our own beliefs and prejudices, and has started some real change in our country. I'm making this petition because I want to keep that change moving forward, not forgetting where we came from but recognizing that it doesn't reflect where we are.

In the Old Burial Ground in Southborough, Massachusetts a flag is displayed that has become strongly associated with groups who promote white supremacy and racism. The Gadsden Flag is recognized by the "Don't Tread on Me" phrase under a coiled rattlesnake. While it started as a symbol of the American Revolution, it has evolved to become a symbol of hatred towards people of color, especially African Americans. The flag was also created by a man from South Carolina named Christopher Gadsden. Gadsden was a slave owner and trader who's trading site, Gadsden's Wharf, saw as much as 40% of slaves pass through it. Nowadays, the flag is displayed at radical rallies, and most notably flown prominently in the takeover of the Capitol Building by extremists on January 6th alongside those of the Proud Boys, a well known neo-fascist organization.

Displaying a flag now closely associated with white supremacy suggests that this town is alright with white supremacy and hatred towards people of color, and even sees it as

something to be brandished with pride. We can honor our veterans without flying what is now a symbol of hate. I urge you to sign this petition and call on Southborough to make ending racism a priority in our town.

Sources:

https://www.miamiherald.com/opinion/op-ed/article94090357.html

https://theconversation.com/yellow-gadsden-flag-prominent-in-capitol-takeover-carries-a-long-and-shifting-history-145142

https://thewire.in/world/us-capitol-storming-flag-india-militia-groups-nationalism

From: Daniel Kolenda <daniel.kolenda@broadcom.com>
Sent: Friday, April 23, 2021 10:02 AM
To: Martin Healey <mhealey@southboroughma.com>
Subject: FW: More background on the Gadsen Flag

Good morning, Marty, the Veterans remain informed and engaged regarding this matter. If Steve or I need to present anything during your meeting on 4 May, please let me know.

Have a nice weekend,
Dan

Daniel L. Kolenda
Senior Associate General Counsel
Lead Compliance Counsel | Legal Department
Broadcom

From: Daniel Kolenda
To: Martin Healey
Cc: Steve Whynot
Subject: FW: Proposed letter to Southborough BOS
Date: Tuesday, April 13, 2021 5:28:56 PM

Marty, please see below, which was sent by Steve and me to the Veterans. We remain overwhelmingly supportive of keeping the flags as they are, and as they have been for decades.

We would all love for some resolution to this before our Memorial Day Observances, as this issue has affected many of our Veterans.

Finally, we don't want to forget the verbal threat (and he has misled the BOS and the pubic by publishing his written email to Steve and stating no threat was made – it was made over the phone) that was made to Steve if he did not come to a resolution with him regarding the historic flags – Mr. Weishan, Chair of the Historical Commission, said he would go to the BOS and the press. Well, he followed through with the threat and went to MySouthborough. This behavior happened once, and he was not reappointed to the Commission in a unanimous vote of the BOS. He's done it now a second time, at least, and there has to be a serious consequence. It should not have happened again, and should never happen again to any resident, any Veteran.

Dan

From: Steve Whynot
Sent: Tuesday, April 13, 2021 3:05 PM
To: [redacted]
Subject: Proposed letter to Southborough BOS

[redacted]

Fellow Veterans,

As you know, over the last few weeks an issue was created through some anonymous complaints

about certain historical flags at the Old Burial Ground. Commander Kolenda and I have heard from many of you and the overwhelming consensus is that the historical flags located there should remain as is. We plan on sharing this sentiment with the Board of Selectman, as they will likely soon take a position and vote. If any veteran has any additional information you would like us to share, please do so now.

As Veterans, we have fought oppression and defended our Constitution as we served the American people. We understand history and value the flags, symbols and markers that have inspired Americans from the Colonial Revolution, to the Great World Wars, Korea, Vietnam and the War on Terrorism. No act of a misguided few can suddenly cause an historic flag of hundreds of years to suddenly lose its historical significance. The flags at our Old Burial Ground are historic, with many dating back hundreds of years. They should remain exactly where they are.

Please let us know within the next few days so that we can proceed.

Thanks everyone...

Steve Whynot
VFW Commander

Dan Kolenda
American Legion Commander

"Any man who may be asked in this century what he did to make his life worthwhile, I think can respond with a good deal of pride and satisfaction, 'I served in the United States Navy," President John F. Kennedy - August 1963

This electronic communication and the information and any files transmitted with it, or attached to it, are confidential and are intended solely for the use of the individual or entity to whom it is addressed and may contain information that is confidential, legally privileged, protected by privacy laws, or otherwise restricted from disclosure to anyone else. If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, you are hereby notified that any use, copying, distributing, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. If you received this e-mail in error, please return the e-mail to the sender, delete it from your computer, and destroy any printed copy of it.

April 27, 2021

Town of Southborough
Board of Selectmen
Southborough Town House
17 Common Street
Southborough, MA 01772

RE: Naming of Finn 1 Field in Honor of Brian Shifrin

Members of the Board:

I am writing this correspondence to request that the Board of Selectmen vote to approve the naming of the Finn 1 field (the field closest to the school gymnasium) at the Mary Finn School in honor of the late Brian Shifrin, with the new name being "Brian Shifrin Memorial Field". The Southborough Little League ("SLL") Board of Directors voted unanimously to name this field in honor of Brian, who was a vital part of and a huge contributor to our league for many years. Quite simply, Brian truly showed us all what it means to give of yourself, coaching and volunteering even after his diagnosis and battle with ALS had begun, much like he did as a member of the Board of Selectmen of Southborough. He left enduring memories on the boys and girls he coached – which of course included his own children, Charlie and Courtney – as well as those with whom he coached, many later becoming close friends.

If approved, SLL will time the unveiling of the new field name to coincide with the recently introduced 4ALS/Lou Gehrig Day (June 2), announced by Major League Baseball as an annual day of remembrance for both Lou Gehrig and for those who have battled through ALS, a disease which has (unfortunately) had an outsized effect on the baseball community at large. We will hold a small ceremony on that Wednesday afternoon (June 2, 2021) at the field prior to a pair of Majors-division baseball games being played, with Courtney Shifrin, a 12-year-old in her final year on the small Little League diamond, playing in the first game on "Brian Shifrin Memorial Field".

Thank you for your time and consideration in this matter.

Respectfully,

Michael P. Murphy
President
Southborough Little League

Mark Purple

From: Martin Healey
Sent: Friday, April 30, 2021 8:23 AM
To: Mark Purple; Vanessa Hale; Lori Esposito
Subject: Fw: Down the garden path

From: Michael Weishan <mweishan@southboroughma.com>
Sent: Thursday, April 22, 2021 10:57 AM
To: Martin Healey <mhealey@southboroughma.com>
Subject: Down the garden path

Dear Marty

So I pulled the public records request and obtained a copy of the email you referenced.

It appears that you have been led down the garden path by Mr. Kolenda:

Finally, we don't want to forget the verbal threat (and he has misled the BOS and the pubic by publishing his written email to Steve and stating no threat was made – it was made over the phone) that was made to Steve if he did not come to a resolution with him regarding the historic flags – Mr. Weishan, Chair of the Historical Commission, said he would go to the BOS and the press. Well, he followed through with the threat and went to MySouthborough. This behavior happened once, and he was not reappointed to the Commission in a unanimous vote of the BOS. He's done it now a second time, at least, and there has to be a serious consequence. It should not have happened again, and should never happen again to any resident, any Veteran.

What I said to Mr. Whynot was along the lines of "it would be great if we could deal directly with you veterans about subbing out and potentially moving some of these flags to address the complaints we received and make the flags more historically appropriate, because if this goes to the BOS and gets press, it will get blown entirely out of proportion."

Mr. Kolenda has deliberately twisted that into: Mr. Weishan, Chair of the Historical Commission, said he would go to the BOS and the press, which doesn't even make sense if you think about it, because you were unhappy with me for NOT bringing it to your attention!

This is Mr. Kolenda at his best, trying to stir up trouble by waving the flag (literally), inventing this verbal "threat" and suggesting that this will in any way impact the Memorial Day activities, all of which is pure nonsense.

I have already warned you about the naked animus Mr. Kolenda bears towards me and the Historical Commission in general. He has done everything in his power to delay, dismiss and destroy the work we have achieved, and when he failed at that, he decided that if you can't kill the message, perhaps with lies and distortions you can character assassinate the lead messenger. That tactic in fact worked for a while. Fortunately however, his long history of bullying and aggressive behavior finally caught up with him, and hopefully he will remain a sad asterisk in Southborough's history.

If you follow through with your intention to share Mr. Kolenda's letter with the BOS, I trust you will share this one as well.

Additionally, in your role as Chair, I hope you'll insure that our discussion on the 4th is not tainted by the baseless accusations above. The real issue here was and is: are these flags historical, is their placement proper, and are these the images we want to be seen as representing Southborough in 2021?

Best
M

Michael Weishan, Chair
Southborough Historical Commission
508.624.7640
mweishan@southboroughma.com

From: Steve Whynot <>
Sent: Friday, April 23, 2021 9:11 AM
To:
Subject: More background on the Gadsen Flag

Gents – the following are two links on articles regarding the Gadsen Flag for you interest forwarded to me by Brian Stearns and Chris Robbins.

There is a Board of Selectman's meeting coming up May 4th.

Let's hope the make the right decision and stop this madness of culture erosion.

https://knifeup.com/dont-tread-on-me-what-it-means-today/

https://www.patriotwood.com/blogs/news/the-true-history-behind-the-gadsden-flag

Thanks Brian –

Thanks Chris

sw

"Any man who may be asked in this century what he did to make his life worthwhile, I think can respond with a good deal of pride and satisfaction, 'I served in the United States Navy," President John F. Kennedy - August 1963

From:	Pamela Saitta
To:	Martin Healey; Lisa Braccio; Brian Shea; Chelsea Malinowski; Sam Stivers
Cc:	cdeansrowe@gmail.com; SelectmenOffice; Mark Purple
Subject:	May 4 Board of Selectmen Discussion of Gadsden Flags
Date:	Monday, April 19, 2021 7:59:01 PM

[EXTERNAL]

Dear Mr. Healy and fellow Selectmen,

I am writing to request an opportunity to speak about the issue of the Gadsden flags at the Old Burial Ground when you consider this topic at your May 4 meeting.

I saw that Mr.Kolenda and Mr. Whynot are listed on the agenda to speak in defense of the current flag display. I would like to have the opportunity to co-present with Claire Deans-Rowe our opposition to the flags to provide balance to the discussion before the Board. On March 31 and April 12, Ms. Deans-Rowe wrote to the Board of Selectmen asking to present her petition which received more than 250 signatures. Given the high level of community interest, we believe it is important for the Board to have all of the information necessary to make an informed decision as community leaders.

Though Ms. Deans-Rowe's and my concerns developed independently, we share a strong belief that the Gadsden flag should be removed and that more suitable means of recognizing Revolutionary War veterans can be implemented. Thank you for considering my request to briefly present on this issue with Ms. Deans- Rowe when you consider it at the Board of Selectmen meeting.

Kind regards,

Pamela Saitta
2 Brookside Road

From:	Michael Weishan
To:	Board of Selectmen
Cc:	Mark Purple
Subject:	Fwd: Flags
Date:	Wednesday, March 17, 2021 11:58:38 AM
Attachments:	Screen Shot 2021-03-10 at 12.59.36 PM.png

Ladies and Gentlemen

For the record, here is the email I sent to Steve Whynot immediately after my call, which as I have already related, was entirely amicable, though Mr. Whynot was clearly not amenable to any changes. As you can read for yourself, there was no "threats or intimidation" as Mr. Healey alleged last night. Nor was it true that the veterans were not invited to the meeting or somehow excluded, as the email clearly shows. In fact, that is why Mr. Whynot was called two days before the meeting—to give him advance notice of what was on the agenda and invite him to attend. He declined. As for the reappearance of Mr. Kolenda last night, I don't know that I can put any credence in the motivation of the only selectman ever to be sued for verbally assaulting a citizen at a BOS meeting.

I also have very detailed notes from my conversation with Mr. Healey, and I stand by my direct quotes of his inappropriate tenor and heated language.

Finally, I want to refute another charge that has been leveled at me twice now, one that seems to so enrage certain members of your board, that I as an officer of the town I "ran to the press" or "fought this out in the press." Ladies and gentlemen, I am a bona fide member of the press, and I don't have to run anywhere. I am an active NPR contributor, I spent 7 years as a host on PBS, and have close to two million words in print in hundreds of periodicals across the US. While it is true that a majority of my work is in lifestyle issues, I am the editor of two very active special interest blogs, one for the Historical Society, and one at Harvard. Together, these two reach almost 20K readers. And, as a member of the press, and as a member of town government, I will continue to use my constitutionally guaranteed rights to shine truth on issues that I think are important.

I hope this settles these baseless accusations, and look forward to a *substantive* discussion about the problems at the Old Burial ground that actually deals with the very important issues at hand.

M

Begin forwarded message:

From: Michael Weishan <mweishan@southboroughma.com>
Subject: Flags
Date: March 10, 2021 at 1:00:51 PM EST
To: Steve Whynot <>

Dear Steve,

Thanks so much for taking my call, and agreeing to speak to the other Veterans about potentially moving and swapping out some of the flags. As I mentioned to you on the phone, the Historical Commission is in the process of working with the town to renovate and restore the Old Burial Ground, and recently several issues have come up.

The first, and most important in our minds, is that the current six small flags impale unmarked graves. The flags were installed before we had the site researched with ground radar, and we now know that this is an active burial site. We are looking at ways to mark some of these individual graves so that they are no longer in the public way, and it would be great to consider removing the six smaller flags to another area.

Secondly, as we discussed, several of the flags currently flying have been seized by white supremacists as their banners, and we have had a number of complaints that these flags should not be displayed on public land, as they have become offensive to people of color. Equally relevant, too, I think is that these flags don't pertain to any burials associated with the graves in the Old Burial Ground, as they represent regiments of Southern colonies, namely South Carolina and Virginia. I might be worthwhile to do a little more research on the veterans buried in the OBD and represent instead the actual flags under which they served. One suggestion, in particular, is for the Continental Colors flag, detailed below. Another might be the personal flag of George Washington. Both would be great on the large flagpole, which, just to be clear, would be maintained where it is and given a fresh coat of paint.

As I mentioned I would love to work out a compromise here that would keep all parties, if not totally happy, at least satisfied that their voices were being heard—and in the process, make the banners better reflect the men who fought beneath them.

Get back to me when you can, and feel free to share this email with the other Veterans.

Michael Weishan, Chair
Southborough Historical Commission

mweishan@southboroughma.com



The Continental Colors Flag

Although unofficial, the is considered to be the first American flag. It was used from 1775-1777, preceding the Betsy Ross flag Betsy Ross flag and aiding in its design. The Continental Colors includes a field of 13 alternating red and white stripes with a British Union Jack in the canton.

Records show that Philadelphia seamstress Margaret Manny sewed the first Continental Colors for the *Alfred*, and in December of 1775, the flag was raised for the first time on any fighting vessel. A year later, the flag was considered the official flag of the American naval forces by the Maritime Committee of the Continental Congress.

On New Year's Day in 1776, George Washington ordered the Continental Colors to be raised on Prospect Hill in Somerville, Massachusetts in celebration of the birth of the Continental Army. Although many flags protesting British rule were in existence at that time, including those with icons of snakes, pine trees and the word "liberty", Washington choose to use the Continental Colors. It was hoisted on a 76 foot flagpole and could be seen all the way in Boston. Washington referred to the flag as the "Union Flag in Compliment to the United Colonies." It was also known as the Grand Union flag, the Union flag, the Continental flag, the Somerville flag and the Great Union.

The flag's designer is unknown, but it is speculated that Benjamin Franklin, Thomas Lynch and Benjamin Harrison were responsible. They were appointed by Continental Congress to advise George Washington in creating the Continental Army in 1775. It is also possible that Washington himself or one of his staff members designed the flag.

On the other side of the world the East India Company had used a strikingly similar flag since 1701. The flag contained between nine and 13 red and white stripes with a red Cross of St. George on a white field in the canton. Most flag experts dismiss the similarity, calling it coincidence since there is no record that the East India Company flag flew in American waters and few colonists were familiar with it.

While the Continental Colors is symbolic, the exact meaning of its design is uncertain. It is generally believed that the stripes, like those of the Betsy Ross flag, represent the 13 colonies, while the Union Jack in the canton was meant to show colonial loyalty to the crown or to traditional British values and laws. Since the flag was supposed to express the colonies' desire for independence from Britain, the use of the Union Jack seems slightly contradictory and would prove to be a mistake. When British troops noticed the Continental Colors in Boston, they interpreted the use of the Union Jack as a sign of surrender.

By June 14 1777, the Continental Colors was replaced by the first Stars and Stripes. The canton was changed from the British Union Jack to a blue field with thirteen white stars, representing a "new constellation" and America's new found independence.

Michael Weishan, Chair
Southborough Historical Commission
mweishan@southboroughma.com

From: Michael Weishan
To: Board of Selectmen
Cc: Mark Purple
Subject: Inappropriate Flags in the Old Burial Ground
Date: Friday, March 12, 2021 12:40:51 PM

Ladies and Gentlemen,

As we have already alerted you, the Historical Commission has received complaints about the choice of flags flying the Old Burial Ground. Particularly egregious to many are the two variants of the Gadsden flag, which was designed by a slave owning South Carolinian and has become linked to white supremacist groups including the Ku Klux Klan. These associations are not new; many date back to the 1960s. You may also wish to read this recent article in the Miami Herald by Harvard Professor Noah Feldman noting that the Federal Equal Employment Opportunity Commission has called for "a careful investigation to see whether recent uses of the flag have been sufficiently "racially tinged" that it could count as harassment."

Last night, the SHC voted 6-0 to urge the BOS to undertake an immediate review of these flags, with an aim to:

1) moving the current semi-circle of flags out of the actual burial area to preserve the integrity of those buried beneath the poles. The current poles are actually piercing the unmarked graves below.
2) removing flags of the South Carolina and Virginia regiments that carry such negative associations to people of color, and replacing them with flags that actually represent the veterans buried there.

The Historical Commission has done considerable research as to which flags would be appropriate for the period and to the individual buried veterans involved, and would be happy to share that guidance with you if requested.

Cordially,

Michael Weishan, Chair
Southborough Historical Commission

mweishan@southboroughma.com

From: Michael Weishan
To: Mark Purple
Subject: Re: Flags
Date: Thursday, March 11, 2021 2:10:47 PM

Hi Mark

We is the Commission, the number of calls was six, and the callers did not wish their names made public, which is probably why they called me personally, and the calls all occurred in the last week. I am sure that you will shortly be hearing from a lot more citizens as certain people have decided to make this a very public issue, rather than just quietly subbing out the flags as I suggested.

Best, M

> On Mar 11, 2021, at 2:01 PM, Mark Purple <mpurple@southboroughma.com> wrote:
>
> Michael:
>
> Thanks for the email. Please clarify the "we" in the first sentence (I am assuming you are speaking on behalf of the Commission?), and also provide me the specifics of the calls you received about the flags (name and date should do).
>
> Thanks.
>
> Mark
> **Mark J. Purple**
> **Town Administrator**
> **Town of Southborough**
> **P: 508-485-0710**
> **F: 508-480-1061**
>
> ---
>
> **From:** Michael Weishan <mweishan@southboroughma.com>
> **Sent:** Thursday, March 11, 2021 12:11 PM
> **To:** Martin Healey <mhealey@southboroughma.com>
> **Cc:** Mark Purple <mpurple@southboroughma.com>; Board of Selectmen <bos@southboroughma.com>
> **Subject:** Fwd: Flags
>
> Ladies and Gentlemen
>
> As I am sure you have heard, we have had a number of calls asking why we are flying the flags of Southern regiments in the Old Burial ground that have recently become popularly associated with white supremacists. The SHC, while not having paid particularly attention to the flags themselves, has long suggested moving the six smaller flags as they are impaling burials. I reached out to Steve Whynot with some suggestions to potentially move the flags and switch them out with banners

that would better reflect the occupants of the cemetery. This is on our agenda this evening to hand off to you, with our recommendation below.

M

Begin forwarded message:

From: Michael Weishan <mweishan@southboroughma.com>
Subject: Flags
Date: March 10, 2021 at 1:00:51 PM EST
To: Steve Whynot <>

Dear Steve,

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The first, and most important in our minds, is that the current six small flags impale unmarked graves. The flags were installed before we had the site researched with ground radar, and we now know that this is an active burial site. We are looking at ways to mark some of these individual graves so that they are no longer in the public way, and it would be great to consider removing the six smaller flags to another area.

Secondly, as we discussed, several of the flags currently flying have been seized by white supremacists as their banners, and we have had a number of complaints that these flags should not be displayed on public land, as they have become offensive to people of color. Equally relevant, too, I think is that these flags don't pertain to any burials associated with the graves in the Old Burial Ground, as they represent regiments of Southern colonies, namely South Carolina and Virginia. I might be worthwhile to do a little more research on the veterans buried in the OBD and represent instead the actual flags under which they served. One suggestion, in particular, is for the Continental Colors flag, detailed below. Another might be the personal flag of George Washington. Both would be great on the large flagpole, which, just to be clear, would be maintained where it is and given a fresh coat of paint.

As I mentioned I would love to work out a compromise here that would keep all parties, if not totally happy, at least satisfied that their voices were being heard—and in the process, make the banners better reflect the men who fought beneath them.

Get back to me when you can, and feel free to share this email with the other Veterans.

Michael Weishan, Chair
Southborough Historical Commission

mweishan@southboroughma.com

<image001.png>

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While the Continental Colors is symbolic, the exact meaning of its design is uncertain. It is generally believed that the stripes, like those

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Southborough Historical Commission
mweishan@southboroughma.com

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mweishan@southboroughma.com

From:	Michael Weishan
To:	Martin Healey
Cc:	Mark Purple; Board of Selectmen
Subject:	Fwd: Flags
Date:	Thursday, March 11, 2021 12:11:28 PM
Attachments:	Screen Shot 2021-03-10 at 12.59.36 PM.png

Ladies and Gentlemen

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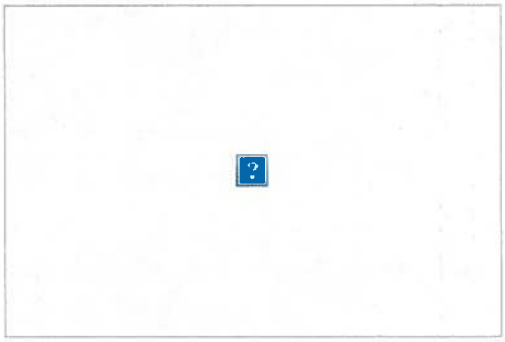
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Southborough Historical Commission

mweishan@southboroughma.com



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Michael Weishan, Chair
Southborough Historical Commission
mweishan@southboroughma.com

From: Daniel Kolenda <daniel.kolenda@broadcom.com>
Sent: Friday, April 23, 2021 10:02 AM
To: Martin Healey <mhealey@southboroughma.com>
Subject: FW: More background on the Gadsen Flag

Good morning, Marty, the Veterans remain informed and engaged regarding this matter. If Steve or I need to present anything during your meeting on 4 May, please let me know.

Have a nice weekend,
Dan

Daniel L. Kolenda
Senior Associate General Counsel
Lead Compliance Counsel | Legal Department
Broadcom

From: Steve Whynot <>
Sent: Friday, April 23, 2021 9:11 AM
To:
Subject: More background on the Gadsen Flag

Gents – the following are two links on articles regarding the Gadsen Flag for you interest forwarded to me by Brian Stearns and Chris Robbins.

There is a Board of Selectman's meeting coming up May 4th.

Let's hope the make the right decision and stop this madness of culture erosion.

https://knifeup.com/dont-tread-on-me-what-it-means-today/

https://www.patriotwood.com/blogs/news/the-true-history-behind-the-gadsden-flag

Thanks Brian –

Thanks Chris

sw

"Any man who may be asked in this century what he did to make his life worthwhile, I think can respond with a good deal of pride and satisfaction, 'I served in the United States Navy," President John F. Kennedy - August 1963

From: Claire Deans-Rowe
To: SelectmenOffice
Subject: Request to speak at meeting
Date: Wednesday, March 31, 2021 10:06:26 PM

[EXTERNAL]

Dear Members of the Southborough Board of Selectmen,

My name is Claire Deans-Rowe and I am the author of a change.org petition requesting that the Gadsden Flag be removed from the Old Burial Grounds. To date, this petition has 258 signatures. I have included the text of the petition.

I respectfully request the opportunity for me and Pamela Saitta (another resident and supporter of the petition) to express our concerns regarding the Gadsden Flag. Please contact me with any questions or a possible date for presenting.

Best,

Claire Deans-Rowe

(Petition text)
Since the summer of last year the struggles of people of color in the United States of America have finally been pushed to the forefront of our media. This has made many of us question our own beliefs and prejudices, and has started some real change in our country. I'm making this petition because I want to keep that change moving forward, not forgetting where we came from but recognizing that it doesn't reflect where we are.

In the Old Burial Ground in Southborough, Massachusetts a flag is displayed that has become strongly associated with groups who promote white supremacy and racism. The Gadsden Flag is recognized by the "Don't Tread on Me" phrase under a coiled rattlesnake. While it started as a symbol of the American Revolution, it has evolved to become a symbol of hatred towards people of color, especially African Americans. The flag was also created by a man from South Carolina named Christopher Gadsden. Gadsden was a slave owner and trader who's trading site, Gadsden's Wharf, saw as much as 40% of slaves pass through it. Nowadays, the flag is displayed at radical rallies, and most notably flown prominently in the takeover of the Capitol Building by extremists on January 6th alongside those of the Proud Boys, a well known neo-fascist organization.

Displaying a flag now closely associated with white supremacy suggests that this town is alright with white supremacy and hatred towards people of color, and even sees it as

something to be brandished with pride. We can honor our veterans without flying what is now a symbol of hate. I urge you to sign this petition and call on Southborough to make ending racism a priority in our town.

Sources:

https://www.miamiherald.com/opinion/op-ed/article94090357.html

https://theconversation.com/yellow-gadsden-flag-prominent-in-capitol-takeover-carries-a-long-and-shifting-history-145142

https://thewire.in/world/us-capitol-storming-flag-india-militia-groups-nationalism

From: Daniel Kolenda
To: Martin Healey
Cc: Steve Whynot
Subject: FW: Proposed letter to Southborough BOS
Date: Tuesday, April 13, 2021 5:28:56 PM

Marty, please see below, which was sent by Steve and me to the Veterans. We remain overwhelmingly supportive of keeping the flags as they are, and as they have been for decades.

We would all love for some resolution to this before our Memorial Day Observances, as this issue has affected many of our Veterans.

Finally, we don't want to forget the verbal threat (and he has misled the BOS and the pubic by publishing his written email to Steve and stating no threat was made – it was made over the phone) that was made to Steve if he did not come to a resolution with him regarding the historic flags – Mr. Weishan, Chair of the Historical Commission, said he would go to the BOS and the press. Well, he followed through with the threat and went to MySouthborough. This behavior happened once, and he was not reappointed to the Commission in a unanimous vote of the BOS. He's done it now a second time, at least, and there has to be a serious consequence. It should not have happened again, and should never happen again to any resident, any Veteran.

Dan

From: Steve Whynot <sk1_whynot@hotmail.com>
Sent: Tuesday, April 13, 2021 3:05 PM
To: Bill Clewes <sclewes@twc.com>; Mark Fallon <mmf@berkshire-company.com>; Peter Phanuef <pirscheng4@aol.com>; Cjohn Minnucci <cjohnminnucci@verizon.net>; Carl Anderson Jr <csandersonjr@gmail.com>; Dick Varney <helenndickv@hotmail.com>; Dave Hagen <dhagen9892@aol.com>; Danny Phaneuf <daphaneuf@gmail.com>; Gordon Gober <chiefgmg@aol.com>; Paul LeDuc <leduc15@verizon.net>; Geno Tebaldi <ginmar02@verizon.net>; Bill Jackman <bjackman1964@gmail.com>; Russ Horne <stonybrookmuseum@comcast.net>; Kurt Cameron <cmkurtdeb@comcast.net>; Lee Watson <lee_watson1@msn.com>; Bob Soldani <bsoldani@verizon.net>; Ray Minnucci <mrminnucci@aol.com>; Eric Hall <ewh257@gmail.com>; Arthur Butler <pacific33@aol.com>; Rick Scott <ricscott5@gmail.com>; Stan Adamcyzk <stanadam2995@gmail.com>; Jamie (James) Sigler <jssigler@verizon.net>; Jack Leduc <jleduc112@gmail.com>; Bill Davis <greatunclebuff@gmail.com>; Paul Cimino <paulcimino6@gmail.com>; Brian Stearns <bstearns@southboroughma.com>; Chris Robbins <chrisr2346@verizon.net>; Jas Harding <mmharding1@verizon.net>; Russ Gregory <rsgregoryjr@gmail.com>; Ed Allen <colera33@icloud.com>; Daniel L Kolenda <daniel.kolenda@broadcom.com>
Subject: Proposed letter to Southborough BOS

Fellow Veterans,

As you know, over the last few weeks an issue was created through some anonymous complaints

about certain historical flags at the Old Burial Ground. Commander Kolenda and I have heard from many of you and the overwhelming consensus is that the historical flags located there should remain as is. We plan on sharing this sentiment with the Board of Selectman, as they will likely soon take a position and vote. If any veteran has any additional information you would like us to share, please do so now.

As Veterans, we have fought oppression and defended our Constitution as we served the American people. We understand history and value the flags, symbols and markers that have inspired Americans from the Colonial Revolution, to the Great World Wars, Korea, Vietnam and the War on Terrorism. No act of a misguided few can suddenly cause an historic flag of hundreds of years to suddenly lose its historical significance. The flags at our Old Burial Ground are historic, with many dating back hundreds of years. They should remain exactly where they are.

Please let us know within the next few days so that we can proceed.

Thanks everyone…

Steve Whynot
VFW Commander

Dan Kolenda
American Legion Commander

"Any man who may be asked in this century what he did to make his life worthwhile, I think can respond with a good deal of pride and satisfaction, 'I served in the United States Navy," President John F. Kennedy - August 1963

This electronic communication and the information and any files transmitted with it, or attached to it, are confidential and are intended solely for the use of the individual or entity to whom it is addressed and may contain information that is confidential, legally privileged, protected by privacy laws, or otherwise restricted from disclosure to anyone else. If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, you are hereby notified that any use, copying, distributing, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. If you received this e-mail in error, please return the e-mail to the sender, delete it from your computer, and destroy any printed copy of it.

From:	Michael Weishan
To:	Board of Selectmen
Cc:	Mark Purple
Subject:	Fwd: Flags
Date:	Wednesday, March 17, 2021 11:58:38 AM
Attachments:	Screen Shot 2021-03-10 at 12.59.36 PM.png

Ladies and Gentlemen

For the record, here is the email I sent to Steve Whynot immediately after my call, which as I have already related, was entirely amicable, though Mr. Whynot was clearly not amenable to any changes. As you can read for yourself, there was no "threats or intimidation" as Mr. Healey alleged last night. Nor was it true that the veterans were not invited to the meeting or somehow excluded, as the email clearly shows. In fact, that is why Mr. Whynot was called two days before the meeting—to give him advance notice of what was on the agenda and invite him to attend. He declined. As for the reappearance of Mr. Kolenda last night, I don't know that I can put any credence in the motivation of the only selectman ever to be sued for verbally assaulting a citizen at a BOS meeting.

I also have very detailed notes from my conversation with Mr. Healey, and I stand by my direct quotes of his inappropriate tenor and heated language.

Finally, I want to refute another charge that has been leveled at me twice now, one that seems to so enrage certain members of your board, that I as an officer of the town I "ran to the press" or "fought this out in the press." Ladies and gentlemen, I am a bona fide member of the press, and I don't have to run anywhere. I am an active NPR contributor, I spent 7 years as a host on PBS, and have close to two million words in print in hundreds of periodicals across the US. While it is true that a majority of my work is in lifestyle issues, I am the editor of two very active special interest blogs, one for the Historical Society, and one at Harvard. Together, these two reach almost 20K readers. And, as a member of the press, and as a member of town government, I will continue to use my constitutionally guaranteed rights to shine truth on issues that I think are important.

I hope this settles these baseless accusations, and look forward to a *substantive* discussion about the problems at the Old Burial ground that actually deals with the very important issues at hand.

M

> Begin forwarded message:
>
> **From:** Michael Weishan <mweishan@southboroughma.com>
> **Subject: Flags**
> **Date:** March 10, 2021 at 1:00:51 PM EST
> **To:** Steve Whynot <sk1_whynot@hotmail.com>
>
> Dear Steve,

Thanks so much for taking my call, and agreeing to speak to the other Veterans about potentially moving and swapping out some of the flags. As I mentioned to you on the phone, the Historical Commission is in the process of working with the town to renovate and restore the Old Burial Ground, and recently several issues have come up.

The first, and most important in our minds, is that the current six small flags impale unmarked graves. The flags were installed before we had the site researched with ground radar, and we now know that this is an active burial site. We are looking at ways to mark some of these individual graves so that they are no longer in the public way, and it would be great to consider removing the six smaller flags to another area.

Secondly, as we discussed, several of the flags currently flying have been seized by white supremacists as their banners, and we have had a number of complaints that these flags should not be displayed on public land, as they have become offensive to people of color. Equally relevant, too, I think is that these flags don't pertain to any burials associated with the graves in the Old Burial Ground, as they represent regiments of Southern colonies, namely South Carolina and Virginia. I might be worthwhile to do a little more research on the veterans buried in the OBD and represent instead the actual flags under which they served. One suggestion, in particular, is for the Continental Colors flag, detailed below. Another might be the personal flag of George Washington. Both would be great on the large flagpole, which, just to be clear, would be maintained where it is and given a fresh coat of paint.

As I mentioned I would love to work out a compromise here that would keep all parties, if not totally happy, at least satisfied that their voices were being heard—and in the process, make the banners better reflect the men who fought beneath them.

Get back to me when you can, and feel free to share this email with the other Veterans.

Michael Weishan, Chair
Southborough Historical Commission
508.624.7640
mweishan@southboroughma.com



The Continental Colors Flag

Although unofficial, the is considered to be the first American flag. It was used from 1775-1777, preceding the Betsy Ross flag Betsy Ross flag and aiding in its design. The Continental Colors includes a field of 13 alternating red and white stripes with a British Union Jack in the canton.

Records show that Philadelphia seamstress Margaret Manny sewed the first Continental Colors for the *Alfred*, and in December of 1775, the flag was raised for the first time on any fighting vessel. A year later, the flag was considered the official flag of the American naval forces by the Maritime Committee of the Continental Congress.

On New Year's Day in 1776, George Washington ordered the Continental Colors to be raised on Prospect Hill in Somerville, Massachusetts in celebration of the birth of the Continental Army. Although many flags protesting British rule were in existence at that time, including those with icons of snakes, pine trees and the word "liberty", Washington choose to use the Continental Colors. It was hoisted on a 76 foot flagpole and could be seen all the way in Boston. Washington referred to the flag as the "Union Flag in Compliment to the United Colonies." It was also known as the Grand Union flag, the Union flag, the Continental flag, the Somerville flag and the Great Union.

The flag's designer is unknown, but it is speculated that Benjamin Franklin, Thomas Lynch and Benjamin Harrison were responsible. They were appointed by Continental Congress to advise George Washington in creating the Continental Army in 1775. It is also possible that Washington himself or one of his staff members designed the flag.

On the other side of the world the East India Company had used a strikingly similar flag since 1701. The flag contained between nine and 13 red and white stripes with a red Cross of St. George on a white field in the canton. Most flag experts dismiss the similarity, calling it coincidence since there is no record that the East India Company flag flew in American waters and few colonists were familiar with it.

While the Continental Colors is symbolic, the exact meaning of its design is uncertain. It is generally believed that the stripes, like those of the Betsy Ross flag, represent the 13 colonies, while the Union Jack in the canton was meant to show colonial loyalty to the crown or to traditional British values and laws. Since the flag was supposed to express the colonies' desire for independence from Britain, the use of the Union Jack seems slightly contradictory and would prove to be a mistake. When British troops noticed the Continental Colors in Boston, they interpreted the use of the Union Jack as a sign of surrender.

By June 14 1777, the Continental Colors was replaced by the first Stars and Stripes. The canton was changed from the British Union Jack to a blue field with thirteen white stars, representing a "new constellation" and America's new found independence.

Michael Weishan, Chair
Southborough Historical Commission
508.624.7640
mweishan@southboroughma.com

From:	Michael Weishan
To:	Board of Selectmen
Cc:	Mark Purple
Subject:	Inappropriate Flags in the Old Burial Ground
Date:	Friday, March 12, 2021 12:40:51 PM

Ladies and Gentlemen,

As we have already alerted you, the Historical Commission has received complaints about the choice of flags flying the Old Burial Ground. Particularly egregious to many are the two variants of the Gadsden flag, which was designed by a slave owning South Carolinian and has become linked to white supremacist groups including the Ku Klux Klan. These associations are not new; many date back to the 1960s. You may also wish to read this recent article in the Miami Herald by Harvard Professor Noah Feldman noting that the Federal Equal Employment Opportunity Commission has called for "a careful investigation to see whether recent uses of the flag have been sufficiently "racially tinged" that it could count as harassment."

Last night, the SHC voted 6-0 to urge the BOS to undertake an immediate review of these flags, with an aim to:

1) moving the current semi-circle of flags out of the actual burial area to preserve the integrity of those buried beneath the poles. The current poles are actually piercing the unmarked graves below.
2) removing flags of the South Carolina and Virginia regiments that carry such negative associations to people of color, and replacing them with flags that actually represent the veterans buried there.

The Historical Commission has done considerable research as to which flags would be appropriate for the period and to the individual buried veterans involved, and would be happy to share that guidance with you if requested.

Cordially,

Michael Weishan, Chair
Southborough Historical Commission
508.624.7640
mweishan@southboroughma.com

From: Michael Weishan
To: Mark Purple
Subject: Re: Flags
Date: Thursday, March 11, 2021 2:10:47 PM

Hi Mark

We is the Commission, the number of calls was six, and the callers did not wish their names made public, which is probably why they called me personally, and the calls all occurred in the last week. I am sure that you will shortly be hearing from a lot more citizens as certain people have decided to make this a very public issue, rather than just quietly subbing out the flags as I suggested.

Best, M

> On Mar 11, 2021, at 2:01 PM, Mark Purple <mpurple@southboroughma.com> wrote:
>
> Michael:
>
> Thanks for the email. Please clarify the "we" in the first sentence (I am assuming you are speaking on behalf of the Commission?), and also provide me the specifics of the calls you received about the flags (name and date should do).
>
> Thanks.
>
> Mark
> **Mark J. Purple**
> **Town Administrator**
> **Town of Southborough**
> **P: 508-485-0710**
> **F: 508-480-1061**
>
> ---
>
> **From:** Michael Weishan <mweishan@southboroughma.com>
> **Sent:** Thursday, March 11, 2021 12:11 PM
> **To:** Martin Healey <mhealey@southboroughma.com>
> **Cc:** Mark Purple <mpurple@southboroughma.com>; Board of Selectmen <bos@southboroughma.com>
> **Subject:** Fwd: Flags
>
> Ladies and Gentlemen
>
> As I am sure you have heard, we have had a number of calls asking why we are flying the flags of Southern regiments in the Old Burial ground that have recently become popularly associated with white supremacists. The SHC, while not having paid particularly attention to the flags themselves, has long suggested moving the six smaller flags as they are impaling burials. I reached out to Steve Whynot with some suggestions to potentially move the flags and switch them out with banners

that would better reflect the occupants of the cemetery. This is on our agenda this evening to hand off to you, with our recommendation below.

M

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Subject: Flags
Date: March 10, 2021 at 1:00:51 PM EST
To: Steve Whynot <sk1_whynot@hotmail.com>

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<image001.png>

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Southborough Historical Commission
508.624.7640
mweishan@southboroughma.com

Proposal to Board of Selectmen: Energy and Sustainability Committee

May 4, 2020

Background – Federal, State, Local

- Climate emergency
- Biden administration climate agenda
  - Limit global warming to 1.5 degrees C
  - Target emissions reduction by 50% by 2030
  - Net zero emissions by 2050
  - Infrastructure investment
- Governor Baker climate legislation passed in 2021
  - Target net zero emissions by 2050
  - Transportation and Climate Initiative multi-state program
- Surrounding towns have active committees
  - Viewed as successful by town government

Background - Southborough

- Facilities Department/Energy Manager
  - MA Green Communities grants
    - Four grants totaling $850K
    - Funding energy conservation
- Southborough school properties Solar Committee
  - Keith Lavoie managing
  - To be reconvened
  - Connected with Superintendent Greg Martineau to volunteer on the committee

Background - Me

- Concerned about our planet
- Passionate about carbon neutrality
- Professional experience in finance and process management
  - Currently work at Second Nature, focused on accelerating carbon reduction in the higher education sector
  - Not a climate technology expert
- Committed to putting in the time and energy to foster an effective committee

Committee Purpose

- Research, advise and advocate sustainability solutions with the BOS, other town committees and residents
  - Energy conservation
  - HVAC
  - Renewable building technologies and equipment
  - Electric vehicles
  - Energy solution funding
- Engage residents in home sustainability awareness and opportunities
  - Solar panels
  - Heat pumps
  - Composting
  - Electric vehicles
- Save the town money

Additional Considerations

- Committee would work closely with town's Energy Manager
  - Share knowledge
  - Develop strategy
  - Integrate and support projects
- Timing is right to take advantage of anticipated government program funding incentives
- Resurrect the Green Technology and Recycling Committee instead of establishing new committee?
- Expect growing climate concern to motivate committee membership

Committee Charge – Draft Proposal

The Energy and Sustainability Committee (ESC) is charged with assisting the Board of Selectmen and Town Administrator in developing programs and projects to foster energy conservation, energy efficiency, renewable energy generation and sustainability planning. This committee will gather, study and evaluate information that will help determine various approaches for improving the energy efficiency of operating town and school buildings and vehicles, investigate alternative energy technologies and identify funding opportunities to help the Town achieve its energy and sustainability related goals.

Build sustainability awareness and action among town residents through educational programming.

Data as of 04/20/2021										
County	**Town**	**Age Group**	**Population**	**Proportion of town population**	**Individuals with at least one dose**	**Individuals with at least one dose per capita**	**Proportion of town individuals with at least one dose**	**Fully vaccinated individuals**	**Fully vaccinated individuals per capita**	**Proportion of town fully vaccinated individuals**
Middlesex	Ashland	0-19 Years	4,768	24%	293	6%	3%	64	1%	1%
Middlesex	Ashland	20-29 Years	2,229	11%	907	41%	9%	414	19%	7%
Middlesex	Ashland	30-49 Years	5,668	29%	3,375	60%	33%	1,701	30%	29%
Middlesex	Ashland	50-64 Years	4,211	21%	3,132	74%	30%	1,620	38%	27%
Middlesex	Ashland	65-74 Years	1,823	9%	1,665	91%	16%	1,333	73%	22%
Middlesex	Ashland	75+ Years	1,002	5%	970	>95%	9%	834	83%	14%
Middlesex	Ashland	Total	19,700	100%	10,342	52%	100%	5,966	30%	100%
Middlesex	Holliston	0-19 Years	3,443	25%	340	10%	4%	77	2%	2%
Middlesex	Holliston	20-29 Years	1,147	8%	641	56%	8%	289	25%	6%
Middlesex	Holliston	30-49 Years	3,368	25%	2,202	65%	27%	1,123	33%	23%
Middlesex	Holliston	50-64 Years	3,341	24%	2,570	77%	32%	1,377	41%	28%
Middlesex	Holliston	65-74 Years	1,487	11%	1,445	>95%	18%	1,196	80%	25%
Middlesex	Holliston	75+ Years	941	7%	948	>95%	12%	815	87%	17%
Middlesex	Holliston	Total	13,726	100%	8,146	59%	100%	4,877	36%	100%
Middlesex	Hopkinton	0-19 Years	4,625	28%	430	9%	4%	118	3%	2%
Middlesex	Hopkinton	20-29 Years	1,635	10%	862	53%	9%	376	23%	7%
Middlesex	Hopkinton	30-49 Years	3,987	24%	2,929	73%	30%	1,270	32%	24%
Middlesex	Hopkinton	50-64 Years	4,065	25%	3,229	79%	34%	1,632	40%	31%
Middlesex	Hopkinton	65-74 Years	1,426	9%	1,360	>95%	14%	1,139	80%	22%
Middlesex	Hopkinton	75+ Years	643	4%	818	>95%	8%	718	>95%	14%
Middlesex	Hopkinton	Total	16,382	100%	9,628	59%	100%	5,253	32%	100%
Worcester	Boylston	0-19 Years	1,044	23%	59	6%	2%	*	*	*
Worcester	Boylston	20-29 Years	468	10%	220	47%	8%	131	28%	7%
Worcester	Boylston	30-49 Years	1,016	23%	673	66%	25%	396	39%	23%
Worcester	Boylston	50-64 Years	1,153	26%	842	73%	32%	437	38%	25%
Worcester	Boylston	65-74 Years	499	11%	563	>95%	21%	498	>95%	28%
Worcester	Boylston	75+ Years	309	7%	300	>95%	11%	270	87%	15%
Worcester	Boylston	Total	4,489	100%	2,657	59%	100%	*	*	*
Worcester	Northborough	0-19 Years	3,180	23%	343	11%	4%	85	3%	2%
Worcester	Northborough	20-29 Years	1,370	10%	848	62%	10%	409	30%	8%
Worcester	Northborough	30-49 Years	3,107	23%	2,300	74%	26%	1,120	36%	22%
Worcester	Northborough	50-64 Years	3,335	25%	2,705	81%	31%	1,395	42%	27%
Worcester	Northborough	65-74 Years	1,433	11%	1,410	>95%	16%	1,205	84%	24%

Data as of 04/20/2021										
County	**Town**	**Age Group**	**Population**	**Proportion of town population**	**Individuals with at least one dose**	**Individuals with at least one dose per capita**	**Proportion of town individuals with at least one dose**	**Fully vaccinated individuals**	**Fully vaccinated individuals per capita**	**Proportion of town fully vaccinated individuals**
Worcester	Northborough	75+ Years	1,139	8%	1,089	>95%	13%	888	78%	17%
Worcester	Northborough	Total	13,564	100%	8,695	64%	100%	5,102	38%	100%
Worcester	Southborough	0-19 Years	2,448	25%	352	14%	6%	86	4%	3%
Worcester	Southborough	20-29 Years	916	9%	629	69%	11%	324	35%	9%
Worcester	Southborough	30-49 Years	2,070	21%	1,583	76%	27%	796	38%	23%
Worcester	Southborough	50-64 Years	2,579	27%	1,961	76%	33%	1,018	39%	30%
Worcester	Southborough	65-74 Years	995	10%	809	81%	14%	687	69%	20%
Worcester	Southborough	75+ Years	662	7%	586	89%	10%	508	77%	15%
Worcester	Southborough	Total	9,670	100%	5,920	61%	100%	3,419	35%	100%
Worcester	Westborough	0-19 Years	4,543	24%	452	10%	4%	98	2%	2%
Worcester	Westborough	20-29 Years	2,013	11%	1,066	53%	10%	505	25%	8%
Worcester	Westborough	30-49 Years	5,292	28%	3,395	64%	31%	1,504	28%	25%
Worcester	Westborough	50-64 Years	3,708	20%	3,091	83%	28%	1,561	42%	26%
Worcester	Westborough	65-74 Years	1,702	9%	1,548	91%	14%	1,239	73%	20%
Worcester	Westborough	75+ Years	1,453	8%	1,418	>95%	13%	1,163	80%	19%
Worcester	Westborough	Total	18,711	100%	10,970	59%	100%	6,070	32%	100%

ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting
on

May 22, 2021
10:00 A.M.

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions.

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Introduction to the Rules of Town Meeting (continued)

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it's substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

FORM USED IN MAKING MOTIONS

1.	Main Motion	Mr. Moderator, I move that..(statement of the proposal)
2.	Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3.	Amend	Mr. Moderator, I move to amend by adding...
		Mr. Moderator, I move to amend by inserting...before...
		Mr. Moderator, I move to amend by stroking out...
		Mr. Moderator, I move to amend by striking out...and inserting...
		Mr. Moderator, I move to substitute...for...
4.	Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5.	Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6.	Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8.	Division of a Question	Mr. Moderator, I move to divide the question.
9.	Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10.	Point of Order	Mr. Moderator, I rise to a point of order.
11.	Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12.	Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13.	Previous Question	Mr. Moderator, I move the previous question.
14.	Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15.	Recess	Mr. Moderator, I move to recess for...
16.	Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
		Mr. Moderator, I move to reconsider the vote on the amendment to...
17.	Separate Consideration	Mr. Moderator, I move for separate consideration.
18.	Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19.	Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

T O W N W A R R A N T
C O M M O N W E A L T H O F M A S S A C H U S E T T S

ANNUAL TOWN MEETING

Worcester, ss. April 20, 2021

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet at the baseball field adjacent to Neary School, 53 Parkerville Road, in said Southborough, on

Saturday, May 22, 2021

at ***10:00 a.m.***, then and there to take action on the following Articles:

ARTICLE 1: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *To hear reports of Town Boards, Committees or Commissions.*

ARTICLE 2: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 3: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2021 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 4: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Board of Selectmen or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Board Recommendation: Support
Summary: *This article allows the Selectmen and/or the School Committee to enter into contracts in excess of*

three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.

ARTICLE 5: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at May 22, 2021 Annual Town Meeting]

This bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through G ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week,**)** (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D, E, F and G of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Exempt employee" means an employee who is not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Non-exempt employee" means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"On-Call Compensation" refers to additional money paid to an employee who is required to work when the need requires; oftentimes in an evening or weekend capacity.

"Part-Time Employment" means employment less than 20 hours per week.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time Employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Probationary Employee" means a first-time Town employee within his/her first six months of employment.

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means the Personnel Bylaw Entitled "The Salary Administration Plan."

"Single Rate" means a rate for a specific position class that is not in a designated range

.

"Start Date" means the first day of employment with the Town.

SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new or changed position, and allocate it to its appropriate classification grade and establish the rate therefor.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Board of Selectmen or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D, E, F and G of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. The annual salary set forth in Schedule A represents a 40 hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: Employees shall be eligible to earn a weekly stipend not to exceed $200.00 per week for on-call service if the department head has required them to work outside of their normal schedule. This need is likely to occur on an evening or weekend basis as the need requires. There is no provision to accrue compensation time in lieu of payment.

SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible annually for consideration of a salary increase, one year from the date of his/her latest increase. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Board of Selectmen or their designated appointee in the case of departments within the jurisdiction of the Board of Selectmen, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Board of Selectmen.

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

An evaluation of the employee's performance, in a format approved by the Personnel Board, must accompany a request for an increase in the case of all employees in Full-Time Graded Positions under Schedule A. Evaluations of employees in Part-Time Hourly Graded Positions under Schedule C and Seasonal Personnel under Schedule F may require performance evaluations under Personnel Policy enacted hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Regular Part-Time employees shall be eligible for consideration for salary increases within their grade one year from the date of their last increase, absent exceptional circumstances as may be authorized by the Personnel Board.

c. Special and other Part-Time personnel for whose positions there is a single rate established in Schedule D shall not be eligible for adjustment.

d. Probationary Employees:

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof.

2. During the probationary period, paid leave accruals shall be based on the Start Date.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL HIRING; DEPARTURES

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will.

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience at a rate not exceeding the mid-point of the pay scale set forth in Schedules A and C of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

All forms of paid leave set forth in this section are based on a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a. Holidays with Pay

Full-Time employees shall receive one day's pay at their regular rate for the following:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day
	Day before or after Christmas Day (as set by the Town annually)

To be eligible for holiday pay, an employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval**.** Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Full-Time employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned Per Month	Vacation Earned Per Year (Pro-rata)
0 - 5	6.666	Two weeks
5+ - 10	10.0	Three weeks
10+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full-time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of three weeks' vacation [pro-rated] for the first year of employment with the Town. Employees commencing employment with three weeks per year will be required to complete five years of service before ascending to the next band in the vacation schedule chart.

(3) Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. The employee must have the Department Head's approval to take any portion of a

prior year's unused vacation in addition to the days earned in the current fiscal year.

(4) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(5) In the event of termination of employment other than for cause, the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

(6) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) Full-Time employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at professional and/or educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree... $ 800.00
Bachelors Degree.. $1,200.00
Masters Degree..... $1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board, and shall be submitted as documentation for accounts payable.

(2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan for Full-Time employees only.

SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

a. A Part-Time employee may work 20 hours or more per week for a period of no longer than one month if requested by their Department Head due to exigent circumstances, or for longer if approved by the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.

b. Department Heads may submit requests for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding. The Personnel Board shall entertain such requests at the first available opportunity.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence or retirement of a Department Head for three consecutive weeks, the Board of Selectmen or appropriate board or commission may appoint an "Acting" Department Head to serve for a period ofnot more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Board of Selectmen or other appropriate board or commission for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation. For purposes of this section, Election Workers and Wardens shall not be considered "employees of the Town."

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern.

c. The Board shall meet annually in July and organize by the choice of a Chair and Clerk. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the

Board.

e. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. Not later than six (6) months prior to Annual Town Meeting, the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented by a signed petition to, and acted upon by, the Personnel Board. Upon receipt of such a written petition, the Board, after giving the petitioner(s), the Department Head(s) and the affected employee(s) at least two weeks' written notice, shall hold a hearing to consider the proposed amendment. If the Personnel Board approves of any proposed amendment, it shall bring it before the next available Special or Annual Town Meeting for its consideration. If the Personnel Board disapproves any proposed amendment or shall fail to act thereof within fifteen days after the hearing (which failure shall be deemed disapproval), the petitioner(s) may the present the petition to the next available Town Meeting for its consideration. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

POSITION TITLE	PAY GRADE
DEPARTMENT HEADS & MANAGEMENT STAFF	
Superintendent of Public Works*	9
Finance Director/Treasurer-Collector*	
Assistant Town Administrator	8
Director of Facilities	
Library Director	
Building Commissioner	
IT Manager	
Police Lieutenant	
Town Accountant*	
Director, Council on Aging	
Principal Assessor*	
Conservation Agent	7
Director, Youth & Family Services	
Director of Recreation	
Town Planner	
SUPERVISORS & TECHNICAL STAFF	
Assistant Town Clerk	6
Assistant Director, Youth & Family Services	
Outreach Coordinator	
Assistant Library Director	
Police Business Administrator	
Program Manager, COA	
Business Administrator II	5
Children's Librarian	
Staff Engineer	
Executive Assistant to the Board of Selectmen	
Program Coordinator	
Deputy Assessor	
Business Administrator I	4
Maintenance Technician	
Assistant Treasurer/Collector	
Assistant Town Accountant	

ADMINISTRATIVE & SUPPORT STAFF	
Administrative Assistant	3
Senior Library Assistant	
Library Assistant	2
Maintenance Mechanic	
Maintenance Custodian	1

*when not under contract

Rates for Full-Time Positions

Grade	Minimum		Midpoint		Maximum	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
1	$39,236	$18.86	$45,149	$21.71	$51,063	$24.55
2	$42,178	$20.28	$48,505	$23.32	$54,832	$26.36
3	$45,341	$21.80	$52,143	$25.07	$58,945	$28.34
4	$50,446	$24.25	$59,274	$28.50	$68,103	$32.74
5	$54,230	$26.07	$63,719	$30.63	$73,209	$35.20
6	$58,297	$28.03	$68,498	$32.93	$78,700	$37.84
7	$70,063	$33.68	$84,077	$40.42	$98,089	$47.16
8	$82,325	$39.58	$98,790	$47.50	$115,255	$55.41
9	$96,731	$46.51	$116,077	$55.81	$135,424	$65.11

SCHEDULE B: [RESERVED FOR FUTURE USE]

SCHEDULE C: PART-TIME HOURLY GRADED

POSITIONS

Election Worker....1
Library Page....1

Election Warden....2
Seasonal Laborer....2
Custodian....2
Library Technician....2

Library Associate....3
Administrative Assistant....3
Police Dispatcher....3

Technical Specialist....4
Business Assistant....4
Economic Development Coordinator....4

Electrician....5
Nurse....5
Public Health Director*....5

*when not under contract

Rates for Part-Time Positions

Grade	Minimum		Maximum	
	Hourly	Annual*	Hourly	Annual*
1	$11.44	$23,802	$14.56	$30,288
2	$12.48	$25,964	$17.69	$36,795
3	$18.73	$38,957	$26.02	$54,111
4	$22.89	$47,604	$32.25	$67,083
5	$29.13	$60,597	$43.69	$90,885

**This represents the annualized rate if a Part-Time employee worked a 40 hour week; however, under this Bylaw, Part-Time employees work 20 hours or less per week.*

Municipalities are subject to the federal minimum wage law, not the state law.

SCHEDULE D: FIRE DEPT POSITIONS (not covered by Collective Bargaining Agreement)

Probationary EMR, EMT or Basic Firefighter	$00.00 / hr.
Emergency First Responder (EMR)	$15.00 / hr.
EMT or Firefighter I	$19.00 / hr.
Advanced EMT or Firefighter I/II-EMT	$23.00 / hr.
Paramedic or Firefighter I/II – Advanced EMT	$25.00 / hr.
Firefighter I/II – Paramedic	$27.00 / hr.

Details. On any occasion that the Fire Chief determines that public safety is at risk (fire watches, pyrotechnic displays, pyrotechnic blasting for construction, etc.) and calls for a detail consisting of a Firefighter or Firefighters [not covered by any other collective bargaining agreement] to stand-by during any of these situations to monitor for fire, explosion, or any other possible hazard, the person or persons assigned to the detail will be compensated in the following manner:
$50.00 per hour
$56.00 per hour/ for week-end or holiday

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent $8,000
Clerk, Board of Registrars $1,638.33
Emergency Management Coordinator $2,000
Energy Management Stipend $6,000
Registrar of Voters $205.66
Tree Warden $4,000
Veterans' Agent and Director of Veterans' Services $15,000

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Camp Counselor 1
Program Aide (1:1 Support) 2

Program Supervisor 2
Camp Supervisor 3
Camp Assistant Supervisor 3
Assistant Coach 3
Head Coach 3
Program Instructor 4

Rates for Recreation Seasonal Personnel
(Same as Schedule C)

Grade	Minimum		Maximum	
	Hourly	Annual*	Hourly	Annual*
1	$11.44	$23,802	$14.56	$30,288
2	$12.48	$25,964	$17.69	$36,795
3	$18.73	$38,957	$26.02	$54,111
4	$22.89	$47,604	$32.25	$67,083
5	$29.13	$60,597	$43.69	$90,885

**This represents the annualized rate if a Part-Time employee worked a 40 hour week; however, under this Bylaw, Part-Time employees work 20 hours or less per week.*

Municipalities are subject to the federal minimum wage law, not the state law.

SCHEDULE G: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Board of Selectmen and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

*Increases in salary for long term employees will be considered case by case by Personnel Board.

SCHEDULE H: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually on the anniversary of the employee's Start Date

After 5 years $400
After 10 years $600
After 15 years $700
After 20 years $850
After 25 years $1,000
After 30 years $1,200
After 40 years $1,500

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

ARTICLE 6: To see if the Town will vote to transfer a sum of money between and among various accounts for the fiscal year ending June 30, 2021, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary: *This article is intended to address any unexpected or unusual funding needs for the current fiscal year via transfers between accounts.*

ARTICLE 7: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2022, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

110-119 Legislative

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
114 MODERATOR						
51000-51990 Personal Services	50	50	50			
52000-58990 Other Charges and Expenses	0		25	100	100	
MODERATOR TOTAL	50	50	75	100	100	33.33%

120-129 Executive

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
121 ELECTED BOARD OF SELECTMEN						
51000-51990 Personal Services	3,800	3,200	4,000	4,000	4,000	
ELECTED BOARD OF SELECTMEN TOTAL	3,800	3,200	4,000	4,000	4,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
122 BOARD OF SELECTMEN						
51000-51990 Personal Services	381,878	399,825	393,802	413,517	413,517	
52000-58990 Other Charges and Expenses	74,567	45,715	58,488	46,413	46,413	
BOARD OF SELECTMEN TOTAL	456,445	445,540	452,290	459,930	459,930	1.69%

130-149 Financial Administration

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
131 ADVISORY COMMITTEE						
52000-58990 Other Charges and Expenses	180	730	2,500	3,500	3,500	
ADVISORY COMMITTEE TOTAL	180	730	2,500	3,500	3,500	40.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
132 RESERVE FUND						
52000-58990 Other Charges and Expenses	152,853	151,422	180,000	180,000	180,000	
RESERVE FUND TOTAL	152,853	151,422	180,000	180,000	180,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
135 TOWN ACCOUNTANT						
51000-51990 Personal Services	143,345	148,588	168,755	157,966	157,966	
52000-58990 Other Charges and Expenses	3,473	778	1,880	2,820	2,820	
TOWN ACCOUNTANT TOTAL	146,818	149,366	170,635	160,786	160,786	-5.77%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
136 AUDIT						
52000-58990 Other Charges and Expenses	26,000	34,350	28,010	52,515	52,515	
AUDIT TOTAL	26,000	34,350	28,010	52,515	52,515	87.49%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
140 ELECTED BOARD OF ASSESSORS						
51000-51990 Personal Services	2,250	2,250	2,250	2,250	2,250	
ELECTED BOARD OF ASSESSORS TOTAL	2,250	2,250	2,250	2,250	2,250	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
141 ASSESSORS						
51000-51990 Personal Services	171,757	176,680	180,764	186,198	186,198	
52000-58990 Other Charges and Expenses	33,273	34,481	55,045	56,050	56,050	
ASSESSORS TOTAL	205,030	211,160	235,809	242,248	242,248	2.73%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS RECOMM*	Percent Inc./Decr.
145 TREASURER/COLLECTOR						
51000-51990 Personal Services	204,732	213,007	220,702	226,366	226,366	
52000-58990 Other Charges and Expenses	12,152	9,030	8,894	8,970	8,970	
TREASURER/COLLECTOR TOTAL	216,884	222,037	229,596	235,336	235,336	2.50%

150-159 Operations Support

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
151 LEGAL						
52000-58990 Other Charges and Expenses	100,000	106,725	95,000	95,000	95,000	
LEGAL TOTAL	100,000	106,725	95,000	95,000	95,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
152 PERSONNEL BOARD						
51000-51990 Personal Services	1,369	3,000	5,000	5,000	5,000	
52000-58990 Other Charges and Expenses	7,397	4,388	16,700	8,350	8,350	
PERSONNEL BOARD TOTAL	8,766	7,388	21,700	13,350	13,350	-38.48%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
153 SPECIAL LEGAL COUNSEL						
52000-58990 Other Charges and Expenses	54,688	51,676	50,000	50,000	50,000	
SPECIAL LEGAL COUNSEL TOTAL	54,688	51,676	50,000	50,000	50,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
154 MUNICIPAL TECNOLOGY COMMITTEE						
52000-58990 Other Charges and Expenses	0	0	1,000	1,000	1,000	
MUNI. TECHNOLOGY COMMITTEE TOTAL	0	0	1,000	1,000	1,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
155 TECHNOLOGY						
51000-51990 Personal Services	96,446	99,615	128,745	196,000	196,000	
52000-58990 Other Charges and Expenses	214,351	287,560	220,474	273,285	273,285	
MANAGEMENT INFORMATION SYSTEMS TOTAL	310,797	387,175	349,219	469,285	469,285	34.38%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
159 OTHER OPERATION SUPPORT						
52000-58990 Other Charges and Expenses	352,868	380,965	400,000	416,690	416,690	
OTHER OPERATION SUPPORT TOTAL	352,868	380,965	400,000	416,690	416,690	4.17%

160-169 Licensing and Registration

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
160 ELECTED TOWN CLERK						
51000-51990 Personal Services	83,064	83,064	87,695	90,151	90,151	
TOWN CLERK TOTAL	83,064	83,064	87,695	90,151	90,151	2.80%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
161 TOWN CLERK						
51000-51990 Personal Services	124,516	119,683	131,246	111,465	111,465	
52000-58990 Other Charges and Expenses	83,269	55,455	48,267	44,010	44,010	
TOWN CLERK TOTAL	207,785	175,138	179,513	155,475	155,475	-13.39%

170-189 Land Use and Development

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
171 CONSERVATION COMMISSION						
51000-51990 Personal Services	55,115	68,891	70,252	72,283	72,283	
52000-58990 Other Charges and Expenses	13,886	20,836	31,235	36,265	36,265	
CONSERVATION COMMISSION TOTAL	69,001	89,728	101,487	108,548	108,548	6.96%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
175 PLANNING BOARD						
51000-51990 Personal Services	109,691	137,001	143,668	147,744	147,744	
52000-58990 Other Charges and Expenses	41,236	21,333	27,720	28,120	28,120	
PLANNING BOARD TOTAL	150,927	158,334	171,388	175,864	175,864	2.61%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
176 ZONING BOARD OF APPEALS						
51000-51990 Personal Services	27,426	20,510	22,854	23,506	23,506	
52000-58990 Other Charges and Expenses	5,601	824	3,200	3,200	3,200	
ZONING BOARD OF APPEALS TOTAL	33,027	21,334	26,054	26,706	26,706	2.50%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
177 OPEN SPACE						
52000-58990 Other Charges and Expenses	1,500	1,964	2,000	2,000	2,000	
OPEN SPACE TOTAL	1,500	1,964	2,000	2,000	2,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS RECOMM	Percent Inc./Decr.
182 ECONOMIC DEVELOPMENT COMMITTEE						
51000-51990 Personal Services	24,712	25,100	26,563	27,416	27,416	
52000-58990 Other Charges and Expenses	9,263	3,136	14,900	14,900	14,900	
ECONOMIC DEVELOPMENT COMMITTEE TOTAL	33,975	28,236	41,463	42,316	42,316	2.06%

190-199 Other

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE						
51000-51990 Personal Services	311,905	333,026	367,668	377,886	377,886	
52000-58990 Other Charges and Expenses	222,279	170,962	180,246	205,550	205,550	
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	534,184	503,988	547,914	583,436	583,436	6.48%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
193 PUBLIC ACCESSIBILITY COMMITTEE						
51000-51990 Personal Services	0	0	0	0	0	
52000-58990 Other Charges and Expenses	0	0	2,500	2,500	2,500	
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	0	0	2,500	2,500	2,500	0.00%

200-299 Public Safety

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
210 POLICE DEPARTMENT						
51000-51990 Personal Services	1,912,130	1,987,889	2,183,710	2,335,472	2,335,472	
52000-58990 Other Charges and Expenses	134,101	133,034	130,400	151,124	151,124	
POLICE DEPARTMENT TOTAL	2,046,231	2,120,924	2,314,110	2,486,596	2,486,596	7.45%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
220 FIRE DEPARTMENT						
51000-51990 Personal Services	1,941,336	1,990,988	2,091,759	2,126,887	2,126,887	
52000-58990 Other Charges and Expenses	210,404	213,769	215,150	251,136	251,136	
FIRE DEPARTMENT TOTAL	2,151,740	2,204,758	2,306,909	2,378,023	2,378,023	3.08%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
241 BUILDING DEPARTMENT						
51000-51990 Personal Services	114,742	145,928	149,584	153,546	153,546	
52000-58990 Other Charges and Expenses	39,200	3,352	7,425	10,925	10,925	
BUILDING DEPARTMENT TOTAL	153,942	149,280	157,009	164,471	164,471	4.75%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
291 CIVIL DEFENSE						
51000-51990 Personal Services	2,926	2,926	2,926	2,926	2,926	
52000-58990 Other Charges and Expenses	6,422	8,224	7,092	7,225	7,225	
CIVIL DEFENSE TOTAL	9,348	11,150	10,018	10,151	10,151	1.33%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR						
52000-58990 Other Charges and Expenses	27,592	27,752	28,490	28,490	28,490	
ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL	27,592	27,752	28,490	28,490	28,490	0.00%

400-499 Public Works & Facilities

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
400, 420 DEPT. OF PUBLIC WORKS						
(Highway, Cemetery, Tree)						
51000-51990 Personal Services	916,585	913,865	1,000,555	1,019,717	1,019,717	
52000-58990 Other Charges and Expenses	1,330,150	1,356,841	1,389,820	1,472,750	1,472,750	
DEPT. OF PUBLIC WORKS TOTAL	2,246,735	2,270,707	2,390,375	2,492,467	2,492,467	4.27%

500-599 Human Services

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
510 ELECTED BOARD OF HEALTH						
51000-51990 Personal Services	0	0	450	450	450	
ELECTED BOARD OF HEALTH TOTAL	0	0	450	450	450	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
512 BOARD OF HEALTH						
51000-51990 Personal Services	106,820	112,380	112,887	153,657	AT	
52000-58990 Other Charges and Expenses	54,262	49,997	57,830	80,624	TOWN	
BOARD OF HEALTH TOTAL	161,082	162,377	170,717	234,281	MEETING*	37.23%

*BOS/Advisory do not support the requested budget. Recommendations from BOS and Advisory will be made at Town Meeting.

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
541 COUNCIL ON AGING						
51000-51990 Personal Services	258,083	261,078	277,842	288,027	288,027	
52000-58990 Other Charges and Expenses	57,881	31,778	58,785	59,815	59,815	
COUNCIL ON AGING TOTAL	315,964	292,857	336,627	347,842	347,842	3.33%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS RECOMM	Percent Inc./Decr.
542 YOUTH COMMISSION						
51000-51990 Personal Services	141,070	179,325	223,826	237,498	237,498	
52000-58990 Other Charges and Expenses	9,072	7,086	14,292	12,500	12,500	
YOUTH COMMISSION TOTAL	150,142	186,411	238,118	249,998	249,998	4.99%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
543 VETERANS' SERVICES						
51000-51990 Personal Services	15,000	15,000	15,000	15,000	15,000	
52000-58990 Other Charges and Expenses	24,319	17,370	20,845	20,845	20,845	
VETERANS' SERVICES TOTAL	39,319	32,370	35,845	35,845	35,845	0.00%

600-699 Culture & Recreation

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
610 LIBRARY						
51000-51990 Personal Services	383,123	401,122	425,177	437,098	437,098	
52000-58990 Other Charges and Expenses	137,402	126,815	131,445	136,231	136,231	
LIBRARY TOTAL	520,525	527,936	556,622	573,329	573,329	3.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
630 RECREATION COMMISSION						
51000-51990 Personal Services	124,478	127,881	138,362	143,280	143,280	
52000-58990 Other Charges and Expenses	9,900	12,681	9,900	10,258	10,258	
RECREATION COMMISSION TOTAL	134,378	140,562	148,262	153,538	153,538	3.56%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
691 HISTORICAL COMMISSION						
52000-58990 Other Charges and Expenses	3,500	2,460	2,500	3,362	3,362	
HISTORICAL COMMISSION TOTAL	3,500	2,460	2,500	3,362	3,362	34.48%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
692 MEMORIAL DAY						
52000-58990 Other Charges and Expenses	2,432	3,147	3,000	3,150	3,150	
MEMORIAL DAY TOTAL	2,432	3,147	3,000	3,150	3,150	5.00%

700-799 Debt Service

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
DEBT PRINCIPAL AND DEBT INTEREST						
0100-710-59100 Principal General Fund	2,602,060	2,397,976	2,352,547	2,391,470	2,391,470	
0100-751-59150 Interest General Fund	575,634	915,970	1,003,977	933,652	933,652	
DEBT PRINCIPAL AND DEBT INTEREST TOTAL	3,177,694	3,313,946	3,356,524	3,325,122	3,325,122	-0.94%

900-999 Uuclassified

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
910 EMPLOYEE BENEFITS						
51700 Police/Fire Accident and Workers' Comp.	231,685	236,745	243,223	249,368	249,368	
51710 Unemployment Payments	4,350	8,743	29,578	30,000	30,000	
51720 Health Insurance	4,611,357	4,941,289	5,207,585	5,283,905	5,283,905	
51730 Retirement Fund	1,777,093	1,958,833	2,170,625	2,321,536	2,321,536	
51740 Life Insurance	5,669	5,124	5,297	5,215	5,215	
51750 Flexible Spending Account	7,551	6,757	7,440	7,250	7,250	
51770 Medicare	347,606	357,372	375,970	378,579	378,579	
51780 Dental Insurance	225,444	217,860	236,306	248,964	248,964	
51785 Medicare B Penalty	17,644	17,985	17,750	17,040	17,040	
59660 Transfer to OPEB Trust	250,000	250,000	250,000	0	0	
EMPLOYEE BENEFITS TOTAL	7,478,399	8,000,708	8,543,774	8,541,857	8,541,857	-0.02%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
930 BUDGET CAPITAL						
POLICE: CRUISERS (2)						
LIBRARY: NEW ROOF (ENG & INSTALLATION)						
POLICE: TASER PROGRAM			*49,507*			
BUILDING: INSPECTOR VEHICLE						
FIRE: CHIEF VEHICLE C20						
DPW: TREE MAINT FUNDING						
DPW: EQUIPMENT TRAILER 2006 REPLACEMENT						
52000-58990 Other Charges and Expenses	324,343	306,350				
BUDGET CAPITAL TOTAL	324,343	306,350	49,507	0	0	-100.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
941 COURT JUDGMENTS						
57600 Court Judgments	220,659	223,108	225,000	229,900	229,900	
COURT JUDGMENTS TOTAL	220,659	223,108	225,000	229,900	229,900	2.18%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
945 LIABILITY INSURANCE						
52000-58990 Other Charges and Expenses	267,230	273,629	284,595	297,402	297,402	
LIABILITY INSURANCE TOTAL	267,230	273,629	284,595	297,402	297,402	4.50%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
300 ELECTED SCHOOL COMMITTEE						
51000-51990 Personal Services	500	100	500	500	500	
ELECTED SCHOOL COMMITTEE TOTAL	500	100	500	500	500	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
301 SOUTHBOROUGH SCHOOLS						
REGULAR DAY PROGRAMS						
Administration	610,997	642,676	689,509	719,453	719,453	
Instruction	10,978,287	11,310,744	11,465,585	11,987,962	11,987,962	
Other Student Services	845,086	826,273	834,340	868,543	868,543	
Operation and Maintenance Buildings	1,691,826	1,680,550	1,596,094	1,692,794	1,692,794	
Fixed Charges	4,100	4,100	4,100	2,150	2,150	
Contractual Obligation	0	0				
REGULAR DAY PROGRAMS TOTAL	14,130,296	14,464,343	14,589,628	15,270,902	15,270,902	
SPECIAL EDUCATION PROGRAMS						
Administration	17,800	18,500	18,000	18,500	18,500	
Instruction	4,631,617	4,886,531	4,898,567	5,028,610	5,028,610	
Other Student Services	510,608	578,500	445,000	506,000	506,000	
Operation and Maintenance Buildings	4,500	5,000	4,000	4,000	4,000	
Programs, Other Systems in Massachusetts	1,111,165	868,000	1,190,600	818,362	818,362	
Programs, Member of Collaborative	0	0	90,680	88,060	88,060	
SPECIAL EDUCATION TOTAL	6,275,690	6,356,531	6,646,847	6,463,532	6,463,532	
GRAND TOTAL OPERATING BUDGET	**20,405,986**	**20,820,874**	**21,236,475**	**21,734,434**	**21,734,434**	2.34%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
302 ALGONQUIN REGIONAL HIGH SCHOOL						
REGULAR DAY PROGRAMS						
Administration	663,443	688,349	744,395	788,415	788,415	
Instruction	11,509,251	11,440,824	11,613,305	11,871,456	11,871,456	
Other Student Services	2,003,707	2,029,191	2,023,745	2,034,337	2,034,337	
Operation and Maintenance Buildings	1,702,050	1,736,088	1,768,150	1,814,368	1,814,368	
Fixed Charges	3,620,778	3,875,748	4,049,667	4,274,119	4,274,119	
New Equipment	155,200	26,000	16,500	0	0	
Tuition, Other Public Schools	290,000	290,000	240,000	240,000	240,000	
Contractual Obligation	0	0	0	0	0	
REGULAR DAY PROGRAMS TOTAL	19,944,429	20,086,200	20,455,762	21,022,695	21,022,695	

SPECIAL EDUCATION PROGRAMS						
Administration	9,300	16,800	17,300	18,600	18,600	
Instruction	2,271,114	2,504,494	2,794,608	2,852,854	2,852,854	
Other Student Services	251,280	253,780	259,280	260,280	260,280	
Operation and Maintenance Buildings	2,000	2,000	2,000	2,000	2,000	
Fixed Charges	1,595	1,595	1,595	1,595	1,595	
Programs, Other Systems in Massachusetts	479,180	840,979	424,279	813,679	813,679	
Programs, Member of Collaborative	124,060	69,600	177,256	5,000	5,000	
SPECIAL EDUCATION TOTAL	3,138,529	3,689,248	3,676,318	3,954,008	3,954,008	
GRAND TOTAL OPERATING BUDGET	**23,082,958**	**23,775,448**	**24,132,080**	**24,976,703**	**24,976,703**	3.50%

	NON EXEMPT	EXEMPT	TOTAL			Percent Inc./Decr.
FY 2021 SOUTHBOROUGH ASSESSMENT	**7,541,363**	**397,404**	**7,938,767**			2.21%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL						
Southborough Operating Assessment	329,255	293,357	349,405	400,969	400,969	
Renovation Project - Capital Assessment	38,417	37,405	36,393	35,381	35,381	
SOUTHBOROUGH ASSESSMENT	367,672	330,762	385,798	436,350	436,350	13.10%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL						
Tuition/Transportation Assessment	0	0	44,634	44,634	44,634	
NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL TOTAL	0	0	44,634	44,634	44,634	0.00%

Proposed by: BOARD OF SELECTMEN

Summary: *See budget report including Advisory Committee and Board of Selectmen's FY22 recommendations. If the Advisory Committee recommendation differs from that of the Board of Selectmen, it shall be noted in that departmental budget.*

ARTICLE 8: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2022, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

BUDGET NAME	FY 2019	FY 2020	FY 2021	FY 2022	PERCENT
WATER - PUBLIC WORKS	**ACTUAL**	**ACTUAL**	**BUDGET**	**REQUEST**	**(+) or (-)**
51000-51990 Personal Services	339,522	352,225	355,405	368,506	
52000-58990 Other Charges & Expenses	1,229,247	1,307,495	1,341,950	1,855,950	
59100 Debt Principal Water	290,000	410,000	340,000	344,408	
59150 Debt Interest Water	107,604	135,978	142,490	111,526	
59510 Indirect Costs	90,000	131,239	160,847	204,695	
Capital Equipment - Lease					
Hook Lift Truck	-	-	-	9,169	
Pick-Up Diesel Truck F-350	-	-	-	10,697	
TOTAL WATER - PUBLIC WORKS	2,056,373	2,336,937	2,340,692	2,904,951	24.11%

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates, which supports all aspects of the department's operation. The first year of funding for those capital items that are being leased for use by the Water Department, in whole or in part, are included in this budget.*

Hook Lift Truck - This item will replace a 2002 version. This truck is critical to a variety of operations throughout the year. It was scheduled to be replaced in the last fiscal year in the event of a Fall Town Meeting. The truck that it is replacing is currently sitting idle and is no longer on the road and was not used during the last winter plow season. This portion represents the amount to come out of the water fund.

Pick-Up Diesel Truck F-350 - This item will replace a 2011 version of the same make/model. This truck is used by DPW water staff on a daily basis to carry out their duties.

ARTICLE 9: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article. The funding amount has been the same each year since 2015, and is not changing for FY22.*

ARTICLE 10: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	Request	Levy	Other Funds
A.	LIBRARY: Interior Renovations, Floor Coverings and Painting	$115,000	$115,000	
B.	TOWN HOUSE: Bathroom Renovation	$ 40,000	$ 40,000	
C.	DPW: Chipper	$ 30,000	$ 30,000	
D.	DPW: Equipment Trailer Replacement	$ 12,000	$ 12,000	
E.	DPW: Road Maintenance	$325,000	$325,000	
F.	FIRE: Thermal Imaging Cameras	$ 30,000	$ 30,000	
G.	FIRE: Fire Hose & Nozzle Replacement	$ 20,000	$ 20,000	
H.	FIRE: Turnout Gear Fund	$ 40,000	$ 40,000	
I.	INFORMATION TECHNOLOGY: Server and Storage	$ 40,000	$ 40,000	
J.	POLICE: Defibrillators	$ 18,200	$ 18,200	
K.	POLICE: Police Cruisers (2)	$101,000	$101,000	

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary:
A. This item will provide the funds needed to replace various sections of floor coverings installed in the late 1980's, repaint interior walls, and make upgrades to interior finish surfaces on the upper level of the Southborough Library;
B. This item will provide the funds needed for the purpose of renovating the men's and/or women's restroom at the Southborough Town House. Elements of renovation work will include tile replacement, installation of new privacy components, and plumbing upgrades in the subject restroom, which has not had any major betterments for over 40 years;
C. This item will replace a chipper that is beyond its useful life. The chipper is used in both emergency and non-emergency situations by DPW crews;
D. This item will replace an equipment trailer purchased in 2006. The current trailer no longer meets the standards needed to carry the weight of the equipment towed around on the trailer;
E. These funds are for public roadway, sidewalks and walkway maintenance, repair and construction throughout town. These are expended in conjunction with Chapter 90 roadway improvement funding from the Commonwealth;
F. This item will replace two (2) thermal imaging cameras carried on the fire department pumpers. These cameras are the end of their life expectancy and are critical to firefighting operations to protect life and property;
G. This item will replace miscellaneous fire hose and nozzles carried on the department's fire apparatus that is beyond its life expectancy or has failed during regular maintenance checks. This is part of an ongoing maintenance of the equipment. On average, this is replacing items that are 15 – 20 years old.
H. These funds will be used to fund an initial contribution for new and replacement fire turnout gear. These funds are anticipated to cover approximately ten full sets of turnout gear that will reach the end of their useful life in the next fiscal year. Funds expended from this item will be approved by the Capital Planning Committee based on recommendations from the Fire Chief;
I. These funds will cover any onsite or cloud infrastructure needs for municipal IT as part of a formal plan developed by the IT Manager and Municipal Technology Committee;
J. This item is for the replacement of ten (10) portable defibrillator units that are located in each of the marked patrol vehicles. The current units were purchased in 2008, and are well past their useful life expectancy of ten years;
K. This item is for the replacement of two front line cruisers nearing or over 100,000 miles (2016 Ford Taurus currently 92,088 miles, 2016 Ford Explorer currently 109,110 miles). They will be replaced with a 2021 Ford Police Interceptor Utility AWD Hybrid, and a 2021 Dodge Charger AWD gas engine. The hybrid model is eligible for Green Communities funds, which if awarded would defray the purchase price by $5,000. The anticipated gas savings with the hybrid model is $3,179, according to the manufacturer.

ARTICLE 11: To see if the Town will vote to appropriate a sum of money to pay costs of acquiring all or a portion of the following equipment and to see if this appropriation shall be met by borrowing or otherwise, and/or authorize, under General Laws Chapter 30B, Chapter 44, Section 21C, upon the recommendation of the Board of Selectmen, the following lease purchase financing agreements for the acquisition of all or a portion of the following equipment that may be acquired through the issuance of debt under G.L. c. 44 or improvement of a capital asset the improvement of which may be financed by the issuance of debt under G.L. c. 44, the term of such agreement not to exceed the useful life of the equipment or improvement as determined by the Board of Selectmen, and to authorize the Town Administrator to enter into such agreements on behalf of the Town, and to approve appropriation for the first year payments of the agreements as stated below in the column "First Year Amount":

	Equipment	Authorized Department	Source of Appropriation	First Year Amount
A.	1 - Fire Tender 2,000 Gallon	Fire Department	FY22 Capital Budget - Ambulance Fund or Borrowing	$61,127
B.	1 - Horton Type Ambulance	Fire Department	FY22 Capital Budget - Ambulance Fund	$42,025
C.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY22 Capital Budget - General Fund	$25,215
D.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY22 Capital Budget - General Fund	$10,697
E.	1 - Fire Dept Chief Vehicle	Fire Department	FY22 Capital Budget - General Fund	$9,169

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary:
A. This item will add a Fire Tender that is capable of carrying 2,000 gallons of water to a fire scene. This is a newly proposed vehicle for the Department that will be used both in areas of town without hydrants, but also supplement operations in areas with hydrants. The Department is also seeking a grant for the acquisition of this asset. The request originated after a full operational review of the Fire Department by the Chief.
B. This item will replace a 2014 Ambulance that is used in rotation with a 2nd ambulance. This ambulance responds to approximately 500 emergencies a year. Due to the long lead time to manufacture these vehicles, this ambulance is being requested now to avoid costly repairs on the 2014 Ambulance.
C. This item will replace a 2002 version. This truck is critical to a variety of operations throughout the year. It was scheduled to be replaced in the last fiscal year in the event of a Fall Town Meeting. The truck that it is replacing is currently sitting idle and is no longer on the road and was not used during the last winter plow season. This portion represents the amount to come out of the general fund.
D. This item will replace a 2008 version of the same make/model. This truck is used by DPW staff on a daily basis to carry out their duties.
E. This item will replacement of a Fire Department SUV to be utilized by the Fire Chief. The current vehicle is a 2013 Ford Explorer which will be retained to replace the Facilities Director's vehicle (2003 Ford Crown Victoria). The Fire Department SUV is used for department business, emergency response, and as a mobile incident command post. This item will purchase and appropriately equip a Chevrolet Tahoe 4-wheel drive SUV or equivalent.

ARTICLE 12: To see if the Town will vote to raise and appropriate the sum of $5,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support
Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

ARTICLE 13: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Advisory Committee as requested, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

ARTICLE 14: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2022:

1. Immunization/emergency dispensing clinic; $12,000.
2. Inspectional services; $100,000.
3. 9-11 Field Maintenance; $100,000.
4. Wetland Protection; $30,000.
5. Hazardous materials; $75,000.
6. CPR classes; $6,500.
7. Community garden; $2,500.
8. Recreation programs; $400,000.
9. Tobacco Control Program; $4,000.
10. Golf Course maintenance; $30,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 15: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2022 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer's projections)…….. $386,300
State Match (projected FY2022 State match)……..…….. $ 75,275
FY2021 State Match Adjustment……. $ 49,976
Total Projected Revenue…….. $511,551

Set Aside- Open Space

$51,155 to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation

$51,155 to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

Set Aside – Community Housing

$51,155 to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Administrative Costs – Community Preservation Committee

$25,578 to defray the administrative and operating expenses of the Community Preservation Committee in FY2022 for the Community Preservation Fund

, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The budget and set asides are an annual requirement under the Community Preservation Act.*

ARTICLE 16: To see if the Town will vote to appropriate $82,938 to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation from the CPA FY2022 estimated CPA annual revenue. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article is the Community Preservation Fund payment towards the FY2022 debt funding for the Preservation Restriction of 84 Main Street as approved at the 2016 Annual Town Meeting.*

ARTICLE 17: To see if the Town will vote to appropriate $13,033 towards FY21 Interest for the renovation and restoration of the Historic Southborough Library building from the Historic Reserve Fund; and to also vote to appropriate $71,705 to be applied towards the FY22 bond payment for the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. $38,122 from the CPA Historic Preservation Reserve Fund and $33,583 from the FY21 CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article is the Community Preservation Fund payment toward the debt funding for the renovation and restoration of the Historic Southborough Library as approved at the 2019 Annual Town Meeting.*

ARTICLE 18: To see if the Town will vote to appropriate $238,750 from the CPA Fund FY2021 Budgeted Reserve for the renovation and restoration of Kallander Field, located on Kallander Drive in Southborough (Parcel ID 56-0000-012-0) for recreation purposes as requested by the Recreation Department. This consists of $210,100 in project costs and an additional $28,650 in contingency funding. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction of the Recreation Director Tim Davis and the Southborough Recreation Department, said funds will be used to restore and renovate Kallander Field, to address significant drainage issues that plague the field.*

ARTICLE 19: To see if the Town will vote to appropriate $300,000 for the restoration and preservation of the Historic St. Mark's Bell Tower located at 27 Main Street Southborough for Historic purposes. $23,061.76 from the CPA Historic Preservation Reserve Fund and $276,938.24 from FY21 CPA Fund Balance. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: Not Support
Summary: *Under the direction of the St. Mark's Building Committee said funds will be used to restore and preserve the St. Marks Bell Tower in conformance with a Preservation Restriction held by the Massachusetts Historical Commission. The goal is to preserve St. Mark's Bell Tower for many future generations of Southborough residents to enjoy. Built in 1891 on land donated by Joseph Burnett, the tower has fallen into major disrepair over the years. Issues include water penetration, unevenly faced stones, cracked mortar joints, and stone slippage. Without restoration of the tower, the historic viewscape of our town will be forever changed. Satisfying the Community Preservation Act goal to preserve and maintain historic landmarks, this project would preserve the tower and keep its historical significance. St. Mark's Church is part of the Southborough Historical Commission project to add downtown Southborough to the State and National Register of Historic Places. The tower restoration project strictly falls under historic preservation and does not contain any religious depiction. This $300,000 request is for partial funding of total project costs of $565,000 with remainder raised by St. Mark's.*

ARTICLE 20: To see if the Town will vote, pursuant to Mass. General Laws in Chapter 44, as amended, Chapter 44B, or any other enabling authority, to appropriate and borrow a sum of money not to exceed the amount of two million, thirty thousand dollars ($2,030,000) for historic restoration of the Southborough Town House, including costs incidental or related thereto, for a period of twenty (20) years, excluding the term of any temporary loans issued and in anticipation therefor, and allow the Treasurer to apply the net premium and any accrued interest to the costs of the project and reduce the amount authorized to be borrowed for the project by like amount.

Additionally to appropriate two hundred eight thousand, two hundred eighty-four dollars ($208,284) with one hundred ninety-two thousand, six hundred and nine dollars ($192,609) from the FY22 estimated CPA annual revenues and fifteen thousand, six hundred seventy-five dollars ($15,675) from the 2021 CPA Fund Balance for a total project cost of two million, two hundred thirty eight thousand, two hundred eighty four dollars ($2,238,284) for historic preservation purposes.

This consists of $1,986,644 for historic preservation /restoration project costs and $251,640 contingency funding, for the Southborough Town House Exterior Preservation and Restoration Project, as requested by the Southborough Facilities Department for historic purposes. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44 §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

And to further authorize the Board of Selectmen and/or a qualified Historical Organization with the Board of Selectmen's express approval to submit on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from The Commonwealth of Massachusetts or the United States and/or any other state or federal programs including those in aid of Historic Preservation and/or any others in any way connected with the scope of this article. Said gifts or grants to be deposited in the Historic Reserve Community Preservation Fund.

The Board of Selectmen is hereby directed to grant a Perpetual Preservation Restriction on the historical exterior and windows of the Town House Building, 17 Common Street, Southborough, MA 01772 to be recorded in conformance with the requirements of Massachusetts General Laws and to enter into all agreements and execute any and all instruments as may be necessary to effect said Perpetual Preservation Restriction. The cost of the Perpetual Preservation Restriction to be paid from funds from this appropriation and the holder of the Perpetual Preservation Restriction shall be approved by a majority vote of the Community Preservation Committee.

The Town of Southborough shall retain ownership of this building in perpetuity except as authorized by a vote of the citizens at a town election with a margin of 90% approval of the total ballots cast.

Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding.

All of the work will comply with the Building and Architectural Access Board codes as applicable, the historic district review requirements, and The Secretary of the Interior's Standards for the Treatment of Historic Properties.

The Town shall prepare a draft Perpetual Preservation Restriction and submit the Perpetual Preservation Restriction to the MA Historical Commission no later than 180 days after the commencement of construction activities.

Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support; reserve pending review of motion
Advisory Committee Recommendation: Support
Summary: *Under the direction of John Parent, Southborough's Director of Facilities the Southborough Town House Exterior Preservation and Restoration Project is focused on restoring various original elements of the building structure, where deemed prudent. Projects at the Town House include window sash replacement*, exterior renovation work and roof replacement *Great care has also been taken to ensure that any replacement components will be designed in such a fashion as to authentically replicate the original components they would replace. The proposed project has been structured in a way that helps preserve the overall original appearance and integrity of the Town House, while also taking into consideration the functional needs of building occupants. The Preservation Restriction will ensure that Southborough benefits from the presence of this historic property gracing our Historic Town Center in perpetuity.*

***ARTICLE 21**:* To see if the Town will vote to appropriate $9,950 from the FY22 estimated CPA annual revenue for the Southborough History Museum Condition Assessment for historical purposes as requested by the Southborough Historical Society. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the Direction of the Historical Society and with review by Southborough Facilities Department Director John Parent, the Southborough Historical Society will hire a historical architect to conduct a Condition Assessment of the historic 1859 Flagg School. The assessment will include historic paint research on the building, draw up plans and budgets for the window restoration and other relevant exterior issues such as redesigning the unsafe front and rear stairs which is needed to preserve the building into the 21st century and beyond.*

***ARTICLE 22**:* To see if the Town will vote to appropriate $47,011 from the FY22 estimated CPA annual revenue for the 1.6 mile Peninsula Trail for recreation purposes as requested by the Southborough Trails Committee (STC) with $42,737 in project costs and an additional $4,274 in contingency funding. The STC shall apply for the Massachusetts Department of Conservation and Recreation trails grant for matching funds. In the event the grant funds are not awarded, these CPA funds will be used to provide signage and install required fencing to enable use of the property. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction of the Southborough Trails Committee (STC), said funds will be used for improvements of a 1.6 mile trail segment to close a gap in the 33-mile regional Boroughs Loop Trail (BLT) that connects the trail networks of Marlborough, Northborough, Westborough and Southborough. The trail will also be part of MWRA's Aqueduct Trail system and will serve as a future connection to Framingham's Aqueduct Trail on the east side off Pine Hill Road. The BLT is adjacent to, and intersects with, the Bay Circuit Trail, a 230-mile regional trail extending through 37 communities. Constructing this section of trail will help to close an important trail gap in Southborough and fulfill the town's commitment to complete this initiative. Parking will be available for 2-4 cars at the Rt.30/Central street location. This project consists of two components: • Wayfinding/regulatory interpretive and historical signage • Fencing to enclose the Hosmer Riser. Additionally this funding allows the STC to apply for the Massachusetts DCR trails grant to improve Trail accessibility at Route 30 and Central Street.*

***ARTICLE 23**:* To see if the Town will vote to authorize the Board of Selectmen to dispose of a parcel of land with structures thereon deemed surplus property with no further public purpose, by deed of conveyance, grant or transfer after appraisals have been obtained and upon such terms and conditions as the Board of Selectmen deem appropriate. Said parcel of land being described as follows: 21 Highland Street, having been acquired by deed dated June 26, 1911 and recorded in the Worcester Registry of Deeds at Book 1974, Page 229; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary: *The former South Union School at 21 Highland Street currently houses the Recreation and Youth & Family Services departments. The building will require some significant maintenance in the coming years, including boiler and roof replacement, and exterior maintenance work which are estimated to cost in excess of $400,000. In consultation with the Capital Planning Committee, the Board of Selectmen have issued a Request for Proposals (RFP) for the disposition of the building and the property (excluding playground equipment), to determine its best value. The results of that bid process will be available in early-May, and will form the basis of the motion to be made in relation to this article.*

ARTICLE 24: To see if the Town will vote to amend the interest rate per annum from 4% to 2% and increase the income limit (gross receipts) from $20,000 to $45,000 under the provisions of Massachusetts General Laws, Chapter 59, §5 (41A) which regulates tax deferral for homeowners 65 years or older pursuant to the authority contained in Chapter 136 of the Acts of 2005 of the General Court thereby amending M.G.L. Ch. 59, §5 (41A), or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN, BOARD OF ASSESSORS & COUNCIL ON AGING
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The senior property tax deferral program, known as Clause 41A, allows people 65 or over to defer their property taxes until their home is sold or conveyed. This article will change the interest rate charged on "deferred tax" liens from the current 4% to 2%. It also will increase the income limits of applicants from $20,000 to $45,000.*

ARTICLE 25: To see if the Town will vote to amend Section 9-24 "Qualification of elected and appointed officials" of the Town Code, by deleting the text in its entirety, and replacing with the following:

"All elected and appointed officials shall be qualified by the Town Clerk within 30 days of their election except where a different period is specified in the General Laws. If an appointed official is not qualified in this period, his/her appointment shall terminate, and the appointing authority shall be so notified by the Town Clerk."

; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Currently, elected and appointed officials have 15 days to be sworn in by the Town Clerk's office; this article will allow those officials additional time to be sworn in following their appointment or election. The current requirement of 15 days was found to be too limiting, as appointment dates often conflicted with the 4th of July holiday and summer vacations. The Board of Selectmen was having to reappoint certain positions multiple times due to the inability of individuals to be sworn in within the required timeframe.*

ARTICLE 26: To see if the Town will vote to amend the provisions of the Southborough Code, Chapters 41-2 9 entitled Notice of Town Meetings and § 41-26 Availability of Annual Report and Warrant by:

1) Deleting § 41-2 in its entirety and replacing it with:
A. Notice of every Town Meeting shall be given by posting attested copies of the warrant on the Town website, at the Town House, the Southborough Library, the Senior Center and the Transfer Station seven days at least before the time appointed for the Annual Town Meeting and fourteen days at least before the time appointed for a Special Town Meeting.

Creating a new section §41-2.1 entitled Location of Town Meeting
B. The warrant for an annual or special town meeting may specify that the meeting is to be held in a suitable auditorium or other facility in Southborough or in any town contiguous to Southborough. Town Meeting may also vote to adjourn to such a facility if it deems appropriate.

2) Change the Title of Article III from Availability of Annual Report and Warrant to Availability of Annual Report.

3) Strike § 41-26 in its entirety and replace with:
§ 41-26 Availability of Annual Report.
At least fourteen (14) days prior to the Annual Town Meeting, the Selectmen shall place a notice on the town website and on Southborough Access Media advising that copies of the Annual Town Report are available to the public on the town website, at the Southborough Town House, at the Southborough Library and at the Southborough Senior Center.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article would correct the conflicting language in Southborough Code sections 41-2 and 41-26. This article would also allow a Town Meeting to be held in any of the towns contiguous to Southborough. For example, a town meeting could be held at Algonquin Regional High School if the town were unable to hold the meeting in Southborough for any reason.*

ARTICLE 27*:* To see if the Town will accept the provisions of Chapter 41, Sec. 110A of the Massachusetts General Laws "Office hours on Saturday": "Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday."

;or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Acceptance of this provision of the General Law would extend a voter registration deadline which occurs on a Saturday to the following Monday.*

ARTICLE 28*:* To see if the Town will vote to adopt the provisions of MGL c.90, Section 17C to allow the Board of Selectmen to reduce the statutory speed limit from 30MPH to 25MPH on any or all town-owned roadways in thickly settled or business district areas, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article provides the Selectmen with the authority to reduce speed limits on certain town-owned streets in the interest of public safety.*

ARTICLE 29: To see if the Town will vote to adopt the provisions of MGL c.90, Section 18B to allow the Board of Selectmen to establish regulatory 20MPH safety zones on public streets within the Town of Southborough in the interest of public safety, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article provides the Selectmen with the authority to establish safety zones on streets in the interest of public safety.*

ARTICLE 30*:* To see if the Town will vote to impose a .75% meals tax on the sales of restaurant meals by accepting Massachusetts General Laws, Chapter 64L, Section 2(a), or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support

Summary: *This article will require all local restaurants to charge an additional .75% in meals tax, which will come back to the Town as unallocated revenue through State Local Aid. Most other communities in our area have adopted this local option as well. The local meals tax has been identified as an additional revenue source to help alleviate increases to residential property taxes.*

ARTICLE 31: To see if the Town will vote to adopt in Chapter 9 of the General Bylaws, Article X to be entitled **"**Southborough Public Accessibility Committee", Sections 9.34 through 9.35 of the Town bylaws, the following:

Article IX Southborough Public Accessibility Committee

§9.34 Purpose

Numerous laws, statutes, policies and regulations require and/or encourage access to facilities, programs and services for all members of the public. These include, but are not limited to:

- The Americans with Disabilities Act of 1990 - 42 U.S.C. ch. 126 § 12101 et seq
- Regulations promulgated by the Massachusetts Architectural Access Board (521 CMR)
- The Voting Accessibility for the Elderly and Handicapped Act of 1984 - P.L. 98-435, 42 U.S.C. §§ 1973ee–1973ee-6
- The Individuals with Disabilities Education Act – 20 U.S.C. §§ 1400 et seq.
- The Rehabilitation Act of 1973 – USC 31-41c, 29 U.S.C. § 701 et seq
- The Architectural Barriers Act - 42 U.S.C. §§ 4151 et seq.
- Massachusetts Employment Law MGL ch 151B
- Massachusetts Public Accommodation Law - MGL ch 272
- Massachusetts Equal Rights Act - MGL Ch. 93 §§ 102
- Massachusetts Constitution Article CXIV (114)
- Massachusetts Service Animals Law – MGL Ch. 272 §§ 98A

Southborough supports a coordinated approach to monitoring and increasing public accessibility and ensuring compliance with local, state and federal requirements. In addition, it is desirable to encourage property owners to consider adopting optional policies that increase accessibility. As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for developing and implementing this coordination. It will report on status and progress to the Board of Selectmen and the Town Meeting.

§9.34.A Establishment; Membership; Qualifications

There shall be a Southborough Public Accessibility Committee ("SPAC"), which shall consist of five voting members appointed by the Board of Selectmen, plus the non-voting, ex-officio members identified below. Any non-voting, ex-officio member shall not count toward the calculation of a quorum for the SPAC for voting purposes.

Each voting member shall be a registered voter in the Town and shall not be a Town officer (where a "Town officer" means a Town official who serves in an elected position) or a Town employee (where a "Town employee" is any person holding a non-elected, paid position in the Town other than a volunteer who is deemed a Special Municipal employee solely for the purposes of MGL Chapter 268A).

The Board of Selectmen shall designate a Public Accessibility Coordinator ("Coordinator"), in consultation with the SPAC. The Coordinator shall be responsible for accepting and recording concerns, coordinating reviews, and such other duties as may be assigned.

The Building Commissioner and Coordinator shall be ex-officio members of the SPAC.

§9.34.B Appointments; Terms

Voting members shall be appointed for two-year terms. The initial appointments shall be divided between one and two-year terms, so as to establish overlapping terms.

§9.34.C Organization
The voting SPAC members shall select annually, from among themselves by majority vote, a Chairman and a Secretary.

§9.34.D Funding
The SPAC shall have a budget, as may be approved through the Town's regular budget process, for consultants and other expenses. The SPAC shall submit its projected expenses annually as input to the Town's regular budget process. Any expenditures from the SPAC budget shall require a majority vote of the SPAC, and shall be subject to the Town's policies for such expenditures.

§9.35 Powers and Duties
The SPAC Powers and Duties include, but are not limited to, the following:

- To monitor and enhance the Town's compliance with all applicable laws, statutes, policies, and regulations that require (or encourage) access to facilities, programs and services for all members of the public.
- In coordination with Town officers, departments, and other government entities, to endeavor to ensure that all Town citizens have equal access to:
  - Town government offices and communications
  - Public and commercial buildings
  - Programs
  - Goods and services
  - Transportation
  - Telecommunications, including the internet
  - Recreational facilities and programs
- To review existing and proposed facilities, programs, and projects undertaken by the Town, and to notify the responsible official or entity of its comments. The SPAC may request that other Town officials, committees, departments, and/or entities provide input to these reviews.
- To undertake public outreach and advocacy for accessibility in the Town,
- To periodically, but no less than once per calendar year, report to the Board of Selectmen and the Town Meeting on its activities and findings.
- To provide a mechanism for the public and/or any Town employee to raise concerns about the accessibility of any Town facility, service or program.
- The SPAC (or its designee) shall maintain records of such concerns and their dispositions. To the extent permissible by law, the identities of persons raising such concerns shall be confidential, unless confidentiality is waived by such person.

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article replaces the current ad-hoc Accessibility Compliance Committee with a standing committee. The existing committee was established to address the issues raised by the 1990 Americans with Disabilities Act, and was thought to be needed for a short time. In the time since, regulations in this area have increased and public demand for accessibility has increased. Since the need has persisted for several decades, a standing committee that is not limited to the ADA is the more appropriate construct.*

ARTICLE 32: To see if the Town will vote to amend the provisions of the Southborough Code, Section 9.8 and 9.12 thereof, as follows:

§ 9-8 Establishment; membership; residence requirements. [Amended 4-12-1999 STM by Art. 1; 10-21-2002 STM by Art. 7; 4-15-2008 ATM by Art. 34]
There shall be an Advisory Committee, which shall consist of nine voters of the Town. No member shall be appointed who is a Town officer, employee or member of another Town committee, appointed or elected; provided, however,

that an Advisory Committee member may ~~belong~~be appointed to: a) one ad hoc committee that is appointed by an elected board or official, or b) one other committee appointed by the Moderator, or c) one committee chartered to consider capital appropriations under the following restrictions:

A. The Advisory member's ~~participation~~ appointment is approved in advance by majority vote of the Advisory Committee excluding the member desiring to participate in the above committees.

B. The Advisory member may not vote or be counted for purposes of a quorum during Advisory meetings when matters subject to ~~the jurisdiction of~~consideration by the above other committees are ~~presented to~~ considered by the Advisory Committee.

§ 9-12. Appointment of Chairman and Secretary.
Said Committee shall choose from its membership a Chairman, a Vice-Chairman and a Secretary.

, or act or do anything in relation thereto.

Proposed by: ADVISORY COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The proposed article makes the following changes to the current Advisory by-law:*

§ 9-8 - Proposed article (1) reduces the number of members on the Advisory committee from nine to seven; (2) allows Advisory committee members to sit on a standing committee whose purpose is to consider capital appropriations and (3) allows all Advisory committee members to count toward a meeting quorum even when other committee matters are being considered and Advisory members also sit on that other committee. Advisory members who sit on the other committees must recuse themselves from any discussion or votes taken regarding the other committees' subject matters.

§ 9-12 –Proposed article adds the office of Vice-Chairman.

ARTICLE 33: To see if the Town will vote to adopt in Chapter 9 of the General Bylaws, a new Article IX to be entitled "Capital Improvement and Planning Committee", Sections 9-30 through 9-33 the following:

§ 9-30 Purpose.
As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for creating and maintaining a rolling ten-year Capital Plan across all government entities and will ensure consistent interpretation and execution of that plan. The Committee will work in collaboration with the various government entities that propose capital expenditures. It will report on the plan to the Town Meeting and advise Town Meeting on proposed capital expenditures.

§ 9-30.1 Establishment; membership; qualifications.
A.
There shall be a Capital Improvement and Planning Committee ("CIPC"), which shall consist of seven voting members and the two nonvoting ex-officio members identified below.
B.
Each voting member shall be a resident of the Town.
C.
The voting members shall be appointed by the Board of Selectmen.
D.
One appointed member should be a member of the Board of Selectmen and one member should be a member of the Advisory Committee.
E.
At no time should any elected or appointed board, committee or commission have more than one representative that also is appointed to CIPC.
F.

The Town Administrator and Finance Director shall be appointed as ex-officio members and may be nonresident Town employees. The Town Administrator or Finance Director, after collaboration with the Board of Selectmen as appointing authority, may recommend that another member of the town's finance team (treasurer, assessor, or accounting departments) serve as ex-officio in their place.

§ 9-30.2 Appointments; terms; vacancies; removal.

A.

Voting members shall be appointed for three-year terms. The initial appointments shall be three members for three years, two members for two years, and two members for one year, so as to establish overlapping terms. For subsequent appointments, the appointing authority shall request that the CIPC review the qualifications of prospective appointees, but the final determination of who is selected shall rest with the appointing authority.

§ 9-30.3 Organization; meetings.

A.

The members shall select, from among themselves, a Chairperson, Vice Chairperson and a Clerk.

B.

The CIPC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.

C.

All reports and recommendations of the CIPC made to the Town shall be voted by a majority of the voting members of the CIPC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the nonvoting members.

§ 9-30.4 Funding.

The CIPC shall have a budget or warrant article for consultants and other expenses. It shall submit its projected expenses to the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the CIPC, and be subject to the Town's policies for such expenditures.

§ 9-31 Functions and definitions.

A.

Work with Town Finance Team to maintain town's 10-year capital plan. This will be achieved by regular meetings and discussions with Town Departments, Boards, and Committees that will put forward requests for Capital Funding as part of an Annual or Special Town Meeting. While this Committee will have no oversight of the annual operating budget, they need to be aware and receive regular updates of the operating budgets and other revolving or enterprise funds to ensure that capital needs are considered in an appropriate order and timing.

B.

The CIPC shall follow any capital or other financial policies adopted by the town and provide regular feedback for any potential improvements or enhancements to these policies.

§ 9-32 Project Oversight.

A.

In the absence of a formal building committee for a specific project, CIPC will serve as point of initial approval for all project expenses, change orders, and invoices. Projects falling under the oversight of the CIPC will specifically be decided as part of or immediately following any Town Meeting appropriation by a vote of the Board of Selectmen.

B.

If any elected board decides to have a separate Building Committee for any specific project, then at least one member but not more than two members of the CIPC shall be appointed.

§ 9-33 Reports

A.

Prior to any annual or special town meeting, CIPC shall provide a recommendation on any capital article to appear on the warrant. This recommendation should be communicated to both the Board of Selectmen and Advisory Committee.

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Capital Planning Committee has been an ad-hoc committee since March 2020. Since that time, the Committee has advised the Board of Selectmen on capital expenditures for Town Meeting, and worked collaboratively with the Finance Director and Town Administrator on the overall capital plan and funding/financing options for capital projects. Given the intention for the Committee to continue their work each year as part of the budget process, the Board of Selectmen agreed that the Committee should operate as a standing committee under the Town bylaws.*

ARTICLE 34: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Zoning Article I entitled "Miscellaneous Provisions" and Article V entitled "Nonconforming Uses and Structures" by amending thereto Section 174-9 entitled "Special Permit Requirements" and 174-19 entitled "Extensions" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

Article I: Miscellaneous provisions
§ 174-9 Special permit requirements.
[Amended 4-14-1986 ATM by Art. 46]

E. Nonconforming uses, lots and structures. Special permits may be issued for the extension**,** ~~or~~ alteration**, reconstruction or structural change** of legally nonconforming uses, structures and lots, including a change in the non-conforming use to another non-conforming use, provided that the Board of Appeals finds that such extension, alteration**, reconstruction** or **structural** change shall not be substantially more detrimental to the neighborhood, will not increase the extent of non-conformance in size or in impact and that the cost thereof shall not exceed 50% of the assessed value of the non-conforming structure at the time of application, and further provided that the estimate of the cost of any extension~~, or~~ alteration**, reconstruction or structural change** utilized by the Board of Appeals in evaluating the above specified 50% requirement of the assessed value shall not be less than a cost estimate of such extension~~, or~~ alteration**, reconstruction or structural change** based on a nationally recognized building cost estimate manual or system acceptable to the Zoning Board of Appeals. ~~No special permits under this subsection shall be granted for nonconforming signs subject to Chapter 93 or 93D of the General Laws.~~
[Amended 4-15-2008 ATM by Art. 38]

§ 174-19 **Extensions,** ~~or~~ alterations**, reconstruction or structural changes.**
[Amended 4-10-2000 ATM by Art. 55]

A. Nonconforming structures or uses shall not be extended**,** ~~or~~ altered**, reconstructed or structural changes made** except to make them conforming~~,~~ unless the Board of Appeals authorizes such extension**,** ~~or~~ alteration**, reconstruction or structural change** by special permit upon making findings as provided in § 174-9E.

B. ~~Single family and two family residential structures. In the following circumstances,~~ **Notwithstanding the provisions of Section A above, as provided in M.G.L. c.40A, § 6, if any proposed extension, alteration**, reconstruction**,** ~~extension~~ or structural change to a single or two-family residential **structure complies with one of the conditions set forth in subsections (1) through (5) below, such extension, alteration, reconstruction or structural change** ~~structure~~ shall not be considered an increase in the non-conforming nature of the structure and shall be permitted as of right.
[Amended 10-7-2013 STM by Art. 9]

(1) **Extension, a**~~A~~lteration**, reconstruction or structural change** to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient area~~,~~ where the alteration will also comply with all of said current requirements.~~;~~

(2) **Extension, a**~~A~~lteration**, reconstruction or structural change** to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient frontage~~,~~ where the alteration will also comply with all of said current requirements.~~;~~

(3) **Extension, a**~~A~~lteration**, reconstruction or structural change** to a structure which encroaches upon one or more required setbacks~~,~~ where the alteration will comply with all current setbacks, open lot coverage and building height requirements. The provisions of this s~~S~~ubsection ~~B (3)~~ shall apply regardless of whether the lot complies with current area and frontage requirements.

(4) Extension, alteration, reconstruction or structural change to the rear, side or fascia of a structure which encroaches upon a required yard or setback area where the alteration will not encroach upon such area to a distance greater than the existing structure. The provisions of this subsection shall apply regardless of whether the lot complies with current area and frontage requirements.

(5) Extension, alteration, reconstruction or structural change to a non-conforming structure which will not increase the footprint of the existing structure providing that existing height restrictions shall not be exceeded.

In the event that the Building Commissioner determines that none of the exemptions set forth in subsections (1) through (5) apply, and the Building Commissioner determines that the non-conforming nature of such structure would be increased by the proposed extension, alteration, reconstruction or structural change, then the Board of Appeals may, by special permit, allow such extension, alteration, reconstruction or structural change where the proposed modification will not be substantially detrimental than the existing non-conforming structure to the neighborhood.

; or do or act anything in relation thereto.

Proposed by: ZONING BOARD OF APPEALS
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary: *This article proposes to amend the Special Permit Requirements and Exemptions by the addition of language for the purpose of clarity and the inclusion of exemptions to comply with current case law.*

***ARTICLE 35**:* To see if the Town will vote to amend the Zoning Code of the Town of Southborough Article III entitled "Use Regulations" by replacing thereto Section 174-12.1 thereof entitled "Outdoor illumination" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

§ 174-12.1. Outdoor illumination. [Added 4-11-2005 ATM by Art. 40]

A. Purpose. This section recognizes the benefits of outdoor lighting and provides clear guidelines for its installation, so as to help maintain and complement Southborough's character. The intent of this section is to:

(1) encourage lighting that provides safety, utility and security, **productivity, enjoyment and commerce;**

(2) prevent glare on public roadways;

(3) protect the privacy of residents;

(4) promote energy-efficient outdoor lighting;

(5) limit the total allowable illumination of lots located in the Town of Southborough; ~~to reduce atmospheric light pollution~~.

(6) minimize adverse offsite impact such as light trespass, and obtrusive light;

(7) curtail light pollution and reduce skyglow to create a healthy night-time environment for residents of Southborough

The Planning Board is authorized to promulgate rules and regulations to carry forth the purpose and intent of these Bylaw provisions. Appropriately regulated, and properly installed, outdoor lighting will contribute to the safety and welfare of the residents of Southborough.

B. Applicability. Outdoor illumination by flood or spot luminaries rated at 900 lumens or more (which is approximately equal to one sixty-watt incandescent light bulb) or by any other luminaires rated at 1,800 lumens or more (which is approximately equal to one one-hundred-twenty-watt incandescent light bulb) shall be subject to the provisions of this section **including application to single and two-family residential lots**, with the following exceptions:

(1) emergency lighting;

(2) hazard warning;

(3) temporary decorative or holiday lighting ~~or public roadway illumination~~.

It shall also not apply to any luminaire intended solely to illuminate any freestanding sign, flag or the walls of any building, but such luminaire shall be shielded so that its direct light is confined to the surface of such sign, flag or building.

~~(1) The replacement of existing fixtures shall be subject to the provisions of this section; however, the replacement of existing nonconforming lamps or fixtures with the same or lower output nonconforming lamps or fixtures is exempted.~~

The replacement of fixtures or luminaires shall be subject to the provisions of this section and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. Non-conforming fixtures or luminaires requiring replacement for any reason (including but not limited to end of life, breakdown, vandalism) shall be replaced in compliance with this Bylaw.

~~(2)~~ The Planning Board, in performing review pursuant to § 174-10, Site plan approval, may determine that special circumstances of the site, context or design make an alternative lighting design at least equally effective in meeting the purposes of this section and, in such cases, may modify the requirements of this section.

C. Enforcement. Violations of this Bylaw shall be subject to the provisions of the Town of Southborough Article VI entitled "Administration" Section 174-24 thereof entitled "Enforcement; procedures; violations and penalties."

D. Definitions. For the purposes of this section, the following terms shall be defined as indicated below. Although set forth here for convenience, the terms shall have the same effect as if in § 174-2 of this Bylaw.

BACKLIGHT

For an exterior luminaire is the 90-degree quarter-sphere located behind and below the light source. For luminaires with symmetric distribution, backlight will be the same as front light.

BUG RATING

A luminaire classification system that classifies backlight (B), uplight (U), and glare (G) per IES TM-15-11.

CORRELATED COLOR TEMPERATURE (CCT)

A specification of the color appearance of the light emitted by a lamp, relating its color to the color of light from a reference source when heated to a particular temperature, measured in degrees Kelvin (K).

FIXTURE

The assembly that houses a lamp or lamps, and which may include a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor, lens or diffuser lens.

FRONTLIGHT

For an exterior luminaire is the 90-degree quarter-sphere located in front and below the luminaire.

FULL CUTOFF

A luminaire designed with an opaque shield surrounding and extending below the lamp, such that no direct light is emitted above a horizontal plane.

FULLY SHIELDED LUMINAIRE

A luminaire constructed and installed in such a manner that all light emitted by the luminaire, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal plane through the luminaire's lowest light-emitting part.

GLARE

Light emitted from a luminaire with intensity great enough to produce annoyance, discomfort or a reduction in a viewer's ability to see, and in extreme cases causing momentary blindness.

HARDSCAPE

Permanent hardscape improvements to the site including parking lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways, and non-vegetated landscaping that is 100 feet or less in width. Materials may include but are not limited to concrete, asphalt, stone, and gravel.

INDIRECT LIGHT

Light scatter caused by direct light being redirected from a surface.

LAMP

The component of a luminaire that produces the actual light.

LED (Light Emitting Diode) LAMP

An electric lamp with a much longer lifespan than incandescent lighting and low energy consumption.

LIGHT TRESPASS

The shining of direct **or indirect** light produced by a luminaire beyond the boundaries of the lot on which it is located.

LUMEN

A measure of light energy generated by a light source. One footcandle is one lumen per square foot. For purposes of this bylaw, the lumen output shall be the initial lumen output of a lamp, as rated by the manufacturer.

LUMINAIRE

A complete lighting ~~system, including a lamp or lamps and a fixture.~~ **unit (fixture), consisting of a lamp, or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply.**

LUMINAIRE LUMENS

For luminaires with relative photometry per Illuminating Engineering Society (IES), it is calculated as the sum of the initial lamp lumens for all lamps within an individual luminaire, multiplied by the luminaire efficiency. If the efficiency is not known for a residential luminaire, assume 70%. For luminaires with absolute photometry per IES LM-79, it is the total luminaire lumens. The lumen rating of a luminaire assumes the lamp or luminaire is new and has not depreciated in light output.

MOUNTING HEIGHT

The height of the photometric center of a luminaire in feet above grade level. Feet above grade level refers to the overall average grade of the area being illuminated.

UPLIGHT

For an exterior luminaire is all of the light escaping above the luminaire.

E. Lighting zones. The Lighting Zone shall determine the limitations for lighting as specified in this section.

LZ-0: No ambient lighting

Areas where the natural environment will be seriously and adversely affected by lighting. Impacts include disturbing the biological cycles of flora and fauna and/or detracting from human enjoyment and appreciation of the natural environment. Human activity is subordinate in importance to nature.

The vision of human residents and users is adapted to the darkness, and they expect to see little or no lighting. When not needed, lighting should be extinguished.

Zoning Districts: Conservation and Research, Scientific & Professional

LZ-1: Low ambient lighting

Areas where lighting might adversely affect flora and fauna or disturb the character of the area. The vision of human residents and users is adapted to low light levels. Lighting may be used for safety and convenience but it is not necessarily uniform or continuous. After curfew, most lighting should be extinguished or reduced as activity levels decline.

Zoning Districts: Residence A and Residence B

LZ-2: Moderate ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience, but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline.

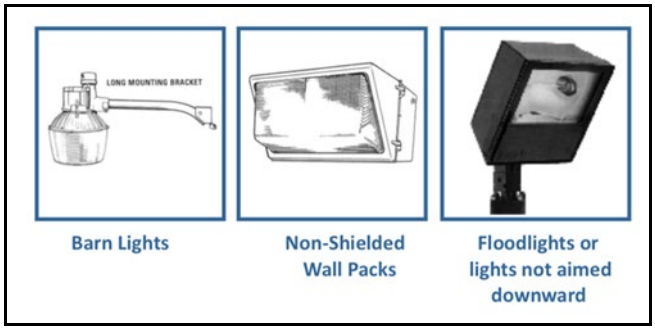
Zoning Districts: Business Village

LZ-3: Moderately high ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderately high light levels. Lighting is generally desired for safety, security and/or convenience and it is often uniform and/or continuous. After curfew, lighting may be extinguished or reduced in most areas as activity levels decline.

Zoning Districts: Business Highway, Industrial and Industrial Park

Non-shielded wall-packs, barn lights, and floodlights not aimed downward are prohibited in all zones.



F. Total site lumen limit. The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen limit shall be determined using the hardscape area and table below. For sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens. The total installed initial luminaire lumens are calculated as the sum of the initial luminaire lumens for all luminaires.

Table 1: Allowed Total Initial Lumens Per Site for Outdoor Lighting by Hardscape Method

LZ-0	LZ-1	LZ-2	LZ-3
• Conservation • Research, Scientific & Professional	• Residential A • Residential B	• Business Village	• Business Highway • Industrial • Industrial Park
0.5 lumens per SF of hardscape	1.25 lumens per SF of hardscape	2.5 lumens per SF of hardscape	5.0 lumens per SF of hardscape

G. Correlated Color Temperature (CCT). All proposed LEDs shall have a correlated color temperature (CCT) between 2200K and 3000K.

H. Exterior lighting plan. Applications subject to the provisions of § 174-10, Site plan approval, shall submit a lighting plan which shall include the following information, except to the extent waived by the Planning Board. All other lighting not subject to the provisions of said § 174-10 does not require a lighting plan but shall meet the standards as set forth in this **Bylaw** ~~section~~, unless as may otherwise be provided herein. **The installation of fixtures or luminaires shall be subject to the provisions of this bylaw and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. The** lighting plan shall include the following information **and comply with the regulations adopted pursuant to this Bylaw**:

(1) Location, orientation and type of outdoor luminaire, including the height of the luminaire, both existing and proposed;

(2) Type of lamp, such as metal halide, compact fluorescent, high pressure sodium**, LED;**

(3) Luminaire manufacturer's specification data, including lumen output and photometric data showing cutoff angles, as well as a description of all illuminating devices, fixtures, lamps, supports, reflectors, both existing and proposed; this may include, but is not limited to, catalog cuts and illustrations by manufacturers;

(4) Complete report of BUG rating data for all luminaires (if not already included in the manufacturer's specification data) calculated from photometric data (as per IES TM-15-11) showing compliance with the Planning Board Rules and Regulations for Outdoor Illumination;

(5) Photometric plan showing the intensity of illumination expressed in footcandles at ground level within the interior of the property and at the property boundaries **that also includes the Total Site Lumen Limit; Limits to Off Site Impact; Light Shielding for LED lighting; and the Correlated Color Temperature; according to adopted regulations;**

(6) Evidence that the plan complies with light trespass restrictions as set forth herein.

I. Waivers. An applicant may make a waiver request to the Planning Board for increased lighting levels within any given lighting zone and the Planning Board shall have such waiver authority hereunder.

J. Lighting control requirements. Automatic switch controls shall be provided that automatically extinguish all outdoor lighting when sufficient daylight is available using a control device or system such as a photoelectric switch, astronomic time switch or equivalent functions from a programmable lighting controller, building automation system or lighting energy management system, all with battery or similar backup power or device. The Exterior Lighting Plan shall establish curfew time(s) after which total outdoor lighting lumens shall be reduced by at least 30% or extinguished. Lighting reductions are not required for any of the following:

(1) Lighting for residential properties including multiple residential properties not having common areas; with the exception of landscape lighting

(2) When the outdoor lighting consists of only one luminaire.

(3) Code required lighting for steps, stairs, walkways, and building entrances.

(4) Lighting under canopies, in tunnels, parking garages, and similar conditions.

(5) When in the opinion of the Planning Board, lighting levels must be maintained.

(6) Motion activated lighting.

(7) Lighting regulated by special use in which times of operation are specifically identified.

(8) Businesses that operate on a 24-hour basis.

K. Community outdoor sports/recreational lighting requirements. These requirements are an exemption from the total site lumen limit based on hardscape metrics. Community outdoor sports or recreational facilities

will be held to the IDA, IES criteria for outdoor sports lighting. On-field illuminance values will be determined by current IDA, IES set forth in the Rules and Regulations for Outdoor Illumination adopted to implement the intent and purpose of this bylaw. Standard regulations include:

(1) Color, luminaire correlated color temperature (CCT) may not exceed 5700 Kelvin;

(2) Other lighting, parking and concession area lighting will be considered a separate luminaire system and must meet the applicable lighting standards for the relevant lighting zones;

(3) Shut-off, curfew time shall be no later than 10:00PM (2200 hrs.); for good cause shown, the Planning Board may waive the compliance requirement of this subsection.

L. Street lights. Light emitted by the fixture shall have a correlated color temperature no greater than 3000 Kelvin and/or comply with Massachusetts DPU Tariff standards if applicable. All other street light features are exempt from regulation under this bylaw.

M. Light shielding for parking lot illumination. All parking lot lighting shall have no light emitted above 90 degrees from the installed vertical axis.

N. Flickering and flashing lights. No flickering or flashing lights shall be permitted. Processes, such as arc welding, which create light flashes shall be confined within buildings or shielded to prevent either direct glare or flashing.

O. Fixture mounting heights.

(1) ~~F.~~ Wall-mounted fixtures. In nonresidential districts, a luminaire attached to the exterior of a building or structure for area lighting shall be mounted no higher than 15 feet above grade and shall be shielded to control glare. ~~"Wal-pac" lighting fixtures are prohibited.~~

(2) ~~P.~~ Pole-mounted fixtures. Pole-mounted exterior lighting fixtures **shall not exceed the pole-mounted height limitation of 20 feet in all zones.** ~~types are defined and restricted as follows:~~

Existing non-conforming light heights may remain as mounted until modification is proposed, at which time the height must be brought into compliance.

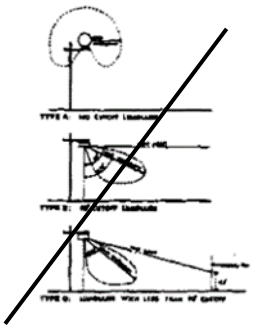
~~(1) Type A: no light cutoff.~~

~~(2) Type B: luminaire shielded such that peak candlepower is at an angle of 75° or less from straight down, and essentially no light is emitted above the horizontal.~~

~~(3) Type C: luminaire shielded such that total cutoff is at less than 90° from straight down, and no light source is in direct view of an observer five feet above the ground at any point off the premises.~~

~~H. Pole-mounted fixtures height limitation. Illustrations of pole-mounted exterior lighting fixture types are shown in Chart I herein. Pole-mounted fixtures shall not exceed the applicable pole-mounted height limitation set forth in Chart II in any district. The Type A pole-mounted exterior lighting fixture is prohibited in all nonresidential districts, unless equipped with shields.~~

~~CHART I. ILLUSTRATIONS~~



~~**CHART II. POLE MOUNTING HEIGHT LIMITATIONS**~~

	~~**Maximum Luminaire Mounting Height (feet above grade)***~~ ~~"District" is that in which fixtures are located.~~	
	~~**District**~~	
	~~**Residential**~~	~~**Nonresidential**~~
~~Fixture Type A~~	~~10~~	~~Not allowed (unless shielded)~~
~~Fixture Type B~~	~~15~~	~~20~~
~~Fixture Type C~~	~~20~~	~~20~~

~~* Note: Feet above grade refers to the overall average grade of the area being illuminated.~~

P. Ceiling-mounted fixtures. In nonresidential districts, luminaires mounted on an exterior ceiling such as under a canopy shall be mounted with the refractor or lens flush with or recessed in the ceiling or fixture.

Q. Lighting levels. Any luminaire with a lamp or lamps rated at a total of 1**,**800 lumens or more (which is approximately equal to one one-hundred-twenty-watt incandescent light bulb) and all flood or spot luminaires rated at 900 lumens or more (which is approximately equal to one 60-watt incandescent light bulb) shall not emit any direct light above a horizontal plane through the lowest direct-light-emitting part of the luminaire. If any spot or flood luminaire rated 900 lumens or less is directed or focused such as to cause direct light from the luminaire to be cast toward residential buildings on adjacent or nearby land, or to create glare perceptible to persons operating motor vehicles on public ways, the luminaire shall be redirected or its light output controlled as necessary to eliminate such conditions. The Planning Board reserves the right to limit and regulate the amount of illumination on a project site between the hours of 10:00 p.m. and 6:00 a.m., while understanding the need for safety and security lighting.

R. Light trespass limitations. There shall be no light trespass by a luminaire beyond the property boundaries of the lot on which it is located, except as within a street right-of-way for which there shall be no limit.

; or do or act anything in relation thereto

Proposed by: PLANNING BOARD
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: At Town Meeting

Summary: *The article proposes to replace the current language in Section 174-12.1 Outdoor illumination with new language to reduce blue lighting and increase public health based on recommendations from the American Medical Association and the International Dark-sky Association.*

***ARTICLE 36**:* To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Article III entitled "Use Regulations" by amending thereto Section 174-10, entitled "Site Plan Approval" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

§ 174-10. Site plan approval.

[Amended 4-8-1985 ATM by Art. 39; 4-14-1986 ATM by Art. 48; 4-13-1987 ATM by Art. 43; 4-11-1988 STM by Art. 4; 4-26-1990 ATM by Art. 41]

A. The purpose of the site plan review procedure is to encourage a desirable and compatible character of development within the Town of Southborough and to assure safety, promote logic, imagination and innovation

in the design process while complying with all zoning requirements. The requirements of this section shall be applicable to the following:

(1) Any nonresidential development that results in an increase in on-site parking.

(2) All modifications to existing development projects which fall within the applicability of the Town's regulations for parking and loading (§ 174-12) or landscaping (§ 174-13).

(3) Any change in use or reactivation of a facility that has not been in use for a period of two years.
[Added 4-8-1996 ATM by Art. 51]

(4) Multifamily housing for the elderly.
[Added 4-15-1997 ATM by Art. 56]

(5) Adaptive reuse of historic buildings.
[Added 4-25-2017 ATM by Art. 30]

B. Site plan review will be processed by one of the following means:

(1) Minor plan review. Any new development, or expansion in use other than a single-family or two-family residence which adds less than 2,000 square feet of floor area or which would require at least five but fewer than 20 parking spaces regardless of the number of parking spaces existing on the premises, or any change of use of a facility that totals less than 2,000 square feet shall be subject to minor plan review by the **Planning Board** ~~Site Plan Review Committee. The Site Plan Review Committee shall be chaired by the Town Planner and will consist of a Selectmen or its designee, Building Inspector, Highway Superintendent, Board of Health Agent, Superintendent of the Water Department, Police Chief and Fire Chief or their designee, who will meet at a regularly scheduled time and place to review plans.~~ The **Planning Board** ~~Committee~~ shall also seek the advice of the Conservation Commission in the review of all minor plan submissions.
[Amended 4-8-1996 ATM by Art. 51]

(a) ~~Minor plan review will require 10 copies of the site plan to be submitted to the office of the Planning Board, together with an application form and filing fee.~~ **A complete application form, filing fee and multiple copies of all submission documents shall be submitted to the office of the Planning Board according to instructions on the application form.** All plans will be prepared at a scale no greater than one-inch equals 40 feet on standard twenty-four-by-thirty-six-inch sheets and shall show, as a minimum:

[1] All existing and proposed buildings, including setbacks.

[2] Existing and proposed parking.

[3] Driveway openings.

[4] All property and street lines.

[5] Existing and proposed landscaping.

[6] Existing and proposed signs.

[7] Surfacing, indicating treatment of all surfaces.

[8] Location of all wetlands.

[9] Method of sewage disposal.

[10] Water supply.

[11] Stormwater drainage.

[12] Such other information as the **Planning Board** ~~Site Plan Review Committee~~ may reasonably request.

~~(b) Any dispute arising from the minor plan review process or any plan not receiving unanimous approval from the Site Plan Review Committee shall be referred to the Planning Board for action. The Committee may also refer any site plan that, due to unusual circumstances or a unique situation, it feels should be approved by the Planning Board. All site plans sent to the Planning Board by the Site Plan Review Committee for action will be handled through the minor plan review process.~~
~~[Amended 4-8-1996 ATM by Art. 51]~~

(b) Minor site plan is not a public hearing.

(c) The **Planning Board** ~~Site Plan Review Committee~~ shall approve, **or** disapprove ~~or refer to the Planning Board~~ all submittals for minor **site** plan review within **the required** 30 days of a completed application to the office of the Planning Board**, but the required time may be extended by written agreement between the applicant and the Board, a copy of said agreement to be filed with the Town Clerk. The actions allowed by the minor site plan approval are authorized for a one-year period from the date of grant thereof. The applicant shall be granted a single one-year extension by applying to the Planning Board, in writing, prior to the date of expiration. If the actions permitted are not exercised or the approval not extended, they shall lapse, and a new application will be required.**

(d) Where applicable, all other criteria and conditions of this section will govern minor plan review.

(2) Major plan review. Any new development, or expansion in use other than a single-family or two-family residence which adds 2,000 square feet or more of floor area or which would require 20 or more parking spaces, regardless of the number of parking spaces existing on the premises, or any change of use of a facility that totals 2,000 square feet or more shall be subject to major plan review by the Planning Board. The major site plan submission shall consist of the following elements:
[Amended 4-8-1996 ATM by Art. 51]

(a) Ownership, zoning, use and the general location of structure and topography within 300 feet of the property lines of the site or adjacent land contiguously owned with the site.

(b) All **plans will be prepared at a scale no greater than one-inch equals 40 feet on standard twenty-four-by-thirty-six-inch sheets and shall show, as a minimum, all** site features, existing or proposed, including but not limited to the following:

[1] Driveways, including widths.
[2] Parking facilities, including dimensions thereof.
[3] Loading facilities.
[4] Service areas.
[5] Street line, including widths.
[6 Roadways, including widths.
[7] Pedestrian walks, including widths and types of surface.
[8] Landscaping designation, specific plantings.
[9] Screening.
[10] Signs, including proposed sizes, mounting heights, types and drafted design.
[11] Lighting, including plan location and detail information, size, type and wattage.
[12] Surfacing, indicating treatment of all surfaces.
[13] Existing trees on the site which are a caliper of six inches or larger.
[14] Wetlands.
[15] Drainage, including detailed design data, pipe sizing, etc.
[16] Stone walls.
[17] Topography at two-foot contour intervals.
[18] Sewage disposal, including detailed design information.
[19] Water supply.
[20] Curbing.
[21] Such other information as the Planning Board may reasonably request.

(c) The construction of the work as detailed on the site plan shall not deviate from the work shown on the approved site plan. Accordingly, the site plan shall contain a sufficient level of detail to ensure the constructability of the project. Supporting details and documentation shall be presented as part of the

site plan submission. **Suitable space to record action of the Planning Board including signature lines shall be provided on each plan sheet.**

(3) Incomplete applications for both the minor and major review shall not be accepted by the Planning Board. Following submission of a site plan to the Planning Board, the Board or its designee shall review the **application**/plan for completeness within three business days of the submission. Completeness shall be based on the requirements of **the** ~~this~~ **respective** subsection**s for minor or major review.** If the submission is determined incomplete by the Planning Board or its agent, notice will be **provided** ~~mailed~~ to the applicant ~~by certified mail~~ within three business days of the submission specifying the deficiencies.

C. The plan**s for minor or major site plan approval** shall be prepared by a professional engineer, land surveyor, architect or landscape architect registered to practice in the Commonwealth of Massachusetts**. A complete application form, filing fee and multiple copies of all submission documents shall be submitted to the office of the Planning Board according to instructions on the application form.** ~~and shall be submitted with 11 copies to the office of the Planning Board, together with an application form and a filing fee, if any.~~

D. Approval required.

(1) Site plan approval shall be granted **by a majority vote** upon determination by the Planning Board that the following are complied with. Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment**; shall provide** ~~and~~ adequate provision for utilities and stormwater drainage consistent with the functional requirements of the Southborough Planning Board's Rules and Regulations for the Subdivision of Land**;** ~~and~~ shall be so designed that for the given location, ~~and~~ type and extent of land use, the design of building form, building location, egress points, grading and other elements of the development shall be so as to:

(a) Minimize the volume of cut and fill, the number of removed trees six inches in caliper and larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of stormwater flow increase from the site, soil erosion and the threat of air or water pollution.

(b) Maximize pedestrian and vehicular safety and convenience within the site and egressing from it.

(c) Minimize obstruction of scenic views from publicly accessible locations.

(d) Minimize visual intrusion by minimizing the visibility of parking, storage or other outdoor service areas viewed from public ways or premises residentially used or zoned; minimizing glare from headlights through plantings or other screening; minimizing lighting intrusion through use of such devices as cutoff luminaires confining direct rays to the site; fixture mounting height not higher than 20 feet ~~except adjacent to Route 9~~; and avoiding unreasonable departure from the character of building**s** in the vicinity.

(2) The Planning Board shall adopt and from time to time amend reasonable regulations for the administration of these guidelines.

E. The Planning Board shall hold a public hearing on the application for **major** site plan approval, with a written notice of the time and place of said hearing being given the applicant and the Board of Selectmen. The applicant is responsible for sending this notice to the certified abutters by certified mail return receipt requested, at least 10 days before the scheduled hearing. The Planning Board shall not act on the application until it has received and given due consideration to the recommendations of the Board of Selectmen or until 10 days have elapsed after the public hearing without receipt of the Selectmen's comments.

F. The Planning Board shall act on **a** ~~an~~ **complete** application for **major** site plan approval and shall notify, in writing, the applicant, the Board of Selectmen and the Building **Commissioner** ~~Inspector~~ of its action within 60 days of the receipt of **a** ~~the~~ **complete** application **filed with the Town Clerk, but the required time may be extended by written agreement between the applicant and the Board, a copy of said agreement to be filed with the Town Clerk.** ~~Failure of the Planning Board to so act and to notify the applicant within said 60 days shall constitute approval of the site plan.~~ **Upon site plan approval, applicant shall provide final plan sets for Planning Board endorsement, followed by a digital copy after Planning Board signatures.** The actions

allowed by the **major** site plan approval are authorized for a one-year period from the date of grant thereof. The applicant shall be granted a single one-year extension by applying to the Planning Board, in writing, prior to the date of expiration. If the actions permitted are not exercised or the approval not extended, they shall lapse, and a new application, notice and hearing will be required.

G. Any person aggrieved by the action of the Planning Board on ~~a~~ **either minor or major** site plan approval application may appeal said action to a Court of competent jurisdiction in accordance with M.G.L. c.40A, Section 17**, as amended. No action shall take effect until twenty days have lapsed after the decision has been filed in the office of the Town Clerk and any appeals have been resolved.**
[Amended 5-22-2018 STM by Art. 3]

H. Minor departures from the site plan as approved**,** may be authorized by the Building **Commissioner** ~~Inspector~~ after approval of the **Planning Board** ~~Site Plan Review Committee~~ if required by engineering or other circumstances not foreseen at the time of plan approval. Any change increasing the size of any building or structure, changing the location of any building, parking or access road by more than 10 feet or reducing landscaping or screening **or increase to site lighting levels** may be made only through review by the Planning Board following the same procedures as for an original submittal. Any departure must be requested, in writing, with the basis for the change given. Any change authorized shall be recorded on the file copy of the site plan with the Building **Commissioner** ~~Inspector~~s signature and the date.

I. The removal, fill or change of grade of earth materials, including soil, loam, sand or gravel, undertaken in order to construct or locate buildings, structures and such features accessory thereto as ways, driveways, areaways, walks or parking areas, and therefore exempt from regulations under Chapter 85 of this Code, is a part of construction and development process regulated by the Zoning Chapter. Except as necessary for the construction of detached one- or two-family dwellings and of features accessory thereto, the removal, fill or change of grade of earth materials for the purposes defined above shall be subject to approval under this section. Where the commencement of removal, fill or change of grade of earth materials precedes construction by three months or more, the submission and approval of the site plan may be undertaken in two stages, with the information for the first stage limited to property boundaries, existing and proposed topography at two-foot or lesser contour intervals, the character of the soil to be removed, added or relocated, the location and depth of any service and drainage conduits or pipes and the approximate location of any existing or proposed buildings, structures or physical features accessory thereto. Each stage shall be treated as a separate site plan for the purposes of this section, and the approval of Stage 1 of a site plan shall not be construed to assure the subsequent approval of Stage 2.

J. Compliance. The issuance of an occupancy permit will not be given prior to the satisfactory completion of all elements and conditions of the approved site plan. A temporary occupancy permit may be issued after the satisfactory completion of all items essential to public health and safety and sufficient bonding acceptable to the Planning Board is provided to the Town to cover all outstanding items.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary: *This article proposes to amend the Site Plan Approval bylaw by bringing minor site plan approval under the purview of the Planning Board, as opposed to the Site Plan Review Committee and further clarify steps for minor and major site plan approval.*

***ARTICLE 37**:* To see if the Town of Southborough will vote to approve the Southborough Noise Bylaw proposal attached to this document, as amended, or do or act anything in relation thereto.

SOUTHBOROUGH NOISE BYLAW

1.1 **Declaration of Policy**
Whereas excessive sound can be a serious hazard to the public health and welfare and safety and the quality of life; and whereas a substantial body of science and technology exists by which excessive sound may be substantially abated; and whereas the citizens of Southborough have a right to and should be ensured an environment free from excessive sound that may jeopardize their health or welfare or safety or degrade the quality of life; now, therefore, it is the policy of the Town of Southborough (the "Town") to prevent excessive sound which may jeopardize the health and welfare or safety of its citizens and/or degrade the quality of life.

It shall be unlawful for any person to make, continue to make, permit or cause to be made or continued, any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities. Furthermore, it shall be unlawful for any person who has custody and control of the premises to allow or permit another person to make, continue or permit to be made or continued any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities within the limits of the Town of Southborough.

1.2 **Definitions**
Except as may be specified herein, acoustical terminology used throughout this Bylaw is that approved as American National Standard Acoustical Terminology [ANSI S1.1-1994] by the American National Standards Institute (ANSI). The following words, phrases and terms as used in this Bylaw shall have the meanings as indicated below:

A. BACKGROUND SOUND LEVEL shall mean the sound level associated with a given environment, being a composite of sounds from all sources excluding the alleged offensive noise, at the location and approximate time at which a comparison with the alleged offensive noise is to be made.

B. CONSTRUCTION shall mean those activities requiring a building permit, and shall also include any site preparation, cemetery burial and caretaking operations, seismic surveys grading, assembly, erection, substantial repair, alteration, or similar action, including demolition, for or of public or private rights-of-way, structures, utilities or similar property.

C. The abbreviation dBA shall mean the A-weighted sound pressure level expressed in decibels and referenced to 20 Micropascals. The abbreviation dBC shall mean the C-weighted sound pressure level expressed in decibels and referenced to 20 Micropascals.

D. EMERGENCY VEHICLE: shall mean any vehicle operated in an effort to protect, provide or restore public safety, including, but not limited to, ambulances, police vehicles and fire vehicles.

E. EMERGENCY WORK: shall mean any work performed in an effort to protect, provide or restore public safety, or work by private or public utilities when restoring utility service or any work performed for the purpose of preventing or alleviating the physical trauma or physical damage threatened or caused by an emergence – an occurrence or set of circumstances involving actual or imminent physical trauma or property damage.

F. ENFORCING PERSON: shall mean any police officer, building official or public health official of the Town or any other Town employee designated by the Town Manager for this purpose.

G. IMPACT DEVICE: shall mean a construction device in which or by which a hammer, meaning a moving mass of hard solid material, is mechanically by means of a working fluid or compressed air caused to repetitively impact upon and transmit kinetic energy to a tool. The tool may be included as a part of the device, as in the case of a moil on a paving breaker or the drill steel of a jackhammer, or it may be a mass to which the impact device is temporarily connected as in the case of a pile and pile driver. Examples of impact devices are pile drivers, paving breakers, power impact hammers, impact wrenches, riveters and stud drivers.

H. INTRUDING NOISE: shall mean the total sound level created, caused, maintained by, or originating from an alleged offensive source at a specified location while the alleged offensive source is in operation.

I. PERSON: shall mean a person, firm, association, co-partnership, joint venture, corporation or any entity recognized by applicable law, public or private in nature.

J. SOUND LEVEL: shall mean the instantaneous A-weighted sound pressure level, in decibels, (dBA) as measured with a sound level meter set to the "A" weighting scale, slow response. On the decibel scale a sound level increase of 10 means the sound is 10 times more intense or powerful.

Decibel levels of some common activities are listed below:

Sound Level - dB	**Source**
50 - 65	normal conversation
60 - 65	laughter
70	hair dryer, vacuum
V Increasing risk of hearing loss V	
80	garbage disposal
85 - 90	lawnmower
100	garbage truck
120	walk behind leaf blower
130	jet takeoff/landing
145	fireworks

K. SOUND LEVEL METER: shall mean an instrument meeting American National Standard Institute's (ANSI) Standard S1.4-1983 for Type 1 or Type 2 sound level meters or an instrument and the associated recording and analyzing equipment, which will provide equivalent data.

1.3 **Designated Noise Zones**
The properties hereinafter described are hereby assigned to the following noise zones:

NOISE ZONE I: All properties utilized as residential uses in accordance with the Town of Southborough Zoning Bylaws and the grounds of any school, hospital or similar health care institution, house of worship or library while the same is in use, and any Cemetery or Open Space.

NOISE ZONE II: All other property used in accordance with the Town's Zoning Bylaw.

1.4 **Exterior Noise Standards**
It shall be unlawful for any person at any location within the area of the Town to create any loud noise, or to allow the creation of any noise, on property owned, leased, occupied or otherwise controlled by such person, which causes the sound level when measured on complainant's property to exceed the greater of:

A. The maximum allowable exterior sound level outlined in Table I; or
B. Five dB over the background sound level.

Table 1. Maximum Allowable Exterior Sound Level		
Noise Level	Daytime level 7:00 AM to 10:00 PM	Nighttime level 10:00 PM to 7:00 AM
I	60 dBA	50 dBA
II	70 dBA	65 dBA

If the intruding noise source is continuous and cannot reasonably be discontinued or stopped for a time period whereby the background sound level can be determined, the measured sound level obtained while the source is in operation shall be compared directly to the maximum allowable exterior sound level outlined in Table I.

1.5 **Construction Noise Standards**

A. Noise associated with construction is permitted between 7:00 AM and 6:00 PM on weekdays and 9:00 AM and 5:00 PM Saturdays provided the sound level from:

1. Non-impact devices do not exceed 70 dBA as measured over a time interval of 1 minute with the sound meter set to slow located on any other property, but at least 50 feet from the construction activity;

2. Impact devices does not exceed 90 dBA as measured with a sound level meter set to slow response located on any other property, but at least 30 feet from the construction activity.

B. Between the hours of 6:00 PM and 7:00 AM on weekdays and Saturday, noise associated with construction, shall be limited by the standards of Section 1.4.

C. Construction activities shall not be allowed on Sundays or legal holidays.

1.6 **Maintenance Noise Standards**

A. Noise associated with maintenance is permitted between 7:00 AM and 6:00 PM on weekdays, 8:00 AM and 6:00 PM on Saturdays and between the hours of 9:00 AM and 6:00 PM on Sunday, provided the sound level does not exceed 70 dBA as measured with a sound level meter set to slow response on any other property, but at least 50 feet from the maintenance;

B. Between the hours of 6:00 PM and 7:00 AM on weekdays, 6:00 PM and 8:00 AM on Saturday and between the hours of 6:00 PM and 9:00 AM on Sunday or a legal holiday, noise associated with maintenance, shall be limited by the standards of Section 1.4.

1.7 **Commercial Trash Collection and Deliveries or Pick-up**

A. The operation of commercial trash compactors or collection of trash, rubbish, refuse or debris, which generates noise in excess of the criteria given in Section 1.4 at any point of public or common pass-by between the hours of 7:00 PM and 7:00 AM is prohibited.

B. Deliveries or pick-ups for commercial or business purposes between 10:00 PM and 6:00 AM are prohibited unless the noise level of such deliveries or pick-ups in nearby residential areas does not exceed the noise criteria listed in Section 1.4.

1.8 **Motor Vehicles or Motorcycles**

Motor vehicles or motorcycles operated on public ways in the Town of Southborough or in any place where the public has the right of access as invitees or licensees may not exceed a maximum sound level of 85 dBA. It is also in violation of the Bylaw to operate a motor vehicle or motorcycle without a sound-limiting device connected to the exhaust system. This prohibits so-called "straight pipe" exhaust systems. This section shall not include screeching sounds emitted from emergency braking. Measurement for the purposes of this Section shall be at a distance of 36 inches from the noise source.

1.9 **Special Provisions**
Noise associated with the following activities shall be exempted from the provisions of this Bylaw:

A. Emergency work or emergency vehicles.

B. The operation of any vehicular alarm provided it terminates within 15 minutes of the initially recorded complaint.

C. Occasional outdoor gatherings, public dances, shows, and sporting and entertainment events provided said events are conducted pursuant to a permit or license issued by the appropriate jurisdiction relative to the staging of said events.

D. The intermittent or occasional use, during the daytime, of homeowners' light residential outdoor equipment

E. Snow removal performed by snow blowers, snow throwers or snow plows when appropriately outfitted with a muffler.

F. Any activity to the extent regulation thereof has been preempted by Town, State or Federal Law or by agreement between Town, State or the Federal Government.

1.10 **Prima Facie Violations**
Any measured noise exceeding the sound level standards as specified in Sections 1.4 through 1.10 may be deemed by the enforcing person to be prima facie evidence of a violation of the provisions of this Bylaw.

1.11 **Penalties for Violations**
A. Violations under Article 1, in the discretion of the enforcing person, may be enforced by non-criminal disposition as provided in MGL Chapter 40, Section 21D.

B. The penalty for a violation under this Bylaw shall be $100 for a first offense, $250 for a second offense, $500 for a third offense, and for each succeeding offense each day or part thereof shall constitute a separate offense.

Proposed by: PETER LAPINE, et al.
Board of Selectmen Recommendation: Not Support
Advisory Committee Recommendation: Not Support
Summary: *As the population of Southborough grows, it has transitioned from a rural community to one that is more suburban. People move to Southborough to enjoy its natural beauty and peaceful environment. With increased housing density, practices of earlier times increasingly encroach upon the tranquility of Town residents, resulting in conditions characterized as being out of balance. There is an ever-growing requirement to place limits on these practices – a rebalancing - so that everyone, business owners and homeowners alike, may prosper. This article, a Noise Bylaw, seeks to harmonize the needs of Town residents with those of local business owners.*

ARTICLE 38*:* To see if the Town of Southborough will vote to pass a bylaw to reduce plastic waste

Section 1 Purpose and Intent

The production and use of single-use plastics such as polystyrene food packing and thin-film plastic checkout bags have significant impacts on the environment, including, but not limited to, contributing to the potential death of aquatic and land animals through ingestion and entanglement; contributing to pollution of the natural environment; creating a burden to solid waste collection and recycling facilities; clogging drainage systems; and requiring the use of millions of barrels of crude oil nationally for their manufacture. Additionally, polystyrene contains known carcinogens, and readily leaches into certain foodstuffs. Measurable levels of polystyrene are now found almost 100% of human fat samples.

The purpose of this bylaw is to preserve the Town's water, wildlife and natural resources—as well as to enhance the health of its citizens—by banning within the Town of Southborough two of the largest contributors of non-recyclable

plastics to the environment—single-use polystyrene retail food packaging and single-use plastic checkout bags—while promoting the adoption of more environmentally friendly alternatives.

Section 2 Definitions

"Polystyrene food packaging" – means any holder of food or beverage made from polystyrene, either in solid or foam (Styrofoam) form, such as cups, plates, or take-out containers, as well all other single-use plastic products made to facilitate the consumption of foods, such as straws, lids and utensils made from polystyrene or other non-compostable plastic materials.

"Checkout bag" – means a carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or checkout area of the store.

"Retail Store" – means any business facility that sells goods directly to the consumer whether for or not-for-profit, including, but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, as well as seasonal and temporary businesses.

"Reusable checkout bag" – means a bag with handles that is specifically designed and manufactured for multiple reuse and is either polyester, polypropylene, cotton or other durable material, or durable plastic that is at least 4.0 mils in thickness.

"Thin-film single-use plastic bags" – are those bags typically with handles, constructed of high-density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET), or polypropylene (other than woven and non -woven polypropylene fabric), if said film is less than 4.0 mils in thickness

"Recyclable paper bag" – means a paper bag that is 100 percent recyclable and contains at least 40% post–consumer recycled content, and displays the words "recyclable" and "made from 40% post-consumer recycled content" in a visible manner on the outside of the bag

Section 3 Use Regulations
(A) Polystyrene food packaging shall not be distributed, used, or sold by any retail store within the town of Southborough.

(B) Thin-film single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any retail store within the Town of Southborough.

(C) If a retail store provides or sells checkout bags to customers, the bags must be one of the following (1) recyclable paper bags, or (2) reusable checkout bags. The retail store may charge for said bags.

(D) Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, are still permissible.

(E) Violation of the By-Law to Reduce Plastic Waste: First offense – written warning; 2nd offense - $100 per offense; 3rd and subsequent offenses - $250 per offense.

Section 4 Effective Date

This bylaw shall take effect six (6) months following Town Meeting approval of the bylaw. Upon application of the owner or the owner's representative, the Board of Selectmen or their designee may exempt a retail store from the requirements of this section for a period of up to two (2) months upon a finding by the Board of Selectmen or their designee that (1) the requirements of this section would cause undue hardship; or (2) a retail store requires additional time in order to draw down an existing inventory of straws or checkout bags.

Section 5 Enforcement

Enforcement of this bylaw shall be the responsibility of the Board of Selectmen or their designee. The Board of Selectmen or their designee shall determine the monitoring process to be followed, which may be limited to responding to citizen reports, and incorporating the monitoring process into other town duties as appropriate. Any retail store distributing plastics in violation of this bylaw shall be subject to fines as described in Section 3 (E) above. Any such fines shall be paid to the Town of Southborough. No licenses shall be renewed for any establishment with outstanding violations under this section.

Section 6 Severability

If any provision of this bylaw is declared invalid or unenforceable the other provisions shall not be affected thereby.

; or to do or act anything in relation thereto.

Proposed by: MICHAEL WEISHAN, ET AL.
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary: *This proposed bylaw would make a marked contribution to the heath of both the citizens of Southborough and the overall environment by banning single-use plastic bags, Polystyrene cups, straws, utensils etc. at all retail establishments in Southborough.*

ARTICLE 39: To see if the Town of Southborough will vote to strongly request that the Board of Selectmen direct DPW to conduct an analysis of Flagg Road for the purpose of instituting a commercial truck exclusion (similar to Latisquama Road), or do or act anything in relation thereto.

Proposed by: JONAS LINDEN, ET AL.
Board of Selectmen Recommendation: No position
Advisory Committee Recommendation: At Town Meeting
Summary: *Due to increased pedestrian and bicycle activity on Flagg Rd and documented cases of trucks driving into yards and destroying property, including dangerous tractor trailer activity resulting in a tow off Trottier School children's path, we are strongly requesting the Board of Selectmen direct DPW to conduct an analysis of Flagg Road for the purpose of instituting a commercial truck exclusion.*

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this 20th day of April, 2021.

Martin F. Healey, Chairman

Lisa M. Braccio, Vice Chairman

Brian E. Shea

Sam Stivers

Chelsea M. Malinowski

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH

Attest:

Kenneth M. Paulhus, Constable

Traffic Constables

POLICY & PROCEDURE NO. **5.08**		PAGES:	4
		ISSUE DATE: **TBD**	
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: **None**		EFFECTIVE DATE: **TBD**	
ISSUING AUTHORITY: Kenneth M. Paulhus **Chief Kenneth M. Paulhus**		REVISION DATE:	

GENERAL CONSIDERATIONS AND GUIDELINES

Special Traffic Constables direct and control traffic to insure its smooth and safe flow. *Special Traffic Constables* must demonstrate a firm commitment to carry out assignments in a competent, timely and professional manner. It is the policy of the Southborough Police Department to provide guidance to *Special Traffic Constables* through various policies, procedures, and regulations, which have been established to direct members in the performance of their duties and responsibilities.

POLICY

It is the policy of this department that:

A. *Special Traffic Constables* are not sworn police officers and are not covered by MGL 41 sect. 98. *Special Traffic Constables* have absolutely no authority to issue citations, effect seizures, serve arrest warrants and other process, or make arrests.

B. *Special Traffic Constables* are appointed, pursuant to G.L. c. 41 section

91A, by the Board of Selectmen, upon the recommendation of the Chief of Police.

C. *Special Traffic Constables* are not covered by any collective bargaining unit and as such do not have the right of grievance.

PROCEDURE

A. *Special Traffic Constables*

1. **AUTHORITY**: The power of *special traffic constables* is strictly limited to the direction, control, and regulation of vehicular traffic. Such power shall only be exercised when in uniform, and only while performing an official assignment given by the Police Department.

2. *Special Traffic Constables* shall obey, without reservation, the regulations of the department and all lawful commands of police officers.

3. *Special Traffic Constables* are used, at the sole discretion of the Chief of Police, to direct traffic and facilitate the smooth flow of vehicular and pedestrian traffic. **Use of Cruisers by Traffic Constables is prohibited.**

4. Upon request by an officer, *Special Traffic Constables* shall support, aid, and assist police officers in the lawful performance of their duties.

5. *Special Traffic Constables*, who are not fulltime Town or State Employees, shall provide the Lieutenant a letter each year by July 1st, signed by a registered physician, stating that such person is capable of performing the duties of a *Special Traffic Constable*, as described in this policy. The Special Traffic Constable must be between of the age of 18 years and 69 years of age.

6. All *Special Traffic Constables* must pass a criminal background check

prior to assuming any duties, if not a fulltime Town or State employee.

DUTIES

A. Working at assigned locations, performs traffic control duties including manually directing traffic, operating traffic signal controls and placing traffic cones and barricades to safely direct and control traffic flow.

B. Renders assistance to motorists when appropriate

C. Assists the public with information regarding directions, street locations, points of interest, etc.

D. Observes and reports Hazardous conditions/situations.

WEAPONS

Special traffic Constables are not authorized to carry a firearm, baton, pepper spray or any other weapon of any kind while on duty as a Special Traffic Constable.

TRAINING/KNOWLEDGE/SKILLS

1) *Special Traffic Constables* shall receive eight (8) hours of training in traffic control as required by the Chief of Police. Retired officers may have this waived. CPR will be required annually.

2) Knowledge of hand traffic signals, cone/traffic patterns and manual operation of traffic signals is required. Initial traffic management training will be required for all constables not formally police officers.

3) Knowledge of the Town's geography, streets and business' is required.

Uniforms and Equipment

Special Traffic Constables shall wear the following uniform on duty

as a *Special Traffic Constable*:

1. Pants: Black or Navy tactical BDU style pant.

2. Shirt: Polo shirt, long or short

sleeve yellow hi-visibility, with department patch on left and US flag on right (non-military style), stenciled with "TRAFFIC" on the back.

3. Hat: Baseball hat will have Southborough Police Patch, not a badge. Cold weather, black watch cap with Department patch. Hats shall be worn at all times while in the public view.

4. Suitable Black uniform shoes or boots consistent with what a police officer is authorized shall be worn.

5. *Special Traffic Constables* must be equipped with a flashlight when working in evening lighting conditions.

6. High Visibility reflective vests and yellow hi vis outerwear jackets must be stenciled "TRAFFIC", with Department patch and flag.

7. **All uniforms and equipment will be purchased by the *Special Traffic Constable at their own expense at an approved Department vendor.***

Communication

Special Traffic Constables shall sign out a portable radio when available through dispatch after accepting a detail assignment in order to effectively keep two-way communications. Portables must be returned at the end of daily detail assignments.

Violations

Any violation of this policy may result in a suspension or revocation of appointment as a *special traffic constable*, as determined by the Chief of Police.

RECEIVED
By Town Clerk/klg at 2:14 pm, Jul 27, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Monday, May 10, 2021, 7:00 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 7:00 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Public Comment

Tim Litt (148 Woodland Road) stated he sent an email to the Board to urge them to reconsider their vote to supersede the Board of Health budget and asked them to support the budget as presented. He cautioned the Board against disagreeing with the Board of Health at Town Meeting.

III. Scheduled Appointments

Joint Meeting with Advisory Committee – FY22 Budget

Kathy Cook, Chair of Advisory, called the meeting to order at 7:03 P.M. Ms. Cook provided a summary of the 90-minute Advisory meeting that was held at 5:30 P.M. and the Board of Health budget changes that were reviewed at that meeting. The changes included restoring employee training to the amount printed in the warrant ($2,000) and restoring $300 in advertising. The Advisory Committee voted (7-0) to support the health budget at $176,863 which would equal a $57,418 amendment.

Ms. Cook gave a summary of the budget as follows:

- Health Director and nurse – is $3,000 more than the column E numbers as it fixes an error. It provides 19 hours for the health director (salary of 110k/annually) and 15 hours for the nurse (salary of 90k/annually)

- Admin/Business Associate – Board of Health requests Barbara Spiri fully within in their budget (not in Assessors) and raise her step from 4 to 5 to make her a business associate. The salary in column G is at the step 4 rate with the SAP recommended 2.8% increase. The number is for 24 hours/week.
- Per diem nurse is in addition to the requested full-time nurse.
- $10,000 scanner as Board of Health has concerns about HIPAA violations – Advisory feels $10,000 should be taken out and put into the Reserve fund (increasing the fund from $180,000 to $190,000). The new IT Director will be making a recommendation as to HIPAA compliance for all departments, not just the Board of Health.
- Phones were moved to budget line item 159 Utilities – Facilities Department budget.
- Ms. Cook stated she was going to skip over contracted services and the $800 for office supplies remains unchanged.
- Instate travel was put back to the FY 21 (Advisory has an issue with instate travel from all departments, not just the Board of Health)

Ms. Cook explained that the $300K Shared Services grant (shared with 3 other towns) has a 1.5 full-time nurse that is included. Advisory felt that was sufficient and changed the Board of Health number to zero.

Regarding contracted services, the town has an inspector who works 3 days/week. (He also works for Boylston.) Boylston is one of the towns included in the Shared Services grant. Advisory felt that would be a way to work together for some shared services using the inspector. Advisory voted 4-3 to reduce the Health Department budget by $57,418 and amend the Reserve Fund to increase by $10,000.

Discussion continued regarding the $57,000 difference as outlined below:

- Contracted services and per diem nurse – assertion that the cost would be covered by the Shared Services Grant.
- Removal of the $10,000 for the scanner
- Salary (proposed) for the business associate
- Length of contracts for full-time nurse and full-time director. Ms. Cook corrected her previous understanding of the nurse's contract length. The contract is through 12/31/21. It was later clarified that the Director's contract ends 6/30/21. A new contract is planned to be written for the July '21 through June '22 fiscal year.

Marylou Woodford was brought in for explanation on the Shared Services Grant. She stated that no Title 5 inspections will be covered by the grant. She explained that she felt Southborough will not be getting much money from the grant and added the grant is $300,000 for 3 years to be shared among 4 towns. Northborough is the fiscal agent and will receive the $300k/annually for 3 years. There is an advisory team (with one person from each town) that will help manage the money.

The grant includes:

- 1.5 public health nurse that will be shared by 4 towns.

- Southborough will be getting software for managing inspection services for food and housing. Software will get paid out of the grant. Ms. Woodford stated that since the town

doesn't have a lot of food inspections and housing inspections/violations, the grant does not provide much funding to the town.

The $16,800 amount that Advisory removed (states "to be covered by Shared Services") will actually be covered by CARES Act funding. Also, the contracted services for septic inspections will not be covered by Shared Services and that needs to be removed.

The contractor services budget number increased $12,000 (from $52K to $64K). This is to increase inspection service availability from the current 3 days to 5 days. Ms. Woodford stated that almost 90% of the contracted services line (for inspection services) goes back to the town and that almost $50,000 has been received this year.

Ms. Woodford said there is a new requirement that every house and business that is bought and sold has to go through the Health Department. While she agreed with Ms. Cook that Title 5 inspections have been in place, she feels that since Mr. Pisinski's contract ends at the end of June, there will not be coverage for Mondays & Tuesdays when he used to be available for emergency inspections.

Mr. Stivers mentioned the pending American Rescue plan that has a lot of funding sources. It is a grant that Southborough will get potentially within a month at approximately 500k. It is for COVID related expenses and will be available to be used during the full FY22 period.

Ms. Cook continued that Advisory has worked with the Board of Health on their budget. The Board of Health has asked to leave Ms. Spiri at her 24/16 hour schedule (Health/Assessors) and Advisory worked out a plan to pay for more than the 24 hours, if needed. The Board of Health would like her to have her at the office daily, she needs to be given her own laptop (which would allow her to do Assessor work from the Health office). Mr. Cibelli said Ms. Spiri could work most of his 16-hour allocation and that he would only need her occasionally for special projects. Any additional hours above the 24 would be paid for by CARES Act funding.

Ms. Cook suggested that the CARES Act funding be maximized. Reimbursement will not be made if there is funding in the budget. She stated that the Board of Health budget is more likely to get funded than the Assessor's budget and that is why Advisory wanted to keep the 24/16 split. She feels that in the fall and with the status of COVID, there is an opportunity to revisit staffing needs versus what is being requested. Ms. Cook stated that she has an issue with comments that Advisory is micromanaging the Health Department budget. Advisory was trying to work with them in a fiscally responsible manner so they could take advantage of CARES Act funding and not double their budget in one year.

Ms. Woodford was still uncomfortable with not having all the business associate's hours in the Health budget due to possible unforeseen situations.

Chairman Healey made a motion to support the budget that was approved by the Advisory Committee this evening (7-0) with the exception of the contracted services line item. Ms. Braccio seconded. The motion passed by roll call vote (4-1-0), Braccio, aye; Malinowski, aye; Shea, aye; Stivers, nay; Healey, aye. Chairman Healey made a motion to amend the reserve fund amount from $180,000 to $190,000. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

The Capital Planning Committee joined the meeting and Chair, Jason Malinowski called the meeting to order at 8:14 P.M. Mr. Shea indicated that he was surprised at how high the bid

price was. He did not have any concerns with the façade and the demolition delay bylaw is still in play. Mr. Shea expressed concern with fact that one of partners that submitted the bid is also a part of the Capital Planning Committee and that this needs to be vetted, including timeframes for when this member participated in votes on the Capital Planning Committee with respect to the timing of the RFP. Placing a call to the AG's office is in order per Mr. Shea. Mr. Healey agreed that this was fair.

Ms. Malinowski wanted to see more than one bid to give residents a comparison on (1) the price and (2) what was going to be done with the property. Ms. Malinowski is on fence on whether to bring to Town Meeting.

Ms. Braccio was also surprised that there was only one bid. She was also surprised by the amount of the bid. Ms. Braccio indicated that the Town needs to weigh the opportunity of the bid and what the value is, as opposed to looking into affordable units. As it stands today, Ms. Braccio indicated that she was not ready to bring forward to Town Meeting.

Mr. Healey indicated that his initial inclination is to bring to Town Meeting. He also indicated that if the Town's requirement was to protect the façade, the amount of the bid will go way down. Taking into consideration that a decent amount of maintaining the structure was included in the bid, Mr. Healey indicated that $700,000 is a decent price, looking in the prism of what happened with Fayville Hall.

Mr. Malinowski prefaced to the Board that the Capital Planning Committee has not met since bid came in and scoring was performed. Mr. Malinowski reminded the BOS that the main reason that the Capital Planning Committee recommended that the BOS go out to RFP was: (1) $37k per year to maintain to house two departments; (2) over $500k of capital to be spent in the next ten years on the building, with a good majority coming sooner rather than later. Mr. Malinowski reconfirmed these numbers with Mr. Parent in advance of tonight's meeting and Mr. Parent stood by the aforementioned figures. Other items he outlined for the BOS to consider as they decide on next steps include the fact that two departments in South Union would need a home. Also, the playground was scoped out of the plan and there would be expenditures to repurpose. With respect to the scoring, it was all or none; for the façade, the intent was to say that they were trying to honor that request.

Mr. Healey asked the Board if the board needs more time and expressed that he is agnostic with respect to this. Ms. Cook, Chair of Advisory, added that the impact of adding heads on schools is a red herring; school costs are fixed. Ms. Cook also brought up the possibility of real estate tax income if the building were to be sold.

Ms. Braccio agreed the decision on South Union is the decision of Town Meeting. She is willing to change her opinion to let Town Meeting vote. Ms. Malinowski added that she is not opposed to bring to Town Meeting but the BOS needs to vet what Mr. Shea brought up earlier in the discussion. Mr. Shea would be in favor to bring to Town Meeting if there were a vote tonight, assuming a positive outcome from the vetting process. Mr. Stivers asked what would be brought to Town Meeting and Mr. Healey indicated that it would be the article in the Town Warrant with the bid figure added. Mr. Stivers added he is on the fence and it is call of the voters. Mr. Stivers felt the Town could get a better bid if they went back out with another RFP. Mr. Healey indicated

that the consensus is that this will be addressed more on May 18th. Mr. Purple agreed nothing needs to be done for Town meeting since it is already on a warrant article.

Ms. Braccio asked Mr. Healey how this would be presented at Town Meeting. Mr. Healey expects that the Capital Planning Committee would be heavily involved in a presentation and participation in any Q&A.

Mr. Malinowski asked the BOS if there was an appetite to reach out to the party that made the bid. He also opined that the BOS needs to be able to articulate why it is worth moving forward with, including pros and cons. Mr. Healey responded that he is not prepared to take a vote on the merits of the proposal. Ms. Cook offered her opinion to move to the Fall Town Meeting. When asked by Mr. Healey if this would be an option, Mr. Purple indicated that this is something that could be investigated, with counsel involvement.

Mr. Palmer asked if Town Meeting could be used as a forum to set the criteria for the P&S. Mr. Healey did not believe so and Ms. Braccio indicated that any suggestion by Town Meeting would not be binding. Ms. Cook thanked Mr. Shea for his service to the Town as a Board member. The Advisory meeting adjourned at 8:42 P.M. The Capital Planning Committee meeting adjourned at 8:43 P.M.

IV. Reports

Chairman's Report

Mr. Healey gave accolades to Mr. Shea for his time and effort given to the Town as his role on multiple boards and committees and especially the Board of Selectmen. Ms. Braccio thanked him for his work and stated she learned a lot from him and enjoyed working with him. Ms. Malinowski said she enjoyed working with Mr. Shea and thanked him for volunteering his time. Mr. Stivers echoed his colleagues' comments and he appreciates his service to the Town. Mr. Purple stated each member brings something different to the Board and Mr. Shea brings a calming presence to the Board and is very much a bridge builder. He added that Mr. Shea has helped navigate many difficult issues. Mr. Shea thanked Mr. Purple and Ms. Hale for their assistance over the years and all the department heads. He stated the Town is well served and thanked all nine members he served with over the years.

Members' Reports

None

Town Administrator Report

None

V. Consent Agenda

a. Chairman Healey made a motion to approve Meeting Minutes: April 13, 2021 Open Session. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

b. Chairman Healey made a motion to accept the donation of $250.00 from Main Street Bank for Recreation Summer Concert Series. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

c. Chairman Healey made a motion to approve Police Department Policy for Traffic Constables. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

VI. Other Matters

Continued discussion regarding flag placements at the Old Burial Ground

Mr. Healey stated he did some additional research on topics that was raised at the discussion last week including the EOC decision regarding this flag. He stated that none of the decisions found that any of the flags currently in the Old Burial Ground were problematic themselves. He summarized the purpose of the flags in the Old Burial Ground. He gave the recommendation that the Board not vote whether to remove the flags as the authorization has been given to the veterans to fly the flags and he did not see any basis to do remove them. He added that concern was shown that the flags are being presented in an inappropriate way across the country. Chairman Healey stated that is not being done here, but there is concern that the Town could be seen in a bad light. He suggested a collaboration to solve that issue through a plaque, literature or other avenues to ensure that misappropriation of important American History is not represented here and to make clear that it is not the intent of the flags.

Ms. Braccio stated she also looked at some additional history of the flags. She said the foundation of the Country is to allow every person to stand up and be heard. She gave the example of athletes kneeling at the presentation of the flag and added that having the discussions of these flags is allowed but does not change history. Ms. Braccio stated the intent is not for misappropriation but education is key. She suggested adding literature and collaborating with the veterans and Historical Society to present both the positives and negatives of the flag. She stated she would like additional history added to the historical walk about the Burial Ground and she supports Chairman Healey's suggestion.

Ms. Malinowski thanked all the speakers from the previous meeting for educating her and giving all perspectives. She stated that the takeaway she took was the intent of the flag and its original meaning and about Ms. Deans-Rowe stating her generation has a different view of the flag. She likes the idea of educating the public on the original intent of the flag and what it is currently used for and how it's been misrepresented. Ms. Malinowski stated she supports Chairman Healey's suggestion to collaborate and to educate.

Mr. Shea gave an example of political parties and politicians using a popular song to tie their campaign theme to. He described some instances where there were agreements between the artists and politicians and some where it was not allowed. He stated that it is up to society to stand up for Mr. Gadsden who is no longer alive and to stand up for the original meaning of the flag. He suggested using CPC funds to share the information Mr. Kolenda presented regarding the flag at last meeting. He quoted James Madison and he felt the Board needs to provide the knowledge and education of the true meaning of the symbols. He added he is in favor of keeping the flags and teach the historical significance of all the flags.

Mr. Stivers stated he felt there should be historical materials for the entirety of the Old Burial Ground and suggested looking into making it a part of the National Register of Historic Places. He stated he appreciated the opinions of both the veterans and the younger generation who identified the flag with a different meaning than its original. He added that he hopes the continued conversations address the fact that Southborough does not support any

misrepresentation of the flags and that some flags may be placed on grave locations. He asked for an investigation into whether flags are placed on graves sites and if so, that they are moved.

Chairman Healey stated he appreciated the presentations from Ms. Deans-Rowe and Ms. Watters regarding the history of the Old Burial Ground. He asked for authorization from the Board to invite those interested to continue conversations to honor those buried in the Old Burial Ground and educate the public on the intent and meaning of the flags. The Board agreed. Chairman Healey stated he will reach out to Mr. Kolenda, Mr. Whynot, Ms. Deans-Rowe, Ms. Watters and the Historical Commission to ensure the representation and placement of flags are accurate. Ms. Braccio said that she may be misinterpreting the text, but thought in the book "Lost Southborough" by Michael Weishan, he stated the Old Burial Ground is also a Nipmuc Indian Burial Ground. She added if this is true, she would like that to be included in the history. She asked Chairman Healey to reach out to Mr. Weishan for clarity and he agreed to do so.

Review of bid submittals for disposition of South Union School

This item was discussed under item three.

Town Meeting preparation – Assignment of articles, presentations

Mr. Purple explained the process for assigning articles to Board members as outlined and listed in the packet. Chairman Healey stated this was reasonable and asked that he be removed from the capital budget bonding article. Mr. Purple agreed to do so.

Discussion of next steps for bid submittals for Legal Services RFP

Chairman Healey asked Mr. Stivers and Mr. Purple to review the bid responses to ensure all five followed submittal protocols. He recommended that all applications that qualified for Board review be brought forward to a meeting for public discussion. The Board and Mr. Purple agreed. Chairman Healey asked that any representatives or firms whose applications meet the RFP requirements be contacted to schedule interviews for lead counsel. The Board agreed.

VII. Public Comment

None

VII. Chairman Healey made a motion to enter into Executive Session per M.G.L. Chapter 30A, Section 21, and not returning to Open Session – to discuss strategy with respect to litigation for the listed items (Exemption 3), Louise Barron, et al. v. Southborough Board of Selectmen, et al. [Exemption 3] and Huang, et al. v. Southborough Zoning Board of Appeals, et al. [Exemption 3] as the Chair declares that an open meeting may have a detrimental effect on the litigating position of the public body at 9:13 P.M. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Upcoming Meetings
May 18, 2021
Annual Town Meeting May 22, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the May 10, 2021 BOS Meeting:

- Draft Regular Session Minutes, April 13, 2021
- Recreation Commission Donation Acceptance Request
- 5.08 Traffic Constables Policy
- Bid Results, South Union School Disposition RFP
- Draft May 22, 2021 Annual Town Meeting Record
- Draft 210430 Motions for 2021 Annual Town Meeting
- May 22, 2021 Town Meeting Warrant
- Bid opening document, May 5, 2021

From: Katie Barry
To: Amy Berry
Subject: RE: Request for Minutes - Board of Selectmen 5/10/2021
Date: Friday, July 16, 2021 11:39:25 AM

Good morning,

The minutes are in the process of being updated from requests from members at the 7.13 meeting and should be ready next week.

Thank you.

From: Amy Berry
Sent: Friday, July 16, 2021 8:28 AM
To: Katie Barry <kbarry@southboroughma.com>
Subject: FW: Request for Minutes - Board of Selectmen 5/10/2021

Southborough Town Code § 9-25 requires that minutes of each public meeting and the documents used at the meeting be submitted to the Town Clerk within 45 days of the meeting and that the Town Clerk notify the board or committee chair when that reporting requirement is not met.

I'm writing to advise you that as of today, the Town Clerk's Office has not received the minutes and documents used at the **5/10/2021** meeting of the **Board of Selectmen**.

The Attorney General has determined that a document is considered to be "**used at a meeting**" when the document is:

- Physically present, and
- Identified by name, and
- Its contents are discussed at the meeting.

As a reminder, please submit the documents as individual files and ensure the name of **each separate file** matches how it is identified in the **Documents Used at This Meeting** section of the minutes.

Please reply to this email with your response which will be posted on the town website until the minutes and documents are received.

Please advise if you are unable to provide minutes for one of the following reasons:

1. The meeting was cancelled.
2. No meeting was held due to the lack of a quorum.

The meeting involved executive session(s) and the minutes for the executive session portion(s) cannot be released at this time. Note that minutes for the open session portion of a meeting must be released. Also, the board or committee must review any withheld executive session minutes regularly to ensure there is still a valid reason to withhold minutes from the public. We suggest you consult with Town Counsel on any matters concerning the release of executive session minutes.

Thank you, Amy

Amy Berry
Town of Southborough
Assistant Town Clerk
17 Commons St.
Southborough, MA 01772
Phone: 508-485-0710 ext. 5513
Fax: 508-480-0161
aberry@southboroughma.com

BID RESULTS

Awarding Authority: Board of Selectmen **Due: May 5, 2021 12:00pm**

Agency: Town of Southborough

Project: Town Counsel RFP

Contact: Mark Purple, Town Administrator

508-485-0710 FAX: 508-480-0161 EMAIL:lesposito@southboroughma.com

Name of Firm	Address	Contact Name
Clifford & Kenny LLP	31 Schoosett St, Unit 405 Pembroke MA	Jaime Kenny/John J. Clifford
Aldo Cipriano, Atty at Law	277 Main Street, Marlborough MA	Aldo Cipriano
Mead, Talerman & Costa LLC	30 Green Street, Newburyport MA	Jason Talerman
Petrini & Associates, P.C.	372 Union Ave, Framingham MA	Christopher Petrini
West Group Law LLC	81 Main St, Ste 510, White Plains NY	Teno West

The below signed certify under the pains and penalites of perjury that the above proposal was opened on May 5, 2021 at 12:00pm, and is a complete and accurate list of proposals opened in a public virtual Zoom meeting.

Mark Purple
Town Administrator/Chief Procurement Officer

Date 5-5-2021

Lori Esposito
Exec. Assistant/Designated Procurement Officer

Date 5-5-21

BID RESULTS

Awarding Authority: Board of Selectmen **Due: May 5, 2021 10:00am**

Agency: Town of Southborough

Project: South Union School Disposition RFP

Contact: Mark Purple, Town Administrator

508-485-0710 FAX: 508-480-0161 EMAIL:lesposito@southboroughma.com

Name of Firm	Contact Name	Purchase offer
Street Block Development, LLC	Gregory Zurlo, Principal	$ 700,000.00

The below signed certify under the pains and penalites of perjury that the above bid was opened on May 5, 2021 at 10:00am, and is a complete and accurate list of bids opened in a public virtual Zoom meeting.

Mark Purple
Town Administrator/Chief Procurement Officer

Date 5-5-2021

Lori Esposito
Exec. Assistant/Designated Procurement Officer

Date 5-5-21

South Union Disposition - RFP EVALUATIONS (5-5-21)

Evaluation Team: Lori Esposito and Jason Malinowski

COMPANY:	**Streetblock Development, LLC**	N/A	N/A
PURCHASE OFFER:	**$700,000**		
	value	value	value
The Evaluation Team will evaluate proposals as defined in the following criteria. The award will be recommended for the proposal that rates highest on the comparative criteria herein. *Criteria:*			
1. A proposed purchase offer of: • $1,000,000 and over – 40 points • $700,000 – $999,999 – 15 points • $445,000-$699,999 – 5 points	15		
2. Design recognition and preservation of the historic and architectural significance of South Union School building – 30 points	30		
3. A use that will stimulate other desirable economic, social and cultural development in Southborough's Cordaville and Southville villages – 10 points	10		
TOTAL:	**55**	**0**	**0**

MOTIONS FOR ARTICLES – MAY 22, 2021 TOWN MEETING

ARTICLE 1: **SELECTMEN - TBD**

I move that the Town hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

ARTICLE 2: **SELECTMEN - TBD**

I move that the Town vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, Harvard University, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted.

ARTICLE 3: **SELECTMEN - TBD**

I move that the Town vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2021 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended.

ARTICLE 4: **SELECTMEN - TBD**

I move that the Town vote in accordance with Massachusetts General Laws Chapter 30B, Section 12(b) to authorize the Board of Selectmen and Superintendent of Schools to solicit and award contracts for terms exceeding three years to a maximum of seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee.

ARTICLE 5: **BETSY ROSENBLOOM**

I move that the Town approve changes to the Salary Administration Plan, as codified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, as printed in the warrant.

ARTICLE 6: **SELECTMEN - TBD**

I move that the Town vote to indefinitely postpone this article.

ARTICLE 7: **SELECTMEN - TBD**

I move that the Town raise a sum of money not to exceed the sum of **$55,283,945** as may be necessary for the Town's use, and make appropriations of the same.

Transfer from the Cemetery Perpetual care	25,000.00
Transfer from Free Cash	1,400,293.00
Transfer from Overlay Reserve	272,031.00
Transfer from Ambulance Fund, Receipts Reserved (Fund 23)	411,000.00
Transfer from Septic Betterment Fund	30,078.00
Transfer from Reserve SBAB Fund Balance	4,017.00
Transfer from Water Enterprise Fund	204,695.00
Transfer from Fund 2261 "911 Revolving"	25,000.00

AND that the Balance of **$52,911,831** be raised and appropriated.

ARTICLE 8: **SELECTMEN - TBD**

I move that $2,700,256 be appropriated for the Water Enterprise Fund and that $204,695 be included in appropriations from the general fund for indirect costs and be allocated to the Water Enterprise Fund, and that $2,904,951 be raised as follows:

FY22 Revenues:	2,904,951.00

ARTICLE 9: **SELECTMEN - TBD**

I move that the Town raise and appropriate the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees.

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ARTICLE 10: **SELECTMEN - TBD**

I move that the Town raise and appropriate:

- $115,000 for Library Interior renovations;
- $40,000 for Town House bathroom renovations;
- $30,000 for a DPW Chipper;
- $12,000 for a DPW Equipment trailer;
- $325,000 for DPW Road Maintenance;
- $30,000 for Fire Thermal Imaging cameras;
- $20,000 for Fire hose & nozzle replacement;
- $40,000 for Fire turnout gear fund;
- $18,200 for Police defibrillators; and
- $101,000 for Police cruisers

ARTICLE 11: **SELECTMEN - TBD**

I move that the Town:

(i) appropriate $400,000 to pay costs of purchasing a Fire Tender 2,000 Gallon, including costs incidental or related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c. 44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Any premiums received by the Town upon the sale of any bonds or notes issued pursuant to this vote, less any premium applied to the payment of costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and

(ii) authorize, under General Laws Chapters 30B or Chapter 44, and upon the recommendation of the Board of Selectmen, lease purchase financing agreements for the acquisition of the following equipment that may be acquired through the issuance of debt under G.L. c. 44 or improvement of a capital asset the improvement of which may be financed by the issuance of debt under G.L. c. 44, the term of such agreement not to exceed the useful life of the equipment or improvement as determined by the Board of Selectmen, and to authorize the Town Administrator to enter into such agreements on behalf of the town, and to appropriate the amounts for the first year payments of the agreements as stated below in the column “First Year Amount”:

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Equipment	Authorized Department	Source of Appropriation	First Year Amount
1 - Horton Type Ambulance	Fire Department	FY22 Capital Budget - Ambulance Fund	$42,025
1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY22 Capital Budget - General Fund	$25,215
1 - Pick Up Diesel F-350	Dept. of Public Works	FY22 Capital Budget - General Fund	$10,697
1 - Fire Dept Chief Vehicle	Fire Department	FY22 Capital Budget - General Fund	$9,169

ARTICLE 12: **SELECTMEN - TBD**

I move that the Town vote to raise and appropriate the sum of $5,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies,

ARTICLE 13: **SELECTMEN - TBD**

I move that the Town vote to raise and appropriate the sum of $100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Advisory Committee as requested.

ARTICLE 14: **SELECTMEN - TBD**

I move that the Town vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2022:

1. Immunization/emergency dispensing clinic; $12,000;
2. Inspectional services; $100,000;
3. 9-11 Field Maintenance; $100,000;
4. Wetland Protection; $30,000;
5. Hazardous materials; $75,000;
6. CPR classes; $6,500;
7. Community garden; $2,500;
8. Recreation programs; $400,000;
9. Tobacco Control Program; $4,000;
10. Golf Course Maintenance; $30,000.

ARTICLE 15: **CPC - MILLS**

I move that the Town vote to accept the report of the Community Preservation Committee for the FY 2022 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as printed in the warrant.

ARTICLE 16: **CPC - MILLS**

I move that the Town vote to appropriate $82,938 to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation from the CPA FY2022 estimated CPA annual revenue. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

ARTICLE 17: **CPC - MILLS**

I move that the Town vote to appropriate $13,033 towards FY21 Interest for the renovation and restoration of the Historic Southborough Library building from the Historic Reserve Fund; and to also vote to appropriate $71,705 to be applied towards the FY22 bond payment for the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. $38,122 from the CPA Historic Preservation Reserve Fund and $33,583 from the FY21 CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

ARTICLE 18: **CPC - MILLS**

I move that the Town vote to appropriate $238,750 from the CPA Fund FY2021 Budgeted Reserve for the renovation and restoration of Kallander Field, located on Kallander Drive in Southborough (Parcel ID 56-0000-012-0) for recreation purposes as requested by the Recreation Department. This consists of $210,100 in project costs and an additional $28,650 in contingency funding. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

ARTICLE 19: **CPC - MILLS**

I move that the Town vote to appropriate $300,000 for the restoration and preservation of the Historic St. Mark's Bell Tower located at 27 Main Street Southborough for Historic purposes. $23,061.76 from the CPA Historic Preservation Reserve Fund and $276,938.24 from FY21 CPA Fund Balance. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

ARTICLE 20: **CPC - MILLS**

I move that the Town vote, pursuant to Mass. General Laws in Chapter 44, as amended, Chapter 44B, or any other enabling authority, to appropriate and borrow a sum of money not to exceed the amount of two million, thirty thousand dollars ($2,030,000) for historic restoration of the Southborough Town House, including costs incidental or related thereto, for a period of twenty (20) years, excluding the term of any temporary loans issued and in anticipation therefor, and allow the Treasurer to apply the net premium and any accrued interest to the costs of the project and reduce the amount authorized to be borrowed for the project by like amount.

Additionally to appropriate two hundred eight thousand, two hundred eighty-four dollars ($208,284) with one hundred ninety-two thousand, six hundred and nine dollars ($192,609) from the FY22 estimated CPA annual revenues and fifteen thousand, six hundred seventy-five dollars ($15,675) from the 2021 CPA Fund Balance for a total project cost of two million, two hundred thirty eight thousand, two hundred eighty four dollars ($2,238,284) for historic preservation purposes.

This consists of $1,986,644 for historic preservation /restoration project costs and $251,640 contingency funding, for the Southborough Town House Exterior Preservation and Restoration Project, as requested by the Southborough Facilities Department for historic purposes. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44 §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

And to further authorize the Board of Selectmen and/or a qualified Historical Organization with the Board of Selectmen's express approval to submit on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from The Commonwealth of Massachusetts or the United States and/or any other state or federal programs including those in aid of Historic Preservation and/or any others in any way connected with the scope of this article. Said gifts or grants to be deposited in the Historic Reserve Community Preservation Fund.

The Board of Selectmen is hereby directed to grant a Perpetual Preservation Restriction on the historical exterior and windows of the Town House Building, 17 Common Street, Southborough, MA 01772 to be recorded in conformance with the requirements of Massachusetts General Laws and to enter into all agreements and execute any and all instruments as may be necessary to effect said Perpetual Preservation Restriction. The cost of the Perpetual Preservation Restriction to be paid from funds from this appropriation and the holder of the Perpetual Preservation Restriction shall be approved by a majority vote of the Community Preservation Committee.

The Town of Southborough shall retain ownership of this building in perpetuity except as authorized by a vote of the citizens at a town election with a margin of 90% approval of the total ballots cast.

Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding.

All of the work will comply with the Building and Architectural Access Board codes as applicable, the historic district review requirements, and The Secretary of the Interior's Standards for the Treatment of Historic Properties.

The Town shall prepare a draft Perpetual Preservation Restriction and submit the Perpetual Preservation Restriction to the MA Historical Commission no later than 180 days after the commencement of construction activities.

Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

ARTICLE 21: **CPC - MILLS**

I move that the Town vote to appropriate $9,950 from the FY22 estimated CPA annual revenue for the Southborough History Museum Condition Assessment for historical purposes as requested by the Southborough Historical Society. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

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ARTICLE 22: **CPC - MILLS**

I move that the Town vote to appropriate $47,011 from the FY22 estimated CPA annual revenue for the 1.6 mile Peninsula Trail for recreation purposes as requested by the Southborough Trails Committee (STC) with $42,737 in project costs and an additional $4,274 in contingency funding. The STC shall apply for the Massachusetts Department of Conservation and Recreation trails grant for matching funds. In the event the grant funds are not awarded, these CPA funds will be used to provide signage and install required fencing to enable use of the property. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

ARTICLE 23: **SELECTMEN – TBD**

I move that the Town vote to authorize the Board of Selectmen to dispose of a parcel of land with structures thereon deemed surplus property with no further public purpose, by deed of conveyance, grant or transfer after appraisals have been obtained and upon such terms and conditions as the Board of Selectmen deem appropriate. Said parcel of land being described as follows: 21 Highland Street, having been acquired by deed dated June 26, 1911 and recorded in the Worcester Registry of Deeds at Book 1974, Page 229.

ARTICLE 24: **SELECTMEN – TBD**

I move that the Town vote to amend the interest rate per annum from 4% to 2% and increase the income limit (gross receipts) from $20,000 to $45,000 under the provisions of Massachusetts General Laws, Chapter 59, §5 (41A) which regulates tax deferral for homeowners 65 years or older pursuant to the authority contained in Chapter 136 of the Acts of 2005 of the General Court thereby amending M.G.L. Ch. 59, §5 (41A).

ARTICLE 25: **SELECTMEN – TBD**

I move that the Town vote to amend Section 9-24 "Qualification of elected and appointed officials" of the Town Code, by deleting the text in its entirety, and replacing with the following:

"All elected and appointed officials shall be qualified by the Town Clerk within 30 days of their election except where a different period is specified in the General Laws. If an appointed official is not qualified in this period, his/her appointment shall terminate, and the appointing authority shall be so notified by the Town Clerk."

ARTICLE 26: **TOWN CLERK – HEGARTY**

I move that the Town vote to amend the provisions of the Southborough Code, Chapters 41-2 9 entitled Notice of Town Meetings and § 41-26 Availability of Annual Report and Warrant as printed in the warrant.

ARTICLE 27: **TOWN CLERK – HEGARTY**

I move that the Town vote to accept the provisions of Chapter 41, Sec. 110A of the Massachusetts General Laws "Office hours on Saturday": "Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday."

ARTICLE 28: **SELECTMEN – TBD**

I move that the Town vote to adopt the provisions of MGL c.90, Section 17C to allow the Board of Selectmen to reduce the statutory speed limit from 30MPH to 25MPH on any or all town-owned roadways in thickly settled or business district areas.

ARTICLE 29: **SELECTMEN – TBD**

I move that the Town vote to adopt the provisions of MGL c.90, Section 18B to allow the Board of Selectmen to establish regulatory 20MPH safety zones on public streets within the Town of Southborough in the interest of public safety.

ARTICLE 30: **SELECTMEN – TBD**

I move that the Town vote to impose a .75% meals tax on the sales of restaurant meals by accepting Massachusetts General Laws, Chapter 64L, Section 2(a). The implementation date of the meals tax will be at the discretion of the Board of Selectmen, but not before January 1, 2022.

ARTICLE 31: **SELECTMEN – TBD**

I move that the Town vote to adopt in Chapter 9 of the General Bylaws, Article X to be entitled **"**Southborough Public Accessibility Committee", Sections 9.34 through 9.35 of the Town bylaws, as printed in the warrant.

ARTICLE 32: **ADVISORY COMMITTEE – TBD**

I move that the Town vote to amend the provisions of the Southborough Code, Section 9.8 and 9.12 thereof, as printed in the warrant.

ARTICLE 33: **SELECTMEN – TBD**

I move that the Town vote to adopt in Chapter 9 of the General Bylaws, a new Article IX to be entitled "Capital Improvement and Planning Committee'', Sections 9-30 through 9-33, as printed in the warrant.

ARTICLE 34: **ZONING BOARD – TBD**

I move that the Town vote to amend the Zoning Code of the Town of Southborough, Zoning Article I entitled "Miscellaneous Provisions" and Article V entitled "Nonconforming Uses and Structures" by amending thereto Section 174-9 entitled "Special Permit Requirements" and 174-19 entitled "Extensions", as printed in the warrant.

ARTICLE 35: **PLANNING BOARD – TBD**

I move that the Town vote to amend the Zoning Code of the Town of Southborough Article III entitled "Use Regulations" by replacing thereto Section 174-12.1 thereof entitled "Outdoor illumination", as printed in the warrant.

ARTICLE 36: **PLANNING BOARD – TBD**

I move that the Town vote to amend the Zoning Code of the Town of Southborough, Article III entitled "Use Regulations" by amending thereto Section 174-10, entitled "Site Plan Approval", as printed in the warrant.

ARTICLE 37: **PETER LAPINE**

I move that the Town vote to approve the Southborough Noise Bylaw proposal, as printed in the warrant.

ARTICLE 38: **MICHAEL WEISHAN**

I move that the Town vote to indefinitely postpone this article.

ARTICLE 39: **JONAS LINDEN**

I move that the Town vote to strongly request that the Board of Selectmen direct DPW to conduct an analysis of Flagg Road for the purpose of instituting a commercial truck exclusion (similar to Latisquama Road).

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May 22, 2021
Annual Town Meeting Record

Article #	Article Description	Sponsor	Amount	Funding Source	Motion	Quantum of Vote	BOS	Advisory	Town Meeting Action	Date
1	Hear Committee Reports	Selectmen			Braccio	Majority	Y, 4-0	Y, 6-0		
2	Acceptance of PILOT Payments	Selectmen			Healey	Majority	Y, 4-0	Y, 6-0		
3	Annual Borrowing authorization	Selectmen			Malinowski	Majority	Y, 4-0	Y, 6-0		
4	Authorization of contracts in excess of 3 yrs.	Selectmen			Stivers	Majority	Y, 4-0	Y, 6-0		
5	Salary Administration Plan	Personnel Board			Rosenbloom	Majority	Y, 4-0	Y, 6-0-1		
6	Adjustments to FY2021 Budget	Selectmen	TBD		Braccio	Majority	Y, 4-0	ATM		
7	Fiscal Year 2022 budget	Selectmen	$55,404,688	GF, Water, Ambulance, etc.	Healey	Majority	Y, 4-0	Y, 7-0		
8	Fiscal Year 2022 Water Enterprise budget	Selectmen	$2,904,951	Enterprise	Malinowski	Majority	Y, 4-0	ATM		
9	OPEB Trust Fund	Selectmen	$250,000	General Fund	Stivers	Majority	Y, 4-0	Y, 7-0		
10	Capital Budget (Non-borrowing)	Selectmen	$771,200	GF, Water, Ambulance	Braccio	Majority	Y, 4-0	Y, 5-0/4-0-1		
11	Capital Budget (Lease/Borrowing)	Selectmen	$148,233	GF, Borrowing	Healey	Two-thirds	Y, 4-0	Y, 5-0		
12	Insurance Deductible account	Selectmen	$5,000	General Fund	Malinowski	Majority	Y, 4-0	Y, 7-0		
13	Capital maintenance fund	Selectmen	$100,000	General Fund	Stivers	Majority	Y, 4-0	Y, 5-0		
14	Annual authorization of revolving funds	Selectmen			Braccio	Majority	Y, 4-0	ATM		
15	CPA - Administrative	CPA			Andrew Mills	Majority	Y, 4-0	Y, 6-0-1		
16	CPA - Burnett House bond	CPA	$82,938	CPA funds	Andrew Mills	Majority	Y, 4-0	Y, 6-0-1		
17	CPA - Library façade bond	CPA	$84,738	CPA funds	Andrew Mills	Majority	Y, 4-0	Y, 6-0-1		
18	CPA - Kallander Field project	CPA	$238,750	CPA funds	Andrew Mills	Majority	Y, 4-0	Y, 6-0-1		
19	CPA - St. Mark's Church Bell Tower project	CPA	$300,000	CPA funds	Andrew Mills	Majority	ATM	N, 0-4-3		
20	CPA - Town House Restoration	CPA	$2,030,000	CPA funds	Andrew Mills	Two-thirds	Y, 4-0	Y, 5-0		
21	CPA - Flagg School Assessment	CPA	$9,950	CPA funds	Andrew Mills	Majority	Y, 4-0	Y, 6-0-1		
22	CPA - Trail on DCR Land	CPA	$47,011	CPA funds	Andrew Mills	Majority	Y, 4-0	Y, 7-0		
23	Disposition of 21 Highland Street	Selectmen			Malinowski	Two-thirds	ATM	ATM		
24	Adopt MGL to increase property exemptions	Selectmen, Assessors, COA			Braccio	Majority	Y, 4-0	Y, 7-0		
25	Bylaw - Increase qualification period for appointments	Selectmen			Healey	Majority	Y, 4-0	Y, 6-0		
26	Bylaw - Availability of Town Report, Warrant	Town Clerk			Hegarty	Majority	Y, 4-0	Y, 7-0		
27	Adopt MGL for Saturday office hours	Town Clerk			Hegarty	Majority	Y, 4-0	Y, 6-0		
28	Adopt MGL for speed limit in thickly settled areas	Selectmen			Stivers	Majority	Y, 4-0	Y, 6-0		
29	Adopt MGL to designate safety zones	Selectmen			Stivers	Majority	Y, 4-0	Y, 6-0		
30	Adopt MGL to implement Local Meals Tax	Selectmen			Malinowski	Majority	Y, 4-0	Y, 6-1		
31	Bylaw - Southborough Public Accessibilty Committee	Selectmen			Braccio	Majority	Y, 4-0	Y, 7-0		
32	Bylaw - Amend Advisory Committee	Advisory Committee			Cook	Majority	Y, 4-0	Y, 7-0		
33	Bylaw - Capital Improvement Planning Comm.	Selectmen			Healey	Majority	Y, 4-0	Y, 5-0		
34	Zoning bylaw - Miscellaneous provisions (special permits, extensions, alterations)	Zoning Board of Appeals			David Williams	Two-thirds	ATM	ATM		
35	Zoning bylaw - Outdoor illumination	Planning Board			Marnie Hoolahan	Two-thirds	Y, 4-0	ATM		
36	Zoning bylaw - Site Plan review	Planning Board			Meme Lutrell	Two-thirds	ATM	ATM		
37	Citizen petition - Noise Bylaw	Peter Lapine, et al.			Peter Lapine	Majority	N, 0-4	N, 7-0		
38	Citizen petition - Plastics bar	Michael Weishan, et al.			Michael Weishan	Majority	ATM	ATM		
39	Citizen petition - Flagg Road Truck Exclusion	Jonas Linden, et al.			Jonas Linden	Majority	No position	ATM		

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, April 13, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

I. Public Comment

Claire Reynolds, CCR Consulting, stated that the Planning Board asked the EDC at their April 2019 meeting to create a document regarding the Downtown District that the Planning Board could review. She added that the initial intent and request was to add mixed-buildings into the current bylaw. She explained that there are eight items the Planning Board considers outstanding and the implications of brining this bylaw to Town Meeting without full support of all involved. Chairman Healey stated he understood the impact on funding that could transpire if this bylaw is not supported and stated the Board will try to ensure that fact is punctuated in the future.

I. Scheduled Appointments

Joint Meeting with Advisory Committee

i. FY22 Budget

Kathy Cook, Chair of the Advisory Committee called their meeting to order at 6:36 P.M. Chairman Healey asked for Mr. Probst and Ms. Varner to join as participants.

Angela Varner, member of the Municipal Technology Committee, presented the IT budget that included the salary for the IT Director and IT Manager as full-time positions. The MTC has begun a department review to understand technical issues. They have funding to conduct this study which reviews the types of data departments handle, technical issues and the security they have in place. There is funding for software costs, contracted services and a small amount of funding for employee training. Funding for additional workstations has been moved from the IT budget and placed in the Capital budget. Mr. Probst reiterated that while they are looking at regional

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staffing models the need to fund two full-time positions is necessary. Ms. Cook stated that the ClearGov software price was removed from the budget but requested adding $4,000 back into that line item. The Capital Committee and Mr. Ballantine agreed. Mr. Probst added that the new IT Director while not in place as yet, has been updated on the MTC's discussions. Ms. Malinowski reminded the Board that the town auditor recommended to stop hiring for new positions. She suggested that if a new position is added then a position needs to be identified as being cut.

Mr. Martel addressed the urgency of cyber security and sited an article outlining one out of six communities in Massachusetts that have had a ransomware demand. The average payment in the form of bitcoin is $400,000. He indicated that in addition to hospitals being vulnerable, town governments and schools are the primary targets. He feels the Town's two key risks are cyber security and HIPPA compliance.

Mr. Pfaff referenced State guidance on the CARES Act outlining uses for the funds that included accelerated telework capacity, infrastructure subscriptions for free meeting services and hardware laptops. Jason Malinowski addressed the consulting budget and how to determine what the correct amount is for that line item. He stated that the budget would allow for the new IT Director to get the needed expertise whether it would be for cyber expertise, desktop support or any other numerous capacities. He feels that instead of creating a permanent benefited position, a consulting budget would allow for access to temporary expertise for the IT Director to determine as necessary. The benefit is having access to multiple individuals of focused expertise. He clarified that the $40,000 in the Capital budget is not for workstations. It was voted for infrastructure to support recommendations for moving to the cloud. If that were to change, then the article would have to be changed. Mr. Pfaff stated that both permanent IT positions were necessary along with a consulting budget to bring in cyber security expertise. Mr. Stivers stated that the MTC has very qualified volunteers who have agreed to work with the town and are viable resources. The IT budget of $447,285 has not been voted on by the Advisory Committee. There was discussion and a suggestion to include $26,000 into the budget for laptops and to remove the $5,000 previously discussed for line item forty-one if it is identified as not being needed.

Ms. Cook presented the Board of Health budget as updated from their April 9, 2021 meeting. The Board of Health is seeking three full-time positions starting July 1, 2021 which include Health Director, Public Health Nurse, and an administrative assistant. They are also seeking a $10,000 scanner. All of these additions were presented as increasing inspectional services for food and septic systems. Ms. Cook walked the Board through the Board of Health's agreed spending for fiscal year 2021 and how they will be using the CARES Act funding to offset costs. She stated that Advisory has agreed to support the Public Health Director full-time position. Ms. Malinowski and Ms. Braccio agreed that delaying this decision until a fall town meeting would increase the possibility of finding a mutually agreeable plan as the Shared Services Grant already will be in effect. There was discussion between the Board and Advisory regarding delaying the decision, supporting the requests from the Board of Health and how to present this article at Town Meeting.

Ms. Cook stated that the Advisory Committee has not voted on the proposed addition of a meals tax or the Advisory bylaw change. She added that Advisory will take a position on the South Union School at Town Meeting, the noise bylaw was not supported and final votes on the CPC articles will be taken at a future meeting. Chairman Healey stated he was concerned about the

enforcement aspect of the lighting bylaw. Ms. Cook added that Recreation will need to look at how the lighting bylaw could impact their lighting projects for fields. Mr. Stivers asked for the proposed changes to the noise bylaw and a revised version was not provided. Chairman Healey outlined his concerns on the Site Plan Review article presented by the Planning Board regarding timeframe of approval.

Ms. Cook gave an overview of the Advisory bylaw and invited Mr. Butler to summarize the changes that would be implemented if this article were to pass. Those included officially adding a position of Vice Chair, decreasing the number of committee members from nine to seven, adding language to allow an Advisory member to sit on a committee that is charged with capital planning for the Town and changing the language so that all members of ad-hoc committees present at a meeting are included the quorum. These members must recuse themselves from the discussion. Ms. Cook added that the Advisory Committee is in full support of the proposed changes. The Board agreed to support this article.

The Board and Advisory supported the addition of a 0.75% meals tax at prior meetings. Ms. Cook gave an overview of how those votes were decided and when implementation would occur. Mr. Malinowski made a motion for Advisory to support the addition of a 0.75% meals tax to the 2021 Annual Town Meeting warrant article with the condition that the Board has the final authority of setting a start date to be no earlier than January 1, 2022. Ms. Budz seconded. The motion passed (6-1-0). Mr. Pfaff made a motion to adjourn the Advisory Committee meeting at 9:30 P.M. Ms. Budz seconded and the roll call vote passed (7-0-0) all in favor. The committee members left the meeting.

ii. ATM warrant articles

Chairman Healey asked the Board to send any articles they would like to discuss before voting on for the next meeting. Mr. Purple stated that the warrant needs to be voted on by next Tuesday. Mr. Shea stated he cannot make the next meeting but asked the Board to proceed to vote in his absence. Mr. Stivers stated that it is important to reach a consensus on both the Board of Health and IT budgets before Town Meeting. The Board agreed.

II. Reports

Chairman's Report

i. Scheduling of upcoming agenda items

Chairman Healey asked the Board to send any Selectmen goal items they would like to discuss at the May 4th meeting to Mr. Purple. The Board agreed.

Chairman Healey stated that Southborough Little League Baseball will be sending a letter to name a baseball field after Brian Shifrin. Ms. Braccio stated that they will be moving forward with the dedication on June 2, 2021 which is also Lou Gherig's Day. Chairman Healey stated this topic will be on the May 4th agenda.

Chairman Healey updated the Board that the Downtown Initiative zoning article will need a 50% vote to pass at Town Meeting. He added John Wood requested the Board be very deliberate on their positioning of this article.

Chairman Healey stated he had a series of meetings with St. Mark's and Fay School for targeted PILOT donations. He added that Fay contributions funded materials related to the COVID-19

pandemic. He stated that the approach to these conversations will be as partners as opposed to adversaries.

Chairman Healey said he has had discussions with representatives of the veterans regarding the flags at the Old Burial Ground and the letter from Mr. Kolenda and Mr. Whynot's were included in the packet. He added that he does not want this issue to impact Memorial Day celebrations. This topic will be added to the May 4th agenda.

Mr. Stivers stated that the flagpole at the Town House looks great. Chairman Healey agreed and gave Mr. Purple, Mr. Parent and Attorney Cipriano accolades for their work to ensure the flag was restored.

Members' Reports

None

Town Administrator Report

Mr. Purple stated that the regional vaccination clinic opens tomorrow and there are 1,500 doses of Moderna and sixty dedicated appointments for each community. He thanked Ms. Hale, Dr. Alker and members of the Board for assisting in filling the appointments. He stated there should be 1,500 more doses next week and thanked Kristin Black, Northborough Health Agent, for coordinating the clinic. Chairman Healey stated that with more people vaccinated, the Board should strive to meet in person and coordinate with the IT Department. He asked that this topic be added to the May 4th agenda. Mr. Purple agreed and stated the issue is bringing the public into the meetings safely.

Mr. Purple stated that Mr. Ballantine and he are working with Mr. Parent to open the Town House first floor on a limited capacity for the public to pay their taxes in person.

Ms. Braccio stated there are six volunteers from CERT/MRC each day at the vaccination clinic and thanked them for their service. Mr. Stivers asked if there are any State guidelines regarding meeting participation electronically. Chairman Healey stated he had not seen anything and Ms. Braccio stated she attended the MMA Board meeting today and they discussed hybrid and outdoor town meetings. She stated that she will send this question to the MMA.

III. Consent Agenda

a. Chairman Healey made a motion to approve the March 23, 2021 Open Session minutes. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

IV. Other Matters Properly Before the Board

Selectmen recommendations on ATM warrant articles

Mr. Ballantine recommended three DPW pieces and three fire pieces that would be eligible for leasing. He explained that interest rates are lower for leasing and it could save $230,000 - $240,000 in this budget to be spread over the term of the lease. He explained leasing versus bonding the fire tender and the impact a potential FEMA grant could have on both options. He stated that if the grant is not granted by Town Meeting, he would recommended bonding the fire tender. Mr. Ballantine explained an upcoming recommendation from the Capital Planning Committee regarding the use of life for equipment. He explained all are seven years except the

ambulance which is to be recommended at five years. Mr. Purple asked the Board to decide whether to move forward with supporting a lease or bonding for the tender as Bond Counsel would have to restructure the article if it is not supported. Chairman Healey stated that he was comfortable with leasing the tender. The Board agreed.

Ms. Braccio updated the Board that she will be sending letters out to lot owners next week and there are five outstanding issues the Planning Board is seeking resolution to in regards to the Downtown District. She asked the Board to consider delaying the Downtown Initiative to a fall town meeting. She outlined outstanding issues including an opinion from Attorney Costa regarding the zoning map. Ms. Braccio listed reasons to hold this until a fall town meeting which included having more time for public outreach, time to create a presentation, addressing outstanding issues and holding more public forums. She added that there is still grant money available and she has reached out to Ms. Connelly and Mr. Wood to ensure them this is not an attempt to hinder progress. Ms. Malinowski agreed to postponing this article to a fall town meeting as there will be more time at a fall town meeting for a full debate. Mr. Shea stated he is in support of a fall town meeting as well and praised the EDC for their work. Mr. Stivers agreed to postponing the article and felt that having time to do more could substantially increase its ability to pass. Ms. Braccio asked about withdrawing the article from the warrant. Mr. Purple stated that based on the sentiment of the Board, he can simply remove the article and begin to plan for a fall town meeting. Ms. Braccio added that she spoke with Ms. Connelly and Mr. Wood and they would like to hold a final joint meeting with the Board and Planning Board prior to fall town meeting.

Chairman Healey stated the warrant articles will be on the April 20th meeting agenda.

V. Public Comment

Kevin Miller stated that Ms. Braccio's comments regarding the Downtown District were encouraging. He added that he attended the meetings where the EDC and Planning Board spoke about the Board sending letters to split lot owners. He asked that the letters are also sent to abutters as he felt this could impact abutters as well as split lot owners. Mr. Miller asked that the letter be made public. Ms. Braccio thanked him for his comments and stated that she will be reaching out to him this week for a larger discussion.

VI. On a motion made by Mr. Shea, seconded by Mr. Stivers and voted by roll call all in favor, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, the meeting was adjourned at 10:17 P.M.

Upcoming Meetings
April 20, 2021
April 27, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the April 13, 2021 BOS Meeting:

- FY 2021 Goals - Boards and Committees

- Goals for Town Administrator
- FY 20 and 21 Recap
- May 22, 2021 Annual Town Meeting Record
- Draft 210408 of Annual Town Meeting Warrant 2021
- Draft Regular Session Minutes, March 23, 2021

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ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting
on

May 22, 2021
10:00 A.M.

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions.

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Introduction to the Rules of Town Meeting (continued)

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it's substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

FORM USED IN MAKING MOTIONS

1.	Main Motion	Mr. Moderator, I move that..(statement of the proposal)
2.	Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3.	Amend	Mr. Moderator, I move to amend by adding...
		Mr. Moderator, I move to amend by inserting...before...
		Mr. Moderator, I move to amend by stroking out...
		Mr. Moderator, I move to amend by striking out...and inserting...
		Mr. Moderator, I move to substitute...for...
4.	Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5.	Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6.	Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8.	Division of a Question	Mr. Moderator, I move to divide the question.
9.	Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10.	Point of Order	Mr. Moderator, I rise to a point of order.
11.	Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12.	Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13.	Previous Question	Mr. Moderator, I move the previous question.
14.	Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15.	Recess	Mr. Moderator, I move to recess for...
16.	Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
		Mr. Moderator, I move to reconsider the vote on the amendment to...
17.	Separate Consideration	Mr. Moderator, I move for separate consideration.
18.	Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19.	Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

T O W N W A R R A N T
C O M M O N W E A L T H O F M A S S A C H U S E T T S

ANNUAL TOWN MEETING

Worcester, ss. April 20, 2021

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet at the baseball field adjacent to Neary School, 53 Parkerville Road, in said Southborough, on

Saturday, May 22, 2021

at ***10:00 a.m.***, then and there to take action on the following Articles:

ARTICLE 1: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *To hear reports of Town Boards, Committees or Commissions.*

ARTICLE 2: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 3: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2021 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 4: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Board of Selectmen or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Board Recommendation: Support
Summary: *This article allows the Selectmen and/or the School Committee to enter into contracts in excess of*

three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.

ARTICLE 5: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at May 22, 2021 Annual Town Meeting]

This bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through G ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week,**)** (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D, E, F and G of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Exempt employee" means an employee who is not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Non-exempt employee" means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"On-Call Compensation" refers to additional money paid to an employee who is required to work when the need requires; oftentimes in an evening or weekend capacity.

"Part-Time Employment" means employment less than 20 hours per week.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time Employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Probationary Employee" means a first-time Town employee within his/her first six months of employment.

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means the Personnel Bylaw Entitled "The Salary Administration Plan."

"Single Rate" means a rate for a specific position class that is not in a designated range

.

"Start Date" means the first day of employment with the Town.

SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new or changed position, and allocate it to its appropriate classification grade and establish the rate therefor.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Board of Selectmen or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D, E, F and G of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. The annual salary set forth in Schedule A represents a 40 hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: Employees shall be eligible to earn a weekly stipend not to exceed $200.00 per week for on-call service if the department head has required them to work outside of their normal schedule. This need is likely to occur on an evening or weekend basis as the need requires. There is no provision to accrue compensation time in lieu of payment.

SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible annually for consideration of a salary increase, one year from the date of his/her latest increase. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Board of Selectmen or their designated appointee in the case of departments within the jurisdiction of the Board of Selectmen, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Board of Selectmen.

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

An evaluation of the employee's performance, in a format approved by the Personnel Board, must accompany a request for an increase in the case of all employees in Full-Time Graded Positions under Schedule A. Evaluations of employees in Part-Time Hourly Graded Positions under Schedule C and Seasonal Personnel under Schedule F may require performance evaluations under Personnel Policy enacted hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Regular Part-Time employees shall be eligible for consideration for salary increases within their grade one year from the date of their last increase, absent exceptional circumstances as may be authorized by the Personnel Board.

c. Special and other Part-Time personnel for whose positions there is a single rate established in Schedule D shall not be eligible for adjustment.

d. Probationary Employees:

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof.

2. During the probationary period, paid leave accruals shall be based on the Start Date.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL HIRING; DEPARTURES

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will.

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience at a rate not exceeding the mid-point of the pay scale set forth in Schedules A and C of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

All forms of paid leave set forth in this section are based on a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a. Holidays with Pay

Full-Time employees shall receive one day's pay at their regular rate for the following:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day
	Day before or after Christmas Day (as set by the Town annually)

To be eligible for holiday pay, an employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval**.** Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Full-Time employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned Per Month	Vacation Earned Per Year (Pro-rata)
0 - 5	6.666	Two weeks
5+ - 10	10.0	Three weeks
10+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full-time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of three weeks' vacation [pro-rated] for the first year of employment with the Town. Employees commencing employment with three weeks per year will be required to complete five years of service before ascending to the next band in the vacation schedule chart.

(3) Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. The employee must have the Department Head's approval to take any portion of a

prior year's unused vacation in addition to the days earned in the current fiscal year.

(4) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(5) In the event of termination of employment other than for cause, the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

(6) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) Full-Time employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at professional and/or educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree... $ 800.00
Bachelors Degree.. $1,200.00
Masters Degree..... $1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board, and shall be submitted as documentation for accounts payable.

(2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan for Full-Time employees only.

SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

a. A Part-Time employee may work 20 hours or more per week for a period of no longer than one month if requested by their Department Head due to exigent circumstances, or for longer if approved by the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.

b. Department Heads may submit requests for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding. The Personnel Board shall entertain such requests at the first available opportunity.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence or retirement of a Department Head for three consecutive weeks, the Board of Selectmen or appropriate board or commission may appoint an "Acting" Department Head to serve for a period ofnot more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Board of Selectmen or other appropriate board or commission for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation. For purposes of this section, Election Workers and Wardens shall not be considered "employees of the Town."

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern.

c. The Board shall meet annually in July and organize by the choice of a Chair and Clerk. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the

Board.

e. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. Not later than six (6) months prior to Annual Town Meeting, the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented by a signed petition to, and acted upon by, the Personnel Board. Upon receipt of such a written petition, the Board, after giving the petitioner(s), the Department Head(s) and the affected employee(s) at least two weeks' written notice, shall hold a hearing to consider the proposed amendment. If the Personnel Board approves of any proposed amendment, it shall bring it before the next available Special or Annual Town Meeting for its consideration. If the Personnel Board disapproves any proposed amendment or shall fail to act thereof within fifteen days after the hearing (which failure shall be deemed disapproval), the petitioner(s) may the present the petition to the next available Town Meeting for its consideration. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

POSITION TITLE	PAY GRADE
DEPARTMENT HEADS & MANAGEMENT STAFF	
Superintendent of Public Works*	9
Finance Director/Treasurer-Collector*	
Assistant Town Administrator	8
Director of Facilities	
Library Director	
Building Commissioner	
IT Manager	
Police Lieutenant	
Town Accountant*	
Director, Council on Aging	
Principal Assessor*	
Conservation Agent	7
Director, Youth & Family Services	
Director of Recreation	
Town Planner	
SUPERVISORS & TECHNICAL STAFF	
Assistant Town Clerk	6
Assistant Director, Youth & Family Services	
Outreach Coordinator	
Assistant Library Director	
Police Business Administrator	
Program Manager, COA	
Business Administrator II	5
Children's Librarian	
Staff Engineer	
Executive Assistant to the Board of Selectmen	
Program Coordinator	
Deputy Assessor	
Business Administrator I	4
Maintenance Technician	
Assistant Treasurer/Collector	
Assistant Town Accountant	

ADMINISTRATIVE & SUPPORT STAFF	
Administrative Assistant	3
Senior Library Assistant	
Library Assistant	2
Maintenance Mechanic	
Maintenance Custodian	1

*when not under contract

Rates for Full-Time Positions

Grade	Minimum		Midpoint		Maximum	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
1	$39,236	$18.86	$45,149	$21.71	$51,063	$24.55
2	$42,178	$20.28	$48,505	$23.32	$54,832	$26.36
3	$45,341	$21.80	$52,143	$25.07	$58,945	$28.34
4	$50,446	$24.25	$59,274	$28.50	$68,103	$32.74
5	$54,230	$26.07	$63,719	$30.63	$73,209	$35.20
6	$58,297	$28.03	$68,498	$32.93	$78,700	$37.84
7	$70,063	$33.68	$84,077	$40.42	$98,089	$47.16
8	$82,325	$39.58	$98,790	$47.50	$115,255	$55.41
9	$96,731	$46.51	$116,077	$55.81	$135,424	$65.11

SCHEDULE B: [RESERVED FOR FUTURE USE]

SCHEDULE C: PART-TIME HOURLY GRADED

POSITIONS

Election Worker....1
Library Page....1

Election Warden....2
Seasonal Laborer....2
Custodian....2
Library Technician....2

Library Associate....3
Administrative Assistant....3
Police Dispatcher....3

Technical Specialist....4
Business Assistant....4
Economic Development Coordinator....4

Electrician....5
Nurse....5
Public Health Director*....5

*when not under contract

Rates for Part-Time Positions

Grade	Minimum		Maximum	
	Hourly	Annual*	Hourly	Annual*
1	$11.44	$23,802	$14.56	$30,288
2	$12.48	$25,964	$17.69	$36,795
3	$18.73	$38,957	$26.02	$54,111
4	$22.89	$47,604	$32.25	$67,083
5	$29.13	$60,597	$43.69	$90,885

**This represents the annualized rate if a Part-Time employee worked a 40 hour week; however, under this Bylaw, Part-Time employees work 20 hours or less per week.*

Municipalities are subject to the federal minimum wage law, not the state law.

SCHEDULE D: FIRE DEPT POSITIONS (not covered by Collective Bargaining Agreement)

Probationary EMR, EMT or Basic Firefighter	$00.00 / hr.
Emergency First Responder (EMR)	$15.00 / hr.
EMT or Firefighter I	$19.00 / hr.
Advanced EMT or Firefighter I/II-EMT	$23.00 / hr.
Paramedic or Firefighter I/II – Advanced EMT	$25.00 / hr.
Firefighter I/II – Paramedic	$27.00 / hr.

Details. On any occasion that the Fire Chief determines that public safety is at risk (fire watches, pyrotechnic displays, pyrotechnic blasting for construction, etc.) and calls for a detail consisting of a Firefighter or Firefighters [not covered by any other collective bargaining agreement] to stand-by during any of these situations to monitor for fire, explosion, or any other possible hazard, the person or persons assigned to the detail will be compensated in the following manner:
$50.00 per hour
$56.00 per hour/ for week-end or holiday

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent $8,000
Clerk, Board of Registrars $1,638.33
Emergency Management Coordinator $2,000
Energy Management Stipend $6,000
Registrar of Voters $205.66
Tree Warden $4,000
Veterans' Agent and Director of Veterans' Services $15,000

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Camp Counselor 1
Program Aide (1:1 Support) 2

Program Supervisor 2
Camp Supervisor 3
Camp Assistant Supervisor 3
Assistant Coach 3
Head Coach 3
Program Instructor 4

Rates for Recreation Seasonal Personnel
(Same as Schedule C)

Grade	Minimum		Maximum	
	Hourly	Annual*	Hourly	Annual*
1	$11.44	$23,802	$14.56	$30,288
2	$12.48	$25,964	$17.69	$36,795
3	$18.73	$38,957	$26.02	$54,111
4	$22.89	$47,604	$32.25	$67,083
5	$29.13	$60,597	$43.69	$90,885

**This represents the annualized rate if a Part-Time employee worked a 40 hour week; however, under this Bylaw, Part-Time employees work 20 hours or less per week.*

Municipalities are subject to the federal minimum wage law, not the state law.

SCHEDULE G: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Board of Selectmen and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

*Increases in salary for long term employees will be considered case by case by Personnel Board.

SCHEDULE H: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually on the anniversary of the employee's Start Date

After 5 years $400
After 10 years $600
After 15 years $700
After 20 years $850
After 25 years $1,000
After 30 years $1,200
After 40 years $1,500

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

ARTICLE 6: To see if the Town will vote to transfer a sum of money between and among various accounts for the fiscal year ending June 30, 2021, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary: *This article is intended to address any unexpected or unusual funding needs for the current fiscal year via transfers between accounts.*

ARTICLE 7: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2022, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

110-119 Legislative

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
114 MODERATOR						
51000-51990 Personal Services	50	50	50			
52000-58990 Other Charges and Expenses	0		25	100	100	
MODERATOR TOTAL	50	50	75	100	100	33.33%

120-129 Executive

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
121 ELECTED BOARD OF SELECTMEN						
51000-51990 Personal Services	3,800	3,200	4,000	4,000	4,000	
ELECTED BOARD OF SELECTMEN TOTAL	3,800	3,200	4,000	4,000	4,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
122 BOARD OF SELECTMEN						
51000-51990 Personal Services	381,878	399,825	393,802	413,517	413,517	
52000-58990 Other Charges and Expenses	74,567	45,715	58,488	46,413	46,413	
BOARD OF SELECTMEN TOTAL	456,445	445,540	452,290	459,930	459,930	1.69%

130-149 Financial Administration

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
131 ADVISORY COMMITTEE						
52000-58990 Other Charges and Expenses	180	730	2,500	3,500	3,500	
ADVISORY COMMITTEE TOTAL	180	730	2,500	3,500	3,500	40.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
132 RESERVE FUND						
52000-58990 Other Charges and Expenses	152,853	151,422	180,000	180,000	180,000	
RESERVE FUND TOTAL	152,853	151,422	180,000	180,000	180,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
135 TOWN ACCOUNTANT						
51000-51990 Personal Services	143,345	148,588	168,755	157,966	157,966	
52000-58990 Other Charges and Expenses	3,473	778	1,880	2,820	2,820	
TOWN ACCOUNTANT TOTAL	146,818	149,366	170,635	160,786	160,786	-5.77%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
136 AUDIT						
52000-58990 Other Charges and Expenses	26,000	34,350	28,010	52,515	52,515	
AUDIT TOTAL	26,000	34,350	28,010	52,515	52,515	87.49%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
140 ELECTED BOARD OF ASSESSORS						
51000-51990 Personal Services	2,250	2,250	2,250	2,250	2,250	
ELECTED BOARD OF ASSESSORS TOTAL	2,250	2,250	2,250	2,250	2,250	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
141 ASSESSORS						
51000-51990 Personal Services	171,757	176,680	180,764	186,198	186,198	
52000-58990 Other Charges and Expenses	33,273	34,481	55,045	56,050	56,050	
ASSESSORS TOTAL	205,030	211,160	235,809	242,248	242,248	2.73%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS RECOMM*	Percent Inc./Decr.
145 TREASURER/COLLECTOR						
51000-51990 Personal Services	204,732	213,007	220,702	226,366	226,366	
52000-58990 Other Charges and Expenses	12,152	9,030	8,894	8,970	8,970	
TREASURER/COLLECTOR TOTAL	216,884	222,037	229,596	235,336	235,336	2.50%

150-159 Operations Support

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
151 LEGAL						
52000-58990 Other Charges and Expenses	100,000	106,725	95,000	95,000	95,000	
LEGAL TOTAL	100,000	106,725	95,000	95,000	95,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
152 PERSONNEL BOARD						
51000-51990 Personal Services	1,369	3,000	5,000	5,000	5,000	
52000-58990 Other Charges and Expenses	7,397	4,388	16,700	8,350	8,350	
PERSONNEL BOARD TOTAL	8,766	7,388	21,700	13,350	13,350	-38.48%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
153 SPECIAL LEGAL COUNSEL						
52000-58990 Other Charges and Expenses	54,688	51,676	50,000	50,000	50,000	
SPECIAL LEGAL COUNSEL TOTAL	54,688	51,676	50,000	50,000	50,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
154 MUNICIPAL TECNOLOGY COMMITTEE						
52000-58990 Other Charges and Expenses	0	0	1,000	1,000	1,000	
MUNI. TECHNOLOGY COMMITTEE TOTAL	0	0	1,000	1,000	1,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
155 TECHNOLOGY						
51000-51990 Personal Services	96,446	99,615	128,745	196,000	196,000	
52000-58990 Other Charges and Expenses	214,351	287,560	220,474	273,285	273,285	
MANAGEMENT INFORMATION SYSTEMS TOTAL	310,797	387,175	349,219	469,285	469,285	34.38%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
159 OTHER OPERATION SUPPORT						
52000-58990 Other Charges and Expenses	352,868	380,965	400,000	416,690	416,690	
OTHER OPERATION SUPPORT TOTAL	352,868	380,965	400,000	416,690	416,690	4.17%

160-169 Licensing and Registration

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
160 ELECTED TOWN CLERK						
51000-51990 Personal Services	83,064	83,064	87,695	90,151	90,151	
TOWN CLERK TOTAL	83,064	83,064	87,695	90,151	90,151	2.80%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
161 TOWN CLERK						
51000-51990 Personal Services	124,516	119,683	131,246	111,465	111,465	
52000-58990 Other Charges and Expenses	83,269	55,455	48,267	44,010	44,010	
TOWN CLERK TOTAL	207,785	175,138	179,513	155,475	155,475	-13.39%

170-189 Land Use and Development

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
171 CONSERVATION COMMISSION						
51000-51990 Personal Services	55,115	68,891	70,252	72,283	72,283	
52000-58990 Other Charges and Expenses	13,886	20,836	31,235	36,265	36,265	
CONSERVATION COMMISSION TOTAL	69,001	89,728	101,487	108,548	108,548	6.96%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
175 PLANNING BOARD						
51000-51990 Personal Services	109,691	137,001	143,668	147,744	147,744	
52000-58990 Other Charges and Expenses	41,236	21,333	27,720	28,120	28,120	
PLANNING BOARD TOTAL	150,927	158,334	171,388	175,864	175,864	2.61%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
176 ZONING BOARD OF APPEALS						
51000-51990 Personal Services	27,426	20,510	22,854	23,506	23,506	
52000-58990 Other Charges and Expenses	5,601	824	3,200	3,200	3,200	
ZONING BOARD OF APPEALS TOTAL	33,027	21,334	26,054	26,706	26,706	2.50%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
177 OPEN SPACE						
52000-58990 Other Charges and Expenses	1,500	1,964	2,000	2,000	2,000	
OPEN SPACE TOTAL	1,500	1,964	2,000	2,000	2,000	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS RECOMM	Percent Inc./Decr.
182 ECONOMIC DEVELOPMENT COMMITTEE						
51000-51990 Personal Services	24,712	25,100	26,563	27,416	27,416	
52000-58990 Other Charges and Expenses	9,263	3,136	14,900	14,900	14,900	
ECONOMIC DEVELOPMENT COMMITTEE TOTAL	33,975	28,236	41,463	42,316	42,316	2.06%

190-199 Other

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE						
51000-51990 Personal Services	311,905	333,026	367,668	377,886	377,886	
52000-58990 Other Charges and Expenses	222,279	170,962	180,246	205,550	205,550	
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	534,184	503,988	547,914	583,436	583,436	6.48%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
193 PUBLIC ACCESSIBILITY COMMITTEE						
51000-51990 Personal Services	0	0	0	0	0	
52000-58990 Other Charges and Expenses	0	0	2,500	2,500	2,500	
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	0	0	2,500	2,500	2,500	0.00%

200-299 Public Safety

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
210 POLICE DEPARTMENT						
51000-51990 Personal Services	1,912,130	1,987,889	2,183,710	2,335,472	2,335,472	
52000-58990 Other Charges and Expenses	134,101	133,034	130,400	151,124	151,124	
POLICE DEPARTMENT TOTAL	2,046,231	2,120,924	2,314,110	2,486,596	2,486,596	7.45%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
220 FIRE DEPARTMENT						
51000-51990 Personal Services	1,941,336	1,990,988	2,091,759	2,126,887	2,126,887	
52000-58990 Other Charges and Expenses	210,404	213,769	215,150	251,136	251,136	
FIRE DEPARTMENT TOTAL	2,151,740	2,204,758	2,306,909	2,378,023	2,378,023	3.08%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
241 BUILDING DEPARTMENT						
51000-51990 Personal Services	114,742	145,928	149,584	153,546	153,546	
52000-58990 Other Charges and Expenses	39,200	3,352	7,425	10,925	10,925	
BUILDING DEPARTMENT TOTAL	153,942	149,280	157,009	164,471	164,471	4.75%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
291 CIVIL DEFENSE						
51000-51990 Personal Services	2,926	2,926	2,926	2,926	2,926	
52000-58990 Other Charges and Expenses	6,422	8,224	7,092	7,225	7,225	
CIVIL DEFENSE TOTAL	9,348	11,150	10,018	10,151	10,151	1.33%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR						
52000-58990 Other Charges and Expenses	27,592	27,752	28,490	28,490	28,490	
ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL	27,592	27,752	28,490	28,490	28,490	0.00%

400-499 Public Works & Facilities

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
400, 420 DEPT. OF PUBLIC WORKS						
(Highway, Cemetery, Tree)						
51000-51990 Personal Services	916,585	913,865	1,000,555	1,019,717	1,019,717	
52000-58990 Other Charges and Expenses	1,330,150	1,356,841	1,389,820	1,472,750	1,472,750	
DEPT. OF PUBLIC WORKS TOTAL	2,246,735	2,270,707	2,390,375	2,492,467	2,492,467	4.27%

500-599 Human Services

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
510 ELECTED BOARD OF HEALTH						
51000-51990 Personal Services	0	0	450	450	450	
ELECTED BOARD OF HEALTH TOTAL	0	0	450	450	450	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
512 BOARD OF HEALTH						
51000-51990 Personal Services	106,820	112,380	112,887	153,657	AT	
52000-58990 Other Charges and Expenses	54,262	49,997	57,830	80,624	TOWN	
BOARD OF HEALTH TOTAL	161,082	162,377	170,717	234,281	MEETING*	37.23%

*BOS/Advisory do not support the requested budget. Recommendations from BOS and Advisory will be made at Town Meeting.

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
541 COUNCIL ON AGING						
51000-51990 Personal Services	258,083	261,078	277,842	288,027	288,027	
52000-58990 Other Charges and Expenses	57,881	31,778	58,785	59,815	59,815	
COUNCIL ON AGING TOTAL	315,964	292,857	336,627	347,842	347,842	3.33%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS RECOMM	Percent Inc./Decr.
542 YOUTH COMMISSION						
51000-51990 Personal Services	141,070	179,325	223,826	237,498	237,498	
52000-58990 Other Charges and Expenses	9,072	7,086	14,292	12,500	12,500	
YOUTH COMMISSION TOTAL	150,142	186,411	238,118	249,998	249,998	4.99%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
543 VETERANS' SERVICES						
51000-51990 Personal Services	15,000	15,000	15,000	15,000	15,000	
52000-58990 Other Charges and Expenses	24,319	17,370	20,845	20,845	20,845	
VETERANS' SERVICES TOTAL	39,319	32,370	35,845	35,845	35,845	0.00%

600-699 Culture & Recreation

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
610 LIBRARY						
51000-51990 Personal Services	383,123	401,122	425,177	437,098	437,098	
52000-58990 Other Charges and Expenses	137,402	126,815	131,445	136,231	136,231	
LIBRARY TOTAL	520,525	527,936	556,622	573,329	573,329	3.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
630 RECREATION COMMISSION						
51000-51990 Personal Services	124,478	127,881	138,362	143,280	143,280	
52000-58990 Other Charges and Expenses	9,900	12,681	9,900	10,258	10,258	
RECREATION COMMISSION TOTAL	134,378	140,562	148,262	153,538	153,538	3.56%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
691 HISTORICAL COMMISSION						
52000-58990 Other Charges and Expenses	3,500	2,460	2,500	3,362	3,362	
HISTORICAL COMMISSION TOTAL	3,500	2,460	2,500	3,362	3,362	34.48%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
692 MEMORIAL DAY						
52000-58990 Other Charges and Expenses	2,432	3,147	3,000	3,150	3,150	
MEMORIAL DAY TOTAL	2,432	3,147	3,000	3,150	3,150	5.00%

700-799 Debt Service

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
DEBT PRINCIPAL AND DEBT INTEREST						
0100-710-59100 Principal General Fund	2,602,060	2,397,976	2,352,547	2,391,470	2,391,470	
0100-751-59150 Interest General Fund	575,634	915,970	1,003,977	933,652	933,652	
DEBT PRINCIPAL AND DEBT INTEREST TOTAL	3,177,694	3,313,946	3,356,524	3,325,122	3,325,122	-0.94%

900-999 Uuclassified

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
910 EMPLOYEE BENEFITS						
51700 Police/Fire Accident and Workers' Comp.	231,685	236,745	243,223	249,368	249,368	
51710 Unemployment Payments	4,350	8,743	29,578	30,000	30,000	
51720 Health Insurance	4,611,357	4,941,289	5,207,585	5,283,905	5,283,905	
51730 Retirement Fund	1,777,093	1,958,833	2,170,625	2,321,536	2,321,536	
51740 Life Insurance	5,669	5,124	5,297	5,215	5,215	
51750 Flexible Spending Account	7,551	6,757	7,440	7,250	7,250	
51770 Medicare	347,606	357,372	375,970	378,579	378,579	
51780 Dental Insurance	225,444	217,860	236,306	248,964	248,964	
51785 Medicare B Penalty	17,644	17,985	17,750	17,040	17,040	
59660 Transfer to OPEB Trust	250,000	250,000	250,000	0	0	
EMPLOYEE BENEFITS TOTAL	7,478,399	8,000,708	8,543,774	8,541,857	8,541,857	-0.02%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
930 BUDGET CAPITAL						
POLICE: CRUISERS (2)						
LIBRARY: NEW ROOF (ENG & INSTALLATION)						
POLICE: TASER PROGRAM			*49,507*			
BUILDING: INSPECTOR VEHICLE						
FIRE: CHIEF VEHICLE C20						
DPW: TREE MAINT FUNDING						
DPW: EQUIPMENT TRAILER 2006 REPLACEMENT						
52000-58990 Other Charges and Expenses	324,343	306,350				
BUDGET CAPITAL TOTAL	324,343	306,350	49,507	0	0	-100.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
941 COURT JUDGMENTS						
57600 Court Judgments	220,659	223,108	225,000	229,900	229,900	
COURT JUDGMENTS TOTAL	220,659	223,108	225,000	229,900	229,900	2.18%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
945 LIABILITY INSURANCE						
52000-58990 Other Charges and Expenses	267,230	273,629	284,595	297,402	297,402	
LIABILITY INSURANCE TOTAL	267,230	273,629	284,595	297,402	297,402	4.50%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
300 ELECTED SCHOOL COMMITTEE						
51000-51990 Personal Services	500	100	500	500	500	
ELECTED SCHOOL COMMITTEE TOTAL	500	100	500	500	500	0.00%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
301 SOUTHBOROUGH SCHOOLS						
REGULAR DAY PROGRAMS						
Administration	610,997	642,676	689,509	719,453	719,453	
Instruction	10,978,287	11,310,744	11,465,585	11,987,962	11,987,962	
Other Student Services	845,086	826,273	834,340	868,543	868,543	
Operation and Maintenance Buildings	1,691,826	1,680,550	1,596,094	1,692,794	1,692,794	
Fixed Charges	4,100	4,100	4,100	2,150	2,150	
Contractual Obligation	0	0				
REGULAR DAY PROGRAMS TOTAL	14,130,296	14,464,343	14,589,628	15,270,902	15,270,902	
SPECIAL EDUCATION PROGRAMS						
Administration	17,800	18,500	18,000	18,500	18,500	
Instruction	4,631,617	4,886,531	4,898,567	5,028,610	5,028,610	
Other Student Services	510,608	578,500	445,000	506,000	506,000	
Operation and Maintenance Buildings	4,500	5,000	4,000	4,000	4,000	
Programs, Other Systems in Massachusetts	1,111,165	868,000	1,190,600	818,362	818,362	
Programs, Member of Collaborative	0	0	90,680	88,060	88,060	
SPECIAL EDUCATION TOTAL	6,275,690	6,356,531	6,646,847	6,463,532	6,463,532	
GRAND TOTAL OPERATING BUDGET	**20,405,986**	**20,820,874**	**21,236,475**	**21,734,434**	**21,734,434**	2.34%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
302 ALGONQUIN REGIONAL HIGH SCHOOL						
REGULAR DAY PROGRAMS						
Administration	663,443	688,349	744,395	788,415	788,415	
Instruction	11,509,251	11,440,824	11,613,305	11,871,456	11,871,456	
Other Student Services	2,003,707	2,029,191	2,023,745	2,034,337	2,034,337	
Operation and Maintenance Buildings	1,702,050	1,736,088	1,768,150	1,814,368	1,814,368	
Fixed Charges	3,620,778	3,875,748	4,049,667	4,274,119	4,274,119	
New Equipment	155,200	26,000	16,500	0	0	
Tuition, Other Public Schools	290,000	290,000	240,000	240,000	240,000	
Contractual Obligation	0	0	0	0	0	
REGULAR DAY PROGRAMS TOTAL	19,944,429	20,086,200	20,455,762	21,022,695	21,022,695	

SPECIAL EDUCATION PROGRAMS						
Administration	9,300	16,800	17,300	18,600	18,600	
Instruction	2,271,114	2,504,494	2,794,608	2,852,854	2,852,854	
Other Student Services	251,280	253,780	259,280	260,280	260,280	
Operation and Maintenance Buildings	2,000	2,000	2,000	2,000	2,000	
Fixed Charges	1,595	1,595	1,595	1,595	1,595	
Programs, Other Systems in Massachusetts	479,180	840,979	424,279	813,679	813,679	
Programs, Member of Collaborative	124,060	69,600	177,256	5,000	5,000	
SPECIAL EDUCATION TOTAL	3,138,529	3,689,248	3,676,318	3,954,008	3,954,008	
GRAND TOTAL OPERATING BUDGET	**23,082,958**	**23,775,448**	**24,132,080**	**24,976,703**	**24,976,703**	3.50%

	NON EXEMPT	EXEMPT	TOTAL			Percent Inc./Decr.
FY 2021 SOUTHBOROUGH ASSESSMENT	**7,541,363**	**397,404**	**7,938,767**			2.21%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL						
Southborough Operating Assessment	329,255	293,357	349,405	400,969	400,969	
Renovation Project - Capital Assessment	38,417	37,405	36,393	35,381	35,381	
SOUTHBOROUGH ASSESSMENT	367,672	330,762	385,798	436,350	436,350	13.10%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL						
Tuition/Transportation Assessment	0	0	44,634	44,634	44,634	
NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL TOTAL	0	0	44,634	44,634	44,634	0.00%

Proposed by: BOARD OF SELECTMEN

Summary: *See budget report including Advisory Committee and Board of Selectmen's FY22 recommendations. If the Advisory Committee recommendation differs from that of the Board of Selectmen, it shall be noted in that departmental budget.*

ARTICLE 8: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2022, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

BUDGET NAME	FY 2019	FY 2020	FY 2021	FY 2022	PERCENT
WATER - PUBLIC WORKS	**ACTUAL**	**ACTUAL**	**BUDGET**	**REQUEST**	**(+) or (-)**
51000-51990 Personal Services	339,522	352,225	355,405	368,506	
52000-58990 Other Charges & Expenses	1,229,247	1,307,495	1,341,950	1,855,950	
59100 Debt Principal Water	290,000	410,000	340,000	344,408	
59150 Debt Interest Water	107,604	135,978	142,490	111,526	
59510 Indirect Costs	90,000	131,239	160,847	204,695	
Capital Equipment - Lease					
Hook Lift Truck	-	-	-	9,169	
Pick-Up Diesel Truck F-350	-	-	-	10,697	
TOTAL WATER - PUBLIC WORKS	2,056,373	2,336,937	2,340,692	2,904,951	24.11%

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates, which supports all aspects of the department's operation. The first year of funding for those capital items that are being leased for use by the Water Department, in whole or in part, are included in this budget.*

Hook Lift Truck - This item will replace a 2002 version. This truck is critical to a variety of operations throughout the year. It was scheduled to be replaced in the last fiscal year in the event of a Fall Town Meeting. The truck that it is replacing is currently sitting idle and is no longer on the road and was not used during the last winter plow season. This portion represents the amount to come out of the water fund.

Pick-Up Diesel Truck F-350 - This item will replace a 2011 version of the same make/model. This truck is used by DPW water staff on a daily basis to carry out their duties.

ARTICLE 9: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article. The funding amount has been the same each year since 2015, and is not changing for FY22.*

ARTICLE 10: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	Request	Levy	Other Funds
A.	LIBRARY: Interior Renovations, Floor Coverings and Painting	$115,000	$115,000	
B.	TOWN HOUSE: Bathroom Renovation	$ 40,000	$ 40,000	
C.	DPW: Chipper	$ 30,000	$ 30,000	
D.	DPW: Equipment Trailer Replacement	$ 12,000	$ 12,000	
E.	DPW: Road Maintenance	$325,000	$325,000	
F.	FIRE: Thermal Imaging Cameras	$ 30,000	$ 30,000	
G.	FIRE: Fire Hose & Nozzle Replacement	$ 20,000	$ 20,000	
H.	FIRE: Turnout Gear Fund	$ 40,000	$ 40,000	
I.	INFORMATION TECHNOLOGY: Server and Storage	$ 40,000	$ 40,000	
J.	POLICE: Defibrillators	$ 18,200	$ 18,200	
K.	POLICE: Police Cruisers (2)	$101,000	$101,000	

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary:
A. This item will provide the funds needed to replace various sections of floor coverings installed in the late 1980's, repaint interior walls, and make upgrades to interior finish surfaces on the upper level of the Southborough Library;
B. This item will provide the funds needed for the purpose of renovating the men's and/or women's restroom at the Southborough Town House. Elements of renovation work will include tile replacement, installation of new privacy components, and plumbing upgrades in the subject restroom, which has not had any major betterments for over 40 years;
C. This item will replace a chipper that is beyond its useful life. The chipper is used in both emergency and non-emergency situations by DPW crews;
D. This item will replace an equipment trailer purchased in 2006. The current trailer no longer meets the standards needed to carry the weight of the equipment towed around on the trailer;
E. These funds are for public roadway, sidewalks and walkway maintenance, repair and construction throughout town. These are expended in conjunction with Chapter 90 roadway improvement funding from the Commonwealth;
F. This item will replace two (2) thermal imaging cameras carried on the fire department pumpers. These cameras are the end of their life expectancy and are critical to firefighting operations to protect life and property;
G. This item will replace miscellaneous fire hose and nozzles carried on the department's fire apparatus that is beyond its life expectancy or has failed during regular maintenance checks. This is part of an ongoing maintenance of the equipment. On average, this is replacing items that are 15 – 20 years old.
H. These funds will be used to fund an initial contribution for new and replacement fire turnout gear. These funds are anticipated to cover approximately ten full sets of turnout gear that will reach the end of their useful life in the next fiscal year. Funds expended from this item will be approved by the Capital Planning Committee based on recommendations from the Fire Chief;
I. These funds will cover any onsite or cloud infrastructure needs for municipal IT as part of a formal plan developed by the IT Manager and Municipal Technology Committee;
J. This item is for the replacement of ten (10) portable defibrillator units that are located in each of the marked patrol vehicles. The current units were purchased in 2008, and are well past their useful life expectancy of ten years;
K. This item is for the replacement of two front line cruisers nearing or over 100,000 miles (2016 Ford Taurus currently 92,088 miles, 2016 Ford Explorer currently 109,110 miles). They will be replaced with a 2021 Ford Police Interceptor Utility AWD Hybrid, and a 2021 Dodge Charger AWD gas engine. The hybrid model is eligible for Green Communities funds, which if awarded would defray the purchase price by $5,000. The anticipated gas savings with the hybrid model is $3,179, according to the manufacturer.

ARTICLE 11: To see if the Town will vote to appropriate a sum of money to pay costs of acquiring all or a portion of the following equipment and to see if this appropriation shall be met by borrowing or otherwise, and/or authorize, under General Laws Chapter 30B, Chapter 44, Section 21C, upon the recommendation of the Board of Selectmen, the following lease purchase financing agreements for the acquisition of all or a portion of the following equipment that may be acquired through the issuance of debt under G.L. c. 44 or improvement of a capital asset the improvement of which may be financed by the issuance of debt under G.L. c. 44, the term of such agreement not to exceed the useful life of the equipment or improvement as determined by the Board of Selectmen, and to authorize the Town Administrator to enter into such agreements on behalf of the Town, and to approve appropriation for the first year payments of the agreements as stated below in the column "First Year Amount":

	Equipment	Authorized Department	Source of Appropriation	First Year Amount
A.	1 - Fire Tender 2,000 Gallon	Fire Department	FY22 Capital Budget - Ambulance Fund or Borrowing	$61,127
B.	1 - Horton Type Ambulance	Fire Department	FY22 Capital Budget - Ambulance Fund	$42,025
C.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY22 Capital Budget - General Fund	$25,215
D.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY22 Capital Budget - General Fund	$10,697
E.	1 - Fire Dept Chief Vehicle	Fire Department	FY22 Capital Budget - General Fund	$9,169

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary:
A. This item will add a Fire Tender that is capable of carrying 2,000 gallons of water to a fire scene. This is a newly proposed vehicle for the Department that will be used both in areas of town without hydrants, but also supplement operations in areas with hydrants. The Department is also seeking a grant for the acquisition of this asset. The request originated after a full operational review of the Fire Department by the Chief.
B. This item will replace a 2014 Ambulance that is used in rotation with a 2nd ambulance. This ambulance responds to approximately 500 emergencies a year. Due to the long lead time to manufacture these vehicles, this ambulance is being requested now to avoid costly repairs on the 2014 Ambulance.
C. This item will replace a 2002 version. This truck is critical to a variety of operations throughout the year. It was scheduled to be replaced in the last fiscal year in the event of a Fall Town Meeting. The truck that it is replacing is currently sitting idle and is no longer on the road and was not used during the last winter plow season. This portion represents the amount to come out of the general fund.
D. This item will replace a 2008 version of the same make/model. This truck is used by DPW staff on a daily basis to carry out their duties.
E. This item will replacement of a Fire Department SUV to be utilized by the Fire Chief. The current vehicle is a 2013 Ford Explorer which will be retained to replace the Facilities Director's vehicle (2003 Ford Crown Victoria). The Fire Department SUV is used for department business, emergency response, and as a mobile incident command post. This item will purchase and appropriately equip a Chevrolet Tahoe 4-wheel drive SUV or equivalent.

ARTICLE 12: To see if the Town will vote to raise and appropriate the sum of $5,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support
Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

ARTICLE 13: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Advisory Committee as requested, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

ARTICLE 14: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2022:

1. Immunization/emergency dispensing clinic; $12,000.
2. Inspectional services; $100,000.
3. 9-11 Field Maintenance; $100,000.
4. Wetland Protection; $30,000.
5. Hazardous materials; $75,000.
6. CPR classes; $6,500.
7. Community garden; $2,500.
8. Recreation programs; $400,000.
9. Tobacco Control Program; $4,000.
10. Golf Course maintenance; $30,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 15: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2022 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer's projections)…….. $386,300
State Match (projected FY2022 State match)……..…….. $ 75,275
FY2021 State Match Adjustment……. $ 49,976
Total Projected Revenue…….. $511,551

Set Aside- Open Space

$51,155 to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation

$51,155 to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

Set Aside – Community Housing

$51,155 to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Administrative Costs – Community Preservation Committee

$25,578 to defray the administrative and operating expenses of the Community Preservation Committee in FY2022 for the Community Preservation Fund

, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The budget and set asides are an annual requirement under the Community Preservation Act.*

ARTICLE 16: To see if the Town will vote to appropriate $82,938 to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation from the CPA FY2022 estimated CPA annual revenue. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article is the Community Preservation Fund payment towards the FY2022 debt funding for the Preservation Restriction of 84 Main Street as approved at the 2016 Annual Town Meeting.*

ARTICLE 17: To see if the Town will vote to appropriate $13,033 towards FY21 Interest for the renovation and restoration of the Historic Southborough Library building from the Historic Reserve Fund; and to also vote to appropriate $71,705 to be applied towards the FY22 bond payment for the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. $38,122 from the CPA Historic Preservation Reserve Fund and $33,583 from the FY21 CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article is the Community Preservation Fund payment toward the debt funding for the renovation and restoration of the Historic Southborough Library as approved at the 2019 Annual Town Meeting.*

ARTICLE 18: To see if the Town will vote to appropriate $238,750 from the CPA Fund FY2021 Budgeted Reserve for the renovation and restoration of Kallander Field, located on Kallander Drive in Southborough (Parcel ID 56-0000-012-0) for recreation purposes as requested by the Recreation Department. This consists of $210,100 in project costs and an additional $28,650 in contingency funding. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction of the Recreation Director Tim Davis and the Southborough Recreation Department, said funds will be used to restore and renovate Kallander Field, to address significant drainage issues that plague the field.*

ARTICLE 19: To see if the Town will vote to appropriate $300,000 for the restoration and preservation of the Historic St. Mark's Bell Tower located at 27 Main Street Southborough for Historic purposes. $23,061.76 from the CPA Historic Preservation Reserve Fund and $276,938.24 from FY21 CPA Fund Balance. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: Not Support
Summary: *Under the direction of the St. Mark's Building Committee said funds will be used to restore and preserve the St. Marks Bell Tower in conformance with a Preservation Restriction held by the Massachusetts Historical Commission. The goal is to preserve St. Mark's Bell Tower for many future generations of Southborough residents to enjoy. Built in 1891 on land donated by Joseph Burnett, the tower has fallen into major disrepair over the years. Issues include water penetration, unevenly faced stones, cracked mortar joints, and stone slippage. Without restoration of the tower, the historic viewscape of our town will be forever changed. Satisfying the Community Preservation Act goal to preserve and maintain historic landmarks, this project would preserve the tower and keep its historical significance. St. Mark's Church is part of the Southborough Historical Commission project to add downtown Southborough to the State and National Register of Historic Places. The tower restoration project strictly falls under historic preservation and does not contain any religious depiction. This $300,000 request is for partial funding of total project costs of $565,000 with remainder raised by St. Mark's.*

ARTICLE 20: To see if the Town will vote, pursuant to Mass. General Laws in Chapter 44, as amended, Chapter 44B, or any other enabling authority, to appropriate and borrow a sum of money not to exceed the amount of two million, thirty thousand dollars ($2,030,000) for historic restoration of the Southborough Town House, including costs incidental or related thereto, for a period of twenty (20) years, excluding the term of any temporary loans issued and in anticipation therefor, and allow the Treasurer to apply the net premium and any accrued interest to the costs of the project and reduce the amount authorized to be borrowed for the project by like amount.

Additionally to appropriate two hundred eight thousand, two hundred eighty-four dollars ($208,284) with one hundred ninety-two thousand, six hundred and nine dollars ($192,609) from the FY22 estimated CPA annual revenues and fifteen thousand, six hundred seventy-five dollars ($15,675) from the 2021 CPA Fund Balance for a total project cost of two million, two hundred thirty eight thousand, two hundred eighty four dollars ($2,238,284) for historic preservation purposes.

This consists of $1,986,644 for historic preservation /restoration project costs and $251,640 contingency funding, for the Southborough Town House Exterior Preservation and Restoration Project, as requested by the Southborough Facilities Department for historic purposes. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44 §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

And to further authorize the Board of Selectmen and/or a qualified Historical Organization with the Board of Selectmen's express approval to submit on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from The Commonwealth of Massachusetts or the United States and/or any other state or federal programs including those in aid of Historic Preservation and/or any others in any way connected with the scope of this article. Said gifts or grants to be deposited in the Historic Reserve Community Preservation Fund.

The Board of Selectmen is hereby directed to grant a Perpetual Preservation Restriction on the historical exterior and windows of the Town House Building, 17 Common Street, Southborough, MA 01772 to be recorded in conformance with the requirements of Massachusetts General Laws and to enter into all agreements and execute any and all instruments as may be necessary to effect said Perpetual Preservation Restriction. The cost of the Perpetual Preservation Restriction to be paid from funds from this appropriation and the holder of the Perpetual Preservation Restriction shall be approved by a majority vote of the Community Preservation Committee.

The Town of Southborough shall retain ownership of this building in perpetuity except as authorized by a vote of the citizens at a town election with a margin of 90% approval of the total ballots cast.

Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding.

All of the work will comply with the Building and Architectural Access Board codes as applicable, the historic district review requirements, and The Secretary of the Interior's Standards for the Treatment of Historic Properties.

The Town shall prepare a draft Perpetual Preservation Restriction and submit the Perpetual Preservation Restriction to the MA Historical Commission no later than 180 days after the commencement of construction activities.

Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support; reserve pending review of motion
Advisory Committee Recommendation: Support
Summary: *Under the direction of John Parent, Southborough's Director of Facilities the Southborough Town House Exterior Preservation and Restoration Project is focused on restoring various original elements of the building structure, where deemed prudent. Projects at the Town House include window sash replacement*, exterior renovation work and roof replacement *Great care has also been taken to ensure that any replacement components will be designed in such a fashion as to authentically replicate the original components they would replace. The proposed project has been structured in a way that helps preserve the overall original appearance and integrity of the Town House, while also taking into consideration the functional needs of building occupants. The Preservation Restriction will ensure that Southborough benefits from the presence of this historic property gracing our Historic Town Center in perpetuity.*

***ARTICLE 21**:* To see if the Town will vote to appropriate $9,950 from the FY22 estimated CPA annual revenue for the Southborough History Museum Condition Assessment for historical purposes as requested by the Southborough Historical Society. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the Direction of the Historical Society and with review by Southborough Facilities Department Director John Parent, the Southborough Historical Society will hire a historical architect to conduct a Condition Assessment of the historic 1859 Flagg School. The assessment will include historic paint research on the building, draw up plans and budgets for the window restoration and other relevant exterior issues such as redesigning the unsafe front and rear stairs which is needed to preserve the building into the 21st century and beyond.*

***ARTICLE 22**:* To see if the Town will vote to appropriate $47,011 from the FY22 estimated CPA annual revenue for the 1.6 mile Peninsula Trail for recreation purposes as requested by the Southborough Trails Committee (STC) with $42,737 in project costs and an additional $4,274 in contingency funding. The STC shall apply for the Massachusetts Department of Conservation and Recreation trails grant for matching funds. In the event the grant funds are not awarded, these CPA funds will be used to provide signage and install required fencing to enable use of the property. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction of the Southborough Trails Committee (STC), said funds will be used for improvements of a 1.6 mile trail segment to close a gap in the 33-mile regional Boroughs Loop Trail (BLT) that connects the trail networks of Marlborough, Northborough, Westborough and Southborough. The trail will also be part of MWRA's Aqueduct Trail system and will serve as a future connection to Framingham's Aqueduct Trail on the east side off Pine Hill Road. The BLT is adjacent to, and intersects with, the Bay Circuit Trail, a 230-mile regional trail extending through 37 communities. Constructing this section of trail will help to close an important trail gap in Southborough and fulfill the town's commitment to complete this initiative. Parking will be available for 2-4 cars at the Rt.30/Central street location. This project consists of two components: • Wayfinding/regulatory interpretive and historical signage • Fencing to enclose the Hosmer Riser. Additionally this funding allows the STC to apply for the Massachusetts DCR trails grant to improve Trail accessibility at Route 30 and Central Street.*

***ARTICLE 23**:* To see if the Town will vote to authorize the Board of Selectmen to dispose of a parcel of land with structures thereon deemed surplus property with no further public purpose, by deed of conveyance, grant or transfer after appraisals have been obtained and upon such terms and conditions as the Board of Selectmen deem appropriate. Said parcel of land being described as follows: 21 Highland Street, having been acquired by deed dated June 26, 1911 and recorded in the Worcester Registry of Deeds at Book 1974, Page 229; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary: *The former South Union School at 21 Highland Street currently houses the Recreation and Youth & Family Services departments. The building will require some significant maintenance in the coming years, including boiler and roof replacement, and exterior maintenance work which are estimated to cost in excess of $400,000. In consultation with the Capital Planning Committee, the Board of Selectmen have issued a Request for Proposals (RFP) for the disposition of the building and the property (excluding playground equipment), to determine its best value. The results of that bid process will be available in early-May, and will form the basis of the motion to be made in relation to this article.*

ARTICLE 24: To see if the Town will vote to amend the interest rate per annum from 4% to 2% and increase the income limit (gross receipts) from $20,000 to $45,000 under the provisions of Massachusetts General Laws, Chapter 59, §5 (41A) which regulates tax deferral for homeowners 65 years or older pursuant to the authority contained in Chapter 136 of the Acts of 2005 of the General Court thereby amending M.G.L. Ch. 59, §5 (41A), or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN, BOARD OF ASSESSORS & COUNCIL ON AGING
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The senior property tax deferral program, known as Clause 41A, allows people 65 or over to defer their property taxes until their home is sold or conveyed. This article will change the interest rate charged on "deferred tax" liens from the current 4% to 2%. It also will increase the income limits of applicants from $20,000 to $45,000.*

ARTICLE 25: To see if the Town will vote to amend Section 9-24 "Qualification of elected and appointed officials" of the Town Code, by deleting the text in its entirety, and replacing with the following:

"All elected and appointed officials shall be qualified by the Town Clerk within 30 days of their election except where a different period is specified in the General Laws. If an appointed official is not qualified in this period, his/her appointment shall terminate, and the appointing authority shall be so notified by the Town Clerk."

; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Currently, elected and appointed officials have 15 days to be sworn in by the Town Clerk's office; this article will allow those officials additional time to be sworn in following their appointment or election. The current requirement of 15 days was found to be too limiting, as appointment dates often conflicted with the 4th of July holiday and summer vacations. The Board of Selectmen was having to reappoint certain positions multiple times due to the inability of individuals to be sworn in within the required timeframe.*

ARTICLE 26: To see if the Town will vote to amend the provisions of the Southborough Code, Chapters 41-2 9 entitled Notice of Town Meetings and § 41-26 Availability of Annual Report and Warrant by:

1) Deleting § 41-2 in its entirety and replacing it with:
A. Notice of every Town Meeting shall be given by posting attested copies of the warrant on the Town website, at the Town House, the Southborough Library, the Senior Center and the Transfer Station seven days at least before the time appointed for the Annual Town Meeting and fourteen days at least before the time appointed for a Special Town Meeting.

Creating a new section §41-2.1 entitled Location of Town Meeting
B. The warrant for an annual or special town meeting may specify that the meeting is to be held in a suitable auditorium or other facility in Southborough or in any town contiguous to Southborough. Town Meeting may also vote to adjourn to such a facility if it deems appropriate.

2) Change the Title of Article III from Availability of Annual Report and Warrant to Availability of Annual Report.

3) Strike § 41-26 in its entirety and replace with:
§ 41-26 Availability of Annual Report.
At least fourteen (14) days prior to the Annual Town Meeting, the Selectmen shall place a notice on the town website and on Southborough Access Media advising that copies of the Annual Town Report are available to the public on the town website, at the Southborough Town House, at the Southborough Library and at the Southborough Senior Center.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article would correct the conflicting language in Southborough Code sections 41-2 and 41-26. This article would also allow a Town Meeting to be held in any of the towns contiguous to Southborough. For example, a town meeting could be held at Algonquin Regional High School if the town were unable to hold the meeting in Southborough for any reason.*

ARTICLE 27*:* To see if the Town will accept the provisions of Chapter 41, Sec. 110A of the Massachusetts General Laws "Office hours on Saturday": "Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday."

;or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Acceptance of this provision of the General Law would extend a voter registration deadline which occurs on a Saturday to the following Monday.*

ARTICLE 28*:* To see if the Town will vote to adopt the provisions of MGL c.90, Section 17C to allow the Board of Selectmen to reduce the statutory speed limit from 30MPH to 25MPH on any or all town-owned roadways in thickly settled or business district areas, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article provides the Selectmen with the authority to reduce speed limits on certain town-owned streets in the interest of public safety.*

ARTICLE 29: To see if the Town will vote to adopt the provisions of MGL c.90, Section 18B to allow the Board of Selectmen to establish regulatory 20MPH safety zones on public streets within the Town of Southborough in the interest of public safety, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article provides the Selectmen with the authority to establish safety zones on streets in the interest of public safety.*

ARTICLE 30*:* To see if the Town will vote to impose a .75% meals tax on the sales of restaurant meals by accepting Massachusetts General Laws, Chapter 64L, Section 2(a), or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support

Summary: *This article will require all local restaurants to charge an additional .75% in meals tax, which will come back to the Town as unallocated revenue through State Local Aid. Most other communities in our area have adopted this local option as well. The local meals tax has been identified as an additional revenue source to help alleviate increases to residential property taxes.*

ARTICLE 31: To see if the Town will vote to adopt in Chapter 9 of the General Bylaws, Article X to be entitled **"**Southborough Public Accessibility Committee", Sections 9.34 through 9.35 of the Town bylaws, the following:

Article IX Southborough Public Accessibility Committee

§9.34 Purpose

Numerous laws, statutes, policies and regulations require and/or encourage access to facilities, programs and services for all members of the public. These include, but are not limited to:

- The Americans with Disabilities Act of 1990 - 42 U.S.C. ch. 126 § 12101 et seq
- Regulations promulgated by the Massachusetts Architectural Access Board (521 CMR)
- The Voting Accessibility for the Elderly and Handicapped Act of 1984 - P.L. 98-435, 42 U.S.C. §§ 1973ee–1973ee-6
- The Individuals with Disabilities Education Act – 20 U.S.C. §§ 1400 et seq.
- The Rehabilitation Act of 1973 – USC 31-41c, 29 U.S.C. § 701 et seq
- The Architectural Barriers Act - 42 U.S.C. §§ 4151 et seq.
- Massachusetts Employment Law MGL ch 151B
- Massachusetts Public Accommodation Law - MGL ch 272
- Massachusetts Equal Rights Act - MGL Ch. 93 §§ 102
- Massachusetts Constitution Article CXIV (114)
- Massachusetts Service Animals Law – MGL Ch. 272 §§ 98A

Southborough supports a coordinated approach to monitoring and increasing public accessibility and ensuring compliance with local, state and federal requirements. In addition, it is desirable to encourage property owners to consider adopting optional policies that increase accessibility. As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for developing and implementing this coordination. It will report on status and progress to the Board of Selectmen and the Town Meeting.

§9.34.A Establishment; Membership; Qualifications

There shall be a Southborough Public Accessibility Committee ("SPAC"), which shall consist of five voting members appointed by the Board of Selectmen, plus the non-voting, ex-officio members identified below. Any non-voting, ex-officio member shall not count toward the calculation of a quorum for the SPAC for voting purposes.

Each voting member shall be a registered voter in the Town and shall not be a Town officer (where a "Town officer" means a Town official who serves in an elected position) or a Town employee (where a "Town employee" is any person holding a non-elected, paid position in the Town other than a volunteer who is deemed a Special Municipal employee solely for the purposes of MGL Chapter 268A).

The Board of Selectmen shall designate a Public Accessibility Coordinator ("Coordinator"), in consultation with the SPAC. The Coordinator shall be responsible for accepting and recording concerns, coordinating reviews, and such other duties as may be assigned.

The Building Commissioner and Coordinator shall be ex-officio members of the SPAC.

§9.34.B Appointments; Terms

Voting members shall be appointed for two-year terms. The initial appointments shall be divided between one and two-year terms, so as to establish overlapping terms.

§9.34.C Organization
The voting SPAC members shall select annually, from among themselves by majority vote, a Chairman and a Secretary.

§9.34.D Funding
The SPAC shall have a budget, as may be approved through the Town's regular budget process, for consultants and other expenses. The SPAC shall submit its projected expenses annually as input to the Town's regular budget process. Any expenditures from the SPAC budget shall require a majority vote of the SPAC, and shall be subject to the Town's policies for such expenditures.

§9.35 Powers and Duties
The SPAC Powers and Duties include, but are not limited to, the following:

- To monitor and enhance the Town's compliance with all applicable laws, statutes, policies, and regulations that require (or encourage) access to facilities, programs and services for all members of the public.
- In coordination with Town officers, departments, and other government entities, to endeavor to ensure that all Town citizens have equal access to:
  - Town government offices and communications
  - Public and commercial buildings
  - Programs
  - Goods and services
  - Transportation
  - Telecommunications, including the internet
  - Recreational facilities and programs
- To review existing and proposed facilities, programs, and projects undertaken by the Town, and to notify the responsible official or entity of its comments. The SPAC may request that other Town officials, committees, departments, and/or entities provide input to these reviews.
- To undertake public outreach and advocacy for accessibility in the Town,
- To periodically, but no less than once per calendar year, report to the Board of Selectmen and the Town Meeting on its activities and findings.
- To provide a mechanism for the public and/or any Town employee to raise concerns about the accessibility of any Town facility, service or program.
- The SPAC (or its designee) shall maintain records of such concerns and their dispositions. To the extent permissible by law, the identities of persons raising such concerns shall be confidential, unless confidentiality is waived by such person.

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article replaces the current ad-hoc Accessibility Compliance Committee with a standing committee. The existing committee was established to address the issues raised by the 1990 Americans with Disabilities Act, and was thought to be needed for a short time. In the time since, regulations in this area have increased and public demand for accessibility has increased. Since the need has persisted for several decades, a standing committee that is not limited to the ADA is the more appropriate construct.*

ARTICLE 32: To see if the Town will vote to amend the provisions of the Southborough Code, Section 9.8 and 9.12 thereof, as follows:

§ 9-8 Establishment; membership; residence requirements. [Amended 4-12-1999 STM by Art. 1; 10-21-2002 STM by Art. 7; 4-15-2008 ATM by Art. 34]
There shall be an Advisory Committee, which shall consist of nine voters of the Town. No member shall be appointed who is a Town officer, employee or member of another Town committee, appointed or elected; provided, however,

that an Advisory Committee member may ~~belong~~be appointed to: a) one ad hoc committee that is appointed by an elected board or official, or b) one other committee appointed by the Moderator, or c) one committee chartered to consider capital appropriations under the following restrictions:

A. The Advisory member's ~~participation~~ appointment is approved in advance by majority vote of the Advisory Committee excluding the member desiring to participate in the above committees.

B. The Advisory member may not vote or be counted for purposes of a quorum during Advisory meetings when matters subject to ~~the jurisdiction of~~consideration by the above other committees are ~~presented to~~ considered by the Advisory Committee.

§ 9-12. Appointment of Chairman and Secretary.
Said Committee shall choose from its membership a Chairman, a Vice-Chairman and a Secretary.

, or act or do anything in relation thereto.

Proposed by: ADVISORY COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The proposed article makes the following changes to the current Advisory by-law:*

§ 9-8 - Proposed article (1) reduces the number of members on the Advisory committee from nine to seven; (2) allows Advisory committee members to sit on a standing committee whose purpose is to consider capital appropriations and (3) allows all Advisory committee members to count toward a meeting quorum even when other committee matters are being considered and Advisory members also sit on that other committee. Advisory members who sit on the other committees must recuse themselves from any discussion or votes taken regarding the other committees' subject matters.

§ 9-12 –Proposed article adds the office of Vice-Chairman.

ARTICLE 33: To see if the Town will vote to adopt in Chapter 9 of the General Bylaws, a new Article IX to be entitled "Capital Improvement and Planning Committee", Sections 9-30 through 9-33 the following:

§ 9-30 Purpose.
As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for creating and maintaining a rolling ten-year Capital Plan across all government entities and will ensure consistent interpretation and execution of that plan. The Committee will work in collaboration with the various government entities that propose capital expenditures. It will report on the plan to the Town Meeting and advise Town Meeting on proposed capital expenditures.

§ 9-30.1 Establishment; membership; qualifications.
A.
There shall be a Capital Improvement and Planning Committee ("CIPC"), which shall consist of seven voting members and the two nonvoting ex-officio members identified below.
B.
Each voting member shall be a resident of the Town.
C.
The voting members shall be appointed by the Board of Selectmen.
D.
One appointed member should be a member of the Board of Selectmen and one member should be a member of the Advisory Committee.
E.
At no time should any elected or appointed board, committee or commission have more than one representative that also is appointed to CIPC.
F.

The Town Administrator and Finance Director shall be appointed as ex-officio members and may be nonresident Town employees. The Town Administrator or Finance Director, after collaboration with the Board of Selectmen as appointing authority, may recommend that another member of the town's finance team (treasurer, assessor, or accounting departments) serve as ex-officio in their place.

§ 9-30.2 Appointments; terms; vacancies; removal.

A.

Voting members shall be appointed for three-year terms. The initial appointments shall be three members for three years, two members for two years, and two members for one year, so as to establish overlapping terms. For subsequent appointments, the appointing authority shall request that the CIPC review the qualifications of prospective appointees, but the final determination of who is selected shall rest with the appointing authority.

§ 9-30.3 Organization; meetings.

A.

The members shall select, from among themselves, a Chairperson, Vice Chairperson and a Clerk.

B.

The CIPC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.

C.

All reports and recommendations of the CIPC made to the Town shall be voted by a majority of the voting members of the CIPC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the nonvoting members.

§ 9-30.4 Funding.

The CIPC shall have a budget or warrant article for consultants and other expenses. It shall submit its projected expenses to the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the CIPC, and be subject to the Town's policies for such expenditures.

§ 9-31 Functions and definitions.

A.

Work with Town Finance Team to maintain town's 10-year capital plan. This will be achieved by regular meetings and discussions with Town Departments, Boards, and Committees that will put forward requests for Capital Funding as part of an Annual or Special Town Meeting. While this Committee will have no oversight of the annual operating budget, they need to be aware and receive regular updates of the operating budgets and other revolving or enterprise funds to ensure that capital needs are considered in an appropriate order and timing.

B.

The CIPC shall follow any capital or other financial policies adopted by the town and provide regular feedback for any potential improvements or enhancements to these policies.

§ 9-32 Project Oversight.

A.

In the absence of a formal building committee for a specific project, CIPC will serve as point of initial approval for all project expenses, change orders, and invoices. Projects falling under the oversight of the CIPC will specifically be decided as part of or immediately following any Town Meeting appropriation by a vote of the Board of Selectmen.

B.

If any elected board decides to have a separate Building Committee for any specific project, then at least one member but not more than two members of the CIPC shall be appointed.

§ 9-33 Reports

A.

Prior to any annual or special town meeting, CIPC shall provide a recommendation on any capital article to appear on the warrant. This recommendation should be communicated to both the Board of Selectmen and Advisory Committee.

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Capital Planning Committee has been an ad-hoc committee since March 2020. Since that time, the Committee has advised the Board of Selectmen on capital expenditures for Town Meeting, and worked collaboratively with the Finance Director and Town Administrator on the overall capital plan and funding/financing options for capital projects. Given the intention for the Committee to continue their work each year as part of the budget process, the Board of Selectmen agreed that the Committee should operate as a standing committee under the Town bylaws.*

ARTICLE 34: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Zoning Article I entitled "Miscellaneous Provisions" and Article V entitled "Nonconforming Uses and Structures" by amending thereto Section 174-9 entitled "Special Permit Requirements" and 174-19 entitled "Extensions" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

Article I: Miscellaneous provisions
§ 174-9 Special permit requirements.
[Amended 4-14-1986 ATM by Art. 46]

E. Nonconforming uses, lots and structures. Special permits may be issued for the extension**,** ~~or~~ alteration**, reconstruction or structural change** of legally nonconforming uses, structures and lots, including a change in the non-conforming use to another non-conforming use, provided that the Board of Appeals finds that such extension, alteration**, reconstruction** or **structural** change shall not be substantially more detrimental to the neighborhood, will not increase the extent of non-conformance in size or in impact and that the cost thereof shall not exceed 50% of the assessed value of the non-conforming structure at the time of application, and further provided that the estimate of the cost of any extension~~, or~~ alteration**, reconstruction or structural change** utilized by the Board of Appeals in evaluating the above specified 50% requirement of the assessed value shall not be less than a cost estimate of such extension~~, or~~ alteration**, reconstruction or structural change** based on a nationally recognized building cost estimate manual or system acceptable to the Zoning Board of Appeals. ~~No special permits under this subsection shall be granted for nonconforming signs subject to Chapter 93 or 93D of the General Laws.~~
[Amended 4-15-2008 ATM by Art. 38]

§ 174-19 **Extensions,** ~~or~~ alterations**, reconstruction or structural changes.**
[Amended 4-10-2000 ATM by Art. 55]

A. Nonconforming structures or uses shall not be extended**,** ~~or~~ altered**, reconstructed or structural changes made** except to make them conforming~~,~~ unless the Board of Appeals authorizes such extension**,** ~~or~~ alteration**, reconstruction or structural change** by special permit upon making findings as provided in § 174-9E.

B. ~~Single family and two family residential structures. In the following circumstances,~~ **Notwithstanding the provisions of Section A above, as provided in M.G.L. c.40A, § 6, if any proposed extension, alteration**, reconstruction**,** ~~extension~~ or structural change to a single or two-family residential **structure complies with one of the conditions set forth in subsections (1) through (5) below, such extension, alteration, reconstruction or structural change** ~~structure~~ shall not be considered an increase in the non-conforming nature of the structure and shall be permitted as of right.
[Amended 10-7-2013 STM by Art. 9]

(1) **Extension, a**~~A~~lteration**, reconstruction or structural change** to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient area~~,~~ where the alteration will also comply with all of said current requirements.~~;~~

(2) **Extension, a**~~A~~lteration**, reconstruction or structural change** to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient frontage~~,~~ where the alteration will also comply with all of said current requirements.~~;~~

(3) **Extension, a**~~A~~lteration**, reconstruction or structural change** to a structure which encroaches upon one or more required setbacks~~,~~ where the alteration will comply with all current setbacks, open lot coverage and building height requirements. The provisions of this s~~S~~ubsection ~~B (3)~~ shall apply regardless of whether the lot complies with current area and frontage requirements.

(4) Extension, alteration, reconstruction or structural change to the rear, side or fascia of a structure which encroaches upon a required yard or setback area where the alteration will not encroach upon such area to a distance greater than the existing structure. The provisions of this subsection shall apply regardless of whether the lot complies with current area and frontage requirements.

(5) Extension, alteration, reconstruction or structural change to a non-conforming structure which will not increase the footprint of the existing structure providing that existing height restrictions shall not be exceeded.

In the event that the Building Commissioner determines that none of the exemptions set forth in subsections (1) through (5) apply, and the Building Commissioner determines that the non-conforming nature of such structure would be increased by the proposed extension, alteration, reconstruction or structural change, then the Board of Appeals may, by special permit, allow such extension, alteration, reconstruction or structural change where the proposed modification will not be substantially detrimental than the existing non-conforming structure to the neighborhood.

; or do or act anything in relation thereto.

Proposed by: ZONING BOARD OF APPEALS
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary: *This article proposes to amend the Special Permit Requirements and Exemptions by the addition of language for the purpose of clarity and the inclusion of exemptions to comply with current case law.*

***ARTICLE 35**:* To see if the Town will vote to amend the Zoning Code of the Town of Southborough Article III entitled "Use Regulations" by replacing thereto Section 174-12.1 thereof entitled "Outdoor illumination" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

§ 174-12.1. Outdoor illumination. [Added 4-11-2005 ATM by Art. 40]

A. Purpose. This section recognizes the benefits of outdoor lighting and provides clear guidelines for its installation, so as to help maintain and complement Southborough's character. The intent of this section is to:

(1) encourage lighting that provides safety, utility and security, **productivity, enjoyment and commerce;**

(2) prevent glare on public roadways;

(3) protect the privacy of residents;

(4) promote energy-efficient outdoor lighting;

(5) limit the total allowable illumination of lots located in the Town of Southborough; ~~to reduce atmospheric light pollution~~.

(6) minimize adverse offsite impact such as light trespass, and obtrusive light;

(7) curtail light pollution and reduce skyglow to create a healthy night-time environment for residents of Southborough

The Planning Board is authorized to promulgate rules and regulations to carry forth the purpose and intent of these Bylaw provisions. Appropriately regulated, and properly installed, outdoor lighting will contribute to the safety and welfare of the residents of Southborough.

B. Applicability. Outdoor illumination by flood or spot luminaries rated at 900 lumens or more (which is approximately equal to one sixty-watt incandescent light bulb) or by any other luminaires rated at 1,800 lumens or more (which is approximately equal to one one-hundred-twenty-watt incandescent light bulb) shall be subject to the provisions of this section **including application to single and two-family residential lots**, with the following exceptions:

(1) emergency lighting;

(2) hazard warning;

(3) temporary decorative or holiday lighting ~~or public roadway illumination~~.

It shall also not apply to any luminaire intended solely to illuminate any freestanding sign, flag or the walls of any building, but such luminaire shall be shielded so that its direct light is confined to the surface of such sign, flag or building.

~~(1) The replacement of existing fixtures shall be subject to the provisions of this section; however, the replacement of existing nonconforming lamps or fixtures with the same or lower output nonconforming lamps or fixtures is exempted.~~

The replacement of fixtures or luminaires shall be subject to the provisions of this section and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. Non-conforming fixtures or luminaires requiring replacement for any reason (including but not limited to end of life, breakdown, vandalism) shall be replaced in compliance with this Bylaw.

~~(2)~~ The Planning Board, in performing review pursuant to § 174-10, Site plan approval, may determine that special circumstances of the site, context or design make an alternative lighting design at least equally effective in meeting the purposes of this section and, in such cases, may modify the requirements of this section.

C. Enforcement. Violations of this Bylaw shall be subject to the provisions of the Town of Southborough Article VI entitled "Administration" Section 174-24 thereof entitled "Enforcement; procedures; violations and penalties."

D. Definitions. For the purposes of this section, the following terms shall be defined as indicated below. Although set forth here for convenience, the terms shall have the same effect as if in § 174-2 of this Bylaw.

BACKLIGHT

For an exterior luminaire is the 90-degree quarter-sphere located behind and below the light source. For luminaires with symmetric distribution, backlight will be the same as front light.

BUG RATING

A luminaire classification system that classifies backlight (B), uplight (U), and glare (G) per IES TM-15-11.

CORRELATED COLOR TEMPERATURE (CCT)

A specification of the color appearance of the light emitted by a lamp, relating its color to the color of light from a reference source when heated to a particular temperature, measured in degrees Kelvin (K).

FIXTURE

The assembly that houses a lamp or lamps, and which may include a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor, lens or diffuser lens.

FRONTLIGHT

For an exterior luminaire is the 90-degree quarter-sphere located in front and below the luminaire.

FULL CUTOFF

A luminaire designed with an opaque shield surrounding and extending below the lamp, such that no direct light is emitted above a horizontal plane.

FULLY SHIELDED LUMINAIRE

A luminaire constructed and installed in such a manner that all light emitted by the luminaire, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal plane through the luminaire's lowest light-emitting part.

GLARE

Light emitted from a luminaire with intensity great enough to produce annoyance, discomfort or a reduction in a viewer's ability to see, and in extreme cases causing momentary blindness.

HARDSCAPE

Permanent hardscape improvements to the site including parking lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways, and non-vegetated landscaping that is 100 feet or less in width. Materials may include but are not limited to concrete, asphalt, stone, and gravel.

INDIRECT LIGHT

Light scatter caused by direct light being redirected from a surface.

LAMP

The component of a luminaire that produces the actual light.

LED (Light Emitting Diode) LAMP

An electric lamp with a much longer lifespan than incandescent lighting and low energy consumption.

LIGHT TRESPASS

The shining of direct **or indirect** light produced by a luminaire beyond the boundaries of the lot on which it is located.

LUMEN

A measure of light energy generated by a light source. One footcandle is one lumen per square foot. For purposes of this bylaw, the lumen output shall be the initial lumen output of a lamp, as rated by the manufacturer.

LUMINAIRE

A complete lighting ~~system, including a lamp or lamps and a fixture.~~ **unit (fixture), consisting of a lamp, or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply.**

LUMINAIRE LUMENS

For luminaires with relative photometry per Illuminating Engineering Society (IES), it is calculated as the sum of the initial lamp lumens for all lamps within an individual luminaire, multiplied by the luminaire efficiency. If the efficiency is not known for a residential luminaire, assume 70%. For luminaires with absolute photometry per IES LM-79, it is the total luminaire lumens. The lumen rating of a luminaire assumes the lamp or luminaire is new and has not depreciated in light output.

MOUNTING HEIGHT

The height of the photometric center of a luminaire in feet above grade level. Feet above grade level refers to the overall average grade of the area being illuminated.

UPLIGHT

For an exterior luminaire is all of the light escaping above the luminaire.

E. Lighting zones. The Lighting Zone shall determine the limitations for lighting as specified in this section.

LZ-0: No ambient lighting

Areas where the natural environment will be seriously and adversely affected by lighting. Impacts include disturbing the biological cycles of flora and fauna and/or detracting from human enjoyment and appreciation of the natural environment. Human activity is subordinate in importance to nature.

The vision of human residents and users is adapted to the darkness, and they expect to see little or no lighting. When not needed, lighting should be extinguished.

Zoning Districts: Conservation and Research, Scientific & Professional

LZ-1: Low ambient lighting

Areas where lighting might adversely affect flora and fauna or disturb the character of the area. The vision of human residents and users is adapted to low light levels. Lighting may be used for safety and convenience but it is not necessarily uniform or continuous. After curfew, most lighting should be extinguished or reduced as activity levels decline.

Zoning Districts: Residence A and Residence B

LZ-2: Moderate ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience, but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline.

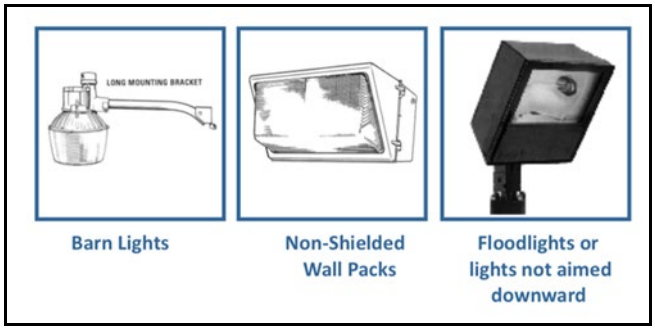
Zoning Districts: Business Village

LZ-3: Moderately high ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderately high light levels. Lighting is generally desired for safety, security and/or convenience and it is often uniform and/or continuous. After curfew, lighting may be extinguished or reduced in most areas as activity levels decline.

Zoning Districts: Business Highway, Industrial and Industrial Park

Non-shielded wall-packs, barn lights, and floodlights not aimed downward are prohibited in all zones.



F. Total site lumen limit. The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen limit shall be determined using the hardscape area and table below. For sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens. The total installed initial luminaire lumens are calculated as the sum of the initial luminaire lumens for all luminaires.

Table 1: Allowed Total Initial Lumens Per Site for Outdoor Lighting by Hardscape Method

LZ-0	LZ-1	LZ-2	LZ-3
• Conservation • Research, Scientific & Professional	• Residential A • Residential B	• Business Village	• Business Highway • Industrial • Industrial Park
0.5 lumens per SF of hardscape	1.25 lumens per SF of hardscape	2.5 lumens per SF of hardscape	5.0 lumens per SF of hardscape

G. Correlated Color Temperature (CCT). All proposed LEDs shall have a correlated color temperature (CCT) between 2200K and 3000K.

H. Exterior lighting plan. Applications subject to the provisions of § 174-10, Site plan approval, shall submit a lighting plan which shall include the following information, except to the extent waived by the Planning Board. All other lighting not subject to the provisions of said § 174-10 does not require a lighting plan but shall meet the standards as set forth in this **Bylaw** ~~section~~, unless as may otherwise be provided herein. **The installation of fixtures or luminaires shall be subject to the provisions of this bylaw and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. The** lighting plan shall include the following information **and comply with the regulations adopted pursuant to this Bylaw**:

(1) Location, orientation and type of outdoor luminaire, including the height of the luminaire, both existing and proposed;

(2) Type of lamp, such as metal halide, compact fluorescent, high pressure sodium**, LED;**

(3) Luminaire manufacturer's specification data, including lumen output and photometric data showing cutoff angles, as well as a description of all illuminating devices, fixtures, lamps, supports, reflectors, both existing and proposed; this may include, but is not limited to, catalog cuts and illustrations by manufacturers;

(4) Complete report of BUG rating data for all luminaires (if not already included in the manufacturer's specification data) calculated from photometric data (as per IES TM-15-11) showing compliance with the Planning Board Rules and Regulations for Outdoor Illumination;

(5) Photometric plan showing the intensity of illumination expressed in footcandles at ground level within the interior of the property and at the property boundaries **that also includes the Total Site Lumen Limit; Limits to Off Site Impact; Light Shielding for LED lighting; and the Correlated Color Temperature; according to adopted regulations;**

(6) Evidence that the plan complies with light trespass restrictions as set forth herein.

I. Waivers. An applicant may make a waiver request to the Planning Board for increased lighting levels within any given lighting zone and the Planning Board shall have such waiver authority hereunder.

J. Lighting control requirements. Automatic switch controls shall be provided that automatically extinguish all outdoor lighting when sufficient daylight is available using a control device or system such as a photoelectric switch, astronomic time switch or equivalent functions from a programmable lighting controller, building automation system or lighting energy management system, all with battery or similar backup power or device. The Exterior Lighting Plan shall establish curfew time(s) after which total outdoor lighting lumens shall be reduced by at least 30% or extinguished. Lighting reductions are not required for any of the following:

(1) Lighting for residential properties including multiple residential properties not having common areas; with the exception of landscape lighting

(2) When the outdoor lighting consists of only one luminaire.

(3) Code required lighting for steps, stairs, walkways, and building entrances.

(4) Lighting under canopies, in tunnels, parking garages, and similar conditions.

(5) When in the opinion of the Planning Board, lighting levels must be maintained.

(6) Motion activated lighting.

(7) Lighting regulated by special use in which times of operation are specifically identified.

(8) Businesses that operate on a 24-hour basis.

K. Community outdoor sports/recreational lighting requirements. These requirements are an exemption from the total site lumen limit based on hardscape metrics. Community outdoor sports or recreational facilities

will be held to the IDA, IES criteria for outdoor sports lighting. On-field illuminance values will be determined by current IDA, IES set forth in the Rules and Regulations for Outdoor Illumination adopted to implement the intent and purpose of this bylaw. Standard regulations include:

(1) Color, luminaire correlated color temperature (CCT) may not exceed 5700 Kelvin;

(2) Other lighting, parking and concession area lighting will be considered a separate luminaire system and must meet the applicable lighting standards for the relevant lighting zones;

(3) Shut-off, curfew time shall be no later than 10:00PM (2200 hrs.); for good cause shown, the Planning Board may waive the compliance requirement of this subsection.

L. Street lights. Light emitted by the fixture shall have a correlated color temperature no greater than 3000 Kelvin and/or comply with Massachusetts DPU Tariff standards if applicable. All other street light features are exempt from regulation under this bylaw.

M. Light shielding for parking lot illumination. All parking lot lighting shall have no light emitted above 90 degrees from the installed vertical axis.

N. Flickering and flashing lights. No flickering or flashing lights shall be permitted. Processes, such as arc welding, which create light flashes shall be confined within buildings or shielded to prevent either direct glare or flashing.

O. Fixture mounting heights.

(1) ~~F.~~ Wall-mounted fixtures. In nonresidential districts, a luminaire attached to the exterior of a building or structure for area lighting shall be mounted no higher than 15 feet above grade and shall be shielded to control glare. ~~"Wal-pac" lighting fixtures are prohibited.~~

(2) ~~P.~~ Pole-mounted fixtures. Pole-mounted exterior lighting fixtures **shall not exceed the pole-mounted height limitation of 20 feet in all zones.** ~~types are defined and restricted as follows:~~

Existing non-conforming light heights may remain as mounted until modification is proposed, at which time the height must be brought into compliance.

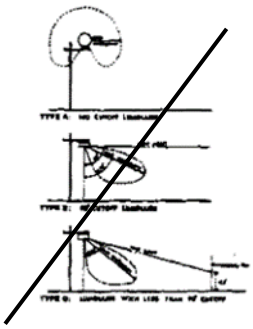
~~(1) Type A: no light cutoff.~~

~~(2) Type B: luminaire shielded such that peak candlepower is at an angle of 75° or less from straight down, and essentially no light is emitted above the horizontal.~~

~~(3) Type C: luminaire shielded such that total cutoff is at less than 90° from straight down, and no light source is in direct view of an observer five feet above the ground at any point off the premises.~~

~~H. Pole-mounted fixtures height limitation. Illustrations of pole-mounted exterior lighting fixture types are shown in Chart I herein. Pole-mounted fixtures shall not exceed the applicable pole-mounted height limitation set forth in Chart II in any district. The Type A pole-mounted exterior lighting fixture is prohibited in all nonresidential districts, unless equipped with shields.~~

~~CHART I. ILLUSTRATIONS~~



~~**CHART II. POLE MOUNTING HEIGHT LIMITATIONS**~~

	~~**Maximum Luminaire Mounting Height (feet above grade)***~~ ~~"District" is that in which fixtures are located.~~	
	~~**District**~~	
	~~**Residential**~~	~~**Nonresidential**~~
~~Fixture Type A~~	~~10~~	~~Not allowed (unless shielded)~~
~~Fixture Type B~~	~~15~~	~~20~~
~~Fixture Type C~~	~~20~~	~~20~~

~~* Note: Feet above grade refers to the overall average grade of the area being illuminated.~~

P. Ceiling-mounted fixtures. In nonresidential districts, luminaires mounted on an exterior ceiling such as under a canopy shall be mounted with the refractor or lens flush with or recessed in the ceiling or fixture.

Q. Lighting levels. Any luminaire with a lamp or lamps rated at a total of 1**,**800 lumens or more (which is approximately equal to one one-hundred-twenty-watt incandescent light bulb) and all flood or spot luminaires rated at 900 lumens or more (which is approximately equal to one 60-watt incandescent light bulb) shall not emit any direct light above a horizontal plane through the lowest direct-light-emitting part of the luminaire. If any spot or flood luminaire rated 900 lumens or less is directed or focused such as to cause direct light from the luminaire to be cast toward residential buildings on adjacent or nearby land, or to create glare perceptible to persons operating motor vehicles on public ways, the luminaire shall be redirected or its light output controlled as necessary to eliminate such conditions. The Planning Board reserves the right to limit and regulate the amount of illumination on a project site between the hours of 10:00 p.m. and 6:00 a.m., while understanding the need for safety and security lighting.

R. Light trespass limitations. There shall be no light trespass by a luminaire beyond the property boundaries of the lot on which it is located, except as within a street right-of-way for which there shall be no limit.

; or do or act anything in relation thereto

Proposed by: PLANNING BOARD
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: At Town Meeting

Summary: *The article proposes to replace the current language in Section 174-12.1 Outdoor illumination with new language to reduce blue lighting and increase public health based on recommendations from the American Medical Association and the International Dark-sky Association.*

***ARTICLE 36**:* To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Article III entitled "Use Regulations" by amending thereto Section 174-10, entitled "Site Plan Approval" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

§ 174-10. Site plan approval.

[Amended 4-8-1985 ATM by Art. 39; 4-14-1986 ATM by Art. 48; 4-13-1987 ATM by Art. 43; 4-11-1988 STM by Art. 4; 4-26-1990 ATM by Art. 41]

A. The purpose of the site plan review procedure is to encourage a desirable and compatible character of development within the Town of Southborough and to assure safety, promote logic, imagination and innovation

in the design process while complying with all zoning requirements. The requirements of this section shall be applicable to the following:

(1) Any nonresidential development that results in an increase in on-site parking.

(2) All modifications to existing development projects which fall within the applicability of the Town's regulations for parking and loading (§ 174-12) or landscaping (§ 174-13).

(3) Any change in use or reactivation of a facility that has not been in use for a period of two years.
[Added 4-8-1996 ATM by Art. 51]

(4) Multifamily housing for the elderly.
[Added 4-15-1997 ATM by Art. 56]

(5) Adaptive reuse of historic buildings.
[Added 4-25-2017 ATM by Art. 30]

B. Site plan review will be processed by one of the following means:

(1) Minor plan review. Any new development, or expansion in use other than a single-family or two-family residence which adds less than 2,000 square feet of floor area or which would require at least five but fewer than 20 parking spaces regardless of the number of parking spaces existing on the premises, or any change of use of a facility that totals less than 2,000 square feet shall be subject to minor plan review by the **Planning Board** ~~Site Plan Review Committee. The Site Plan Review Committee shall be chaired by the Town Planner and will consist of a Selectmen or its designee, Building Inspector, Highway Superintendent, Board of Health Agent, Superintendent of the Water Department, Police Chief and Fire Chief or their designee, who will meet at a regularly scheduled time and place to review plans.~~ The **Planning Board** ~~Committee~~ shall also seek the advice of the Conservation Commission in the review of all minor plan submissions.
[Amended 4-8-1996 ATM by Art. 51]

(a) ~~Minor plan review will require 10 copies of the site plan to be submitted to the office of the Planning Board, together with an application form and filing fee.~~ **A complete application form, filing fee and multiple copies of all submission documents shall be submitted to the office of the Planning Board according to instructions on the application form.** All plans will be prepared at a scale no greater than one-inch equals 40 feet on standard twenty-four-by-thirty-six-inch sheets and shall show, as a minimum:

[1] All existing and proposed buildings, including setbacks.

[2] Existing and proposed parking.

[3] Driveway openings.

[4] All property and street lines.

[5] Existing and proposed landscaping.

[6] Existing and proposed signs.

[7] Surfacing, indicating treatment of all surfaces.

[8] Location of all wetlands.

[9] Method of sewage disposal.

[10] Water supply.

[11] Stormwater drainage.

[12] Such other information as the **Planning Board** ~~Site Plan Review Committee~~ may reasonably request.

~~(b) Any dispute arising from the minor plan review process or any plan not receiving unanimous approval from the Site Plan Review Committee shall be referred to the Planning Board for action. The Committee may also refer any site plan that, due to unusual circumstances or a unique situation, it feels should be approved by the Planning Board. All site plans sent to the Planning Board by the Site Plan Review Committee for action will be handled through the minor plan review process.~~
~~[Amended 4-8-1996 ATM by Art. 51]~~

(b) Minor site plan is not a public hearing.

(c) The **Planning Board** ~~Site Plan Review Committee~~ shall approve, **or** disapprove ~~or refer to the Planning Board~~ all submittals for minor **site** plan review within **the required** 30 days of a completed application to the office of the Planning Board**, but the required time may be extended by written agreement between the applicant and the Board, a copy of said agreement to be filed with the Town Clerk. The actions allowed by the minor site plan approval are authorized for a one-year period from the date of grant thereof. The applicant shall be granted a single one-year extension by applying to the Planning Board, in writing, prior to the date of expiration. If the actions permitted are not exercised or the approval not extended, they shall lapse, and a new application will be required.**

(d) Where applicable, all other criteria and conditions of this section will govern minor plan review.

(2) Major plan review. Any new development, or expansion in use other than a single-family or two-family residence which adds 2,000 square feet or more of floor area or which would require 20 or more parking spaces, regardless of the number of parking spaces existing on the premises, or any change of use of a facility that totals 2,000 square feet or more shall be subject to major plan review by the Planning Board. The major site plan submission shall consist of the following elements:
[Amended 4-8-1996 ATM by Art. 51]

(a) Ownership, zoning, use and the general location of structure and topography within 300 feet of the property lines of the site or adjacent land contiguously owned with the site.

(b) All **plans will be prepared at a scale no greater than one-inch equals 40 feet on standard twenty-four-by-thirty-six-inch sheets and shall show, as a minimum, all** site features, existing or proposed, including but not limited to the following:

[1] Driveways, including widths.
[2] Parking facilities, including dimensions thereof.
[3] Loading facilities.
[4] Service areas.
[5] Street line, including widths.
[6 Roadways, including widths.
[7] Pedestrian walks, including widths and types of surface.
[8] Landscaping designation, specific plantings.
[9] Screening.
[10] Signs, including proposed sizes, mounting heights, types and drafted design.
[11] Lighting, including plan location and detail information, size, type and wattage.
[12] Surfacing, indicating treatment of all surfaces.
[13] Existing trees on the site which are a caliper of six inches or larger.
[14] Wetlands.
[15] Drainage, including detailed design data, pipe sizing, etc.
[16] Stone walls.
[17] Topography at two-foot contour intervals.
[18] Sewage disposal, including detailed design information.
[19] Water supply.
[20] Curbing.
[21] Such other information as the Planning Board may reasonably request.

(c) The construction of the work as detailed on the site plan shall not deviate from the work shown on the approved site plan. Accordingly, the site plan shall contain a sufficient level of detail to ensure the constructability of the project. Supporting details and documentation shall be presented as part of the

site plan submission. **Suitable space to record action of the Planning Board including signature lines shall be provided on each plan sheet.**

(3) Incomplete applications for both the minor and major review shall not be accepted by the Planning Board. Following submission of a site plan to the Planning Board, the Board or its designee shall review the **application**/plan for completeness within three business days of the submission. Completeness shall be based on the requirements of **the** ~~this~~ **respective** subsection**s for minor or major review.** If the submission is determined incomplete by the Planning Board or its agent, notice will be **provided** ~~mailed~~ to the applicant ~~by certified mail~~ within three business days of the submission specifying the deficiencies.

C. The plan**s for minor or major site plan approval** shall be prepared by a professional engineer, land surveyor, architect or landscape architect registered to practice in the Commonwealth of Massachusetts**. A complete application form, filing fee and multiple copies of all submission documents shall be submitted to the office of the Planning Board according to instructions on the application form.** ~~and shall be submitted with 11 copies to the office of the Planning Board, together with an application form and a filing fee, if any.~~

D. Approval required.

(1) Site plan approval shall be granted **by a majority vote** upon determination by the Planning Board that the following are complied with. Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment**; shall provide** ~~and~~ adequate provision for utilities and stormwater drainage consistent with the functional requirements of the Southborough Planning Board's Rules and Regulations for the Subdivision of Land**;** ~~and~~ shall be so designed that for the given location, ~~and~~ type and extent of land use, the design of building form, building location, egress points, grading and other elements of the development shall be so as to:

(a) Minimize the volume of cut and fill, the number of removed trees six inches in caliper and larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of stormwater flow increase from the site, soil erosion and the threat of air or water pollution.

(b) Maximize pedestrian and vehicular safety and convenience within the site and egressing from it.

(c) Minimize obstruction of scenic views from publicly accessible locations.

(d) Minimize visual intrusion by minimizing the visibility of parking, storage or other outdoor service areas viewed from public ways or premises residentially used or zoned; minimizing glare from headlights through plantings or other screening; minimizing lighting intrusion through use of such devices as cutoff luminaires confining direct rays to the site; fixture mounting height not higher than 20 feet ~~except adjacent to Route 9~~; and avoiding unreasonable departure from the character of building**s** in the vicinity.

(2) The Planning Board shall adopt and from time to time amend reasonable regulations for the administration of these guidelines.

E. The Planning Board shall hold a public hearing on the application for **major** site plan approval, with a written notice of the time and place of said hearing being given the applicant and the Board of Selectmen. The applicant is responsible for sending this notice to the certified abutters by certified mail return receipt requested, at least 10 days before the scheduled hearing. The Planning Board shall not act on the application until it has received and given due consideration to the recommendations of the Board of Selectmen or until 10 days have elapsed after the public hearing without receipt of the Selectmen's comments.

F. The Planning Board shall act on **a** ~~an~~ **complete** application for **major** site plan approval and shall notify, in writing, the applicant, the Board of Selectmen and the Building **Commissioner** ~~Inspector~~ of its action within 60 days of the receipt of **a** ~~the~~ **complete** application **filed with the Town Clerk, but the required time may be extended by written agreement between the applicant and the Board, a copy of said agreement to be filed with the Town Clerk.** ~~Failure of the Planning Board to so act and to notify the applicant within said 60 days shall constitute approval of the site plan.~~ **Upon site plan approval, applicant shall provide final plan sets for Planning Board endorsement, followed by a digital copy after Planning Board signatures.** The actions

allowed by the **major** site plan approval are authorized for a one-year period from the date of grant thereof. The applicant shall be granted a single one-year extension by applying to the Planning Board, in writing, prior to the date of expiration. If the actions permitted are not exercised or the approval not extended, they shall lapse, and a new application, notice and hearing will be required.

G. Any person aggrieved by the action of the Planning Board on ~~a~~ **either minor or major** site plan approval application may appeal said action to a Court of competent jurisdiction in accordance with M.G.L. c.40A, Section 17**, as amended. No action shall take effect until twenty days have lapsed after the decision has been filed in the office of the Town Clerk and any appeals have been resolved.**
[Amended 5-22-2018 STM by Art. 3]

H. Minor departures from the site plan as approved**,** may be authorized by the Building **Commissioner** ~~Inspector~~ after approval of the **Planning Board** ~~Site Plan Review Committee~~ if required by engineering or other circumstances not foreseen at the time of plan approval. Any change increasing the size of any building or structure, changing the location of any building, parking or access road by more than 10 feet or reducing landscaping or screening **or increase to site lighting levels** may be made only through review by the Planning Board following the same procedures as for an original submittal. Any departure must be requested, in writing, with the basis for the change given. Any change authorized shall be recorded on the file copy of the site plan with the Building **Commissioner** ~~Inspector~~s signature and the date.

I. The removal, fill or change of grade of earth materials, including soil, loam, sand or gravel, undertaken in order to construct or locate buildings, structures and such features accessory thereto as ways, driveways, areaways, walks or parking areas, and therefore exempt from regulations under Chapter 85 of this Code, is a part of construction and development process regulated by the Zoning Chapter. Except as necessary for the construction of detached one- or two-family dwellings and of features accessory thereto, the removal, fill or change of grade of earth materials for the purposes defined above shall be subject to approval under this section. Where the commencement of removal, fill or change of grade of earth materials precedes construction by three months or more, the submission and approval of the site plan may be undertaken in two stages, with the information for the first stage limited to property boundaries, existing and proposed topography at two-foot or lesser contour intervals, the character of the soil to be removed, added or relocated, the location and depth of any service and drainage conduits or pipes and the approximate location of any existing or proposed buildings, structures or physical features accessory thereto. Each stage shall be treated as a separate site plan for the purposes of this section, and the approval of Stage 1 of a site plan shall not be construed to assure the subsequent approval of Stage 2.

J. Compliance. The issuance of an occupancy permit will not be given prior to the satisfactory completion of all elements and conditions of the approved site plan. A temporary occupancy permit may be issued after the satisfactory completion of all items essential to public health and safety and sufficient bonding acceptable to the Planning Board is provided to the Town to cover all outstanding items.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary: *This article proposes to amend the Site Plan Approval bylaw by bringing minor site plan approval under the purview of the Planning Board, as opposed to the Site Plan Review Committee and further clarify steps for minor and major site plan approval.*

***ARTICLE 37**:* To see if the Town of Southborough will vote to approve the Southborough Noise Bylaw proposal attached to this document, as amended, or do or act anything in relation thereto.

SOUTHBOROUGH NOISE BYLAW

1.1 **Declaration of Policy**
Whereas excessive sound can be a serious hazard to the public health and welfare and safety and the quality of life; and whereas a substantial body of science and technology exists by which excessive sound may be substantially abated; and whereas the citizens of Southborough have a right to and should be ensured an environment free from excessive sound that may jeopardize their health or welfare or safety or degrade the quality of life; now, therefore, it is the policy of the Town of Southborough (the "Town") to prevent excessive sound which may jeopardize the health and welfare or safety of its citizens and/or degrade the quality of life.

It shall be unlawful for any person to make, continue to make, permit or cause to be made or continued, any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities. Furthermore, it shall be unlawful for any person who has custody and control of the premises to allow or permit another person to make, continue or permit to be made or continued any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities within the limits of the Town of Southborough.

1.2 **Definitions**
Except as may be specified herein, acoustical terminology used throughout this Bylaw is that approved as American National Standard Acoustical Terminology [ANSI S1.1-1994] by the American National Standards Institute (ANSI). The following words, phrases and terms as used in this Bylaw shall have the meanings as indicated below:

A. BACKGROUND SOUND LEVEL shall mean the sound level associated with a given environment, being a composite of sounds from all sources excluding the alleged offensive noise, at the location and approximate time at which a comparison with the alleged offensive noise is to be made.

B. CONSTRUCTION shall mean those activities requiring a building permit, and shall also include any site preparation, cemetery burial and caretaking operations, seismic surveys grading, assembly, erection, substantial repair, alteration, or similar action, including demolition, for or of public or private rights-of-way, structures, utilities or similar property.

C. The abbreviation dBA shall mean the A-weighted sound pressure level expressed in decibels and referenced to 20 Micropascals. The abbreviation dBC shall mean the C-weighted sound pressure level expressed in decibels and referenced to 20 Micropascals.

D. EMERGENCY VEHICLE: shall mean any vehicle operated in an effort to protect, provide or restore public safety, including, but not limited to, ambulances, police vehicles and fire vehicles.

E. EMERGENCY WORK: shall mean any work performed in an effort to protect, provide or restore public safety, or work by private or public utilities when restoring utility service or any work performed for the purpose of preventing or alleviating the physical trauma or physical damage threatened or caused by an emergence – an occurrence or set of circumstances involving actual or imminent physical trauma or property damage.

F. ENFORCING PERSON: shall mean any police officer, building official or public health official of the Town or any other Town employee designated by the Town Manager for this purpose.

G. IMPACT DEVICE: shall mean a construction device in which or by which a hammer, meaning a moving mass of hard solid material, is mechanically by means of a working fluid or compressed air caused to repetitively impact upon and transmit kinetic energy to a tool. The tool may be included as a part of the device, as in the case of a moil on a paving breaker or the drill steel of a jackhammer, or it may be a mass to which the impact device is temporarily connected as in the case of a pile and pile driver. Examples of impact devices are pile drivers, paving breakers, power impact hammers, impact wrenches, riveters and stud drivers.

H. INTRUDING NOISE: shall mean the total sound level created, caused, maintained by, or originating from an alleged offensive source at a specified location while the alleged offensive source is in operation.

I. PERSON: shall mean a person, firm, association, co-partnership, joint venture, corporation or any entity recognized by applicable law, public or private in nature.

J. SOUND LEVEL: shall mean the instantaneous A-weighted sound pressure level, in decibels, (dBA) as measured with a sound level meter set to the "A" weighting scale, slow response. On the decibel scale a sound level increase of 10 means the sound is 10 times more intense or powerful.

Decibel levels of some common activities are listed below:

Sound Level - dB	**Source**
50 - 65	normal conversation
60 - 65	laughter
70	hair dryer, vacuum
V Increasing risk of hearing loss V	
80	garbage disposal
85 - 90	lawnmower
100	garbage truck
120	walk behind leaf blower
130	jet takeoff/landing
145	fireworks

K. SOUND LEVEL METER: shall mean an instrument meeting American National Standard Institute's (ANSI) Standard S1.4-1983 for Type 1 or Type 2 sound level meters or an instrument and the associated recording and analyzing equipment, which will provide equivalent data.

1.3 **Designated Noise Zones**
The properties hereinafter described are hereby assigned to the following noise zones:

NOISE ZONE I: All properties utilized as residential uses in accordance with the Town of Southborough Zoning Bylaws and the grounds of any school, hospital or similar health care institution, house of worship or library while the same is in use, and any Cemetery or Open Space.

NOISE ZONE II: All other property used in accordance with the Town's Zoning Bylaw.

1.4 **Exterior Noise Standards**
It shall be unlawful for any person at any location within the area of the Town to create any loud noise, or to allow the creation of any noise, on property owned, leased, occupied or otherwise controlled by such person, which causes the sound level when measured on complainant's property to exceed the greater of:

A. The maximum allowable exterior sound level outlined in Table I; or
B. Five dB over the background sound level.

Table 1. Maximum Allowable Exterior Sound Level		
Noise Level	Daytime level 7:00 AM to 10:00 PM	Nighttime level 10:00 PM to 7:00 AM
I	60 dBA	50 dBA
II	70 dBA	65 dBA

If the intruding noise source is continuous and cannot reasonably be discontinued or stopped for a time period whereby the background sound level can be determined, the measured sound level obtained while the source is in operation shall be compared directly to the maximum allowable exterior sound level outlined in Table I.

1.5 **Construction Noise Standards**

A. Noise associated with construction is permitted between 7:00 AM and 6:00 PM on weekdays and 9:00 AM and 5:00 PM Saturdays provided the sound level from:

1. Non-impact devices do not exceed 70 dBA as measured over a time interval of 1 minute with the sound meter set to slow located on any other property, but at least 50 feet from the construction activity;

2. Impact devices does not exceed 90 dBA as measured with a sound level meter set to slow response located on any other property, but at least 30 feet from the construction activity.

B. Between the hours of 6:00 PM and 7:00 AM on weekdays and Saturday, noise associated with construction, shall be limited by the standards of Section 1.4.

C. Construction activities shall not be allowed on Sundays or legal holidays.

1.6 **Maintenance Noise Standards**

A. Noise associated with maintenance is permitted between 7:00 AM and 6:00 PM on weekdays, 8:00 AM and 6:00 PM on Saturdays and between the hours of 9:00 AM and 6:00 PM on Sunday, provided the sound level does not exceed 70 dBA as measured with a sound level meter set to slow response on any other property, but at least 50 feet from the maintenance;

B. Between the hours of 6:00 PM and 7:00 AM on weekdays, 6:00 PM and 8:00 AM on Saturday and between the hours of 6:00 PM and 9:00 AM on Sunday or a legal holiday, noise associated with maintenance, shall be limited by the standards of Section 1.4.

1.7 **Commercial Trash Collection and Deliveries or Pick-up**

A. The operation of commercial trash compactors or collection of trash, rubbish, refuse or debris, which generates noise in excess of the criteria given in Section 1.4 at any point of public or common pass-by between the hours of 7:00 PM and 7:00 AM is prohibited.

B. Deliveries or pick-ups for commercial or business purposes between 10:00 PM and 6:00 AM are prohibited unless the noise level of such deliveries or pick-ups in nearby residential areas does not exceed the noise criteria listed in Section 1.4.

1.8 **Motor Vehicles or Motorcycles**

Motor vehicles or motorcycles operated on public ways in the Town of Southborough or in any place where the public has the right of access as invitees or licensees may not exceed a maximum sound level of 85 dBA. It is also in violation of the Bylaw to operate a motor vehicle or motorcycle without a sound-limiting device connected to the exhaust system. This prohibits so-called "straight pipe" exhaust systems. This section shall not include screeching sounds emitted from emergency braking. Measurement for the purposes of this Section shall be at a distance of 36 inches from the noise source.

1.9 **Special Provisions**
Noise associated with the following activities shall be exempted from the provisions of this Bylaw:

A. Emergency work or emergency vehicles.

B. The operation of any vehicular alarm provided it terminates within 15 minutes of the initially recorded complaint.

C. Occasional outdoor gatherings, public dances, shows, and sporting and entertainment events provided said events are conducted pursuant to a permit or license issued by the appropriate jurisdiction relative to the staging of said events.

D. The intermittent or occasional use, during the daytime, of homeowners' light residential outdoor equipment

E. Snow removal performed by snow blowers, snow throwers or snow plows when appropriately outfitted with a muffler.

F. Any activity to the extent regulation thereof has been preempted by Town, State or Federal Law or by agreement between Town, State or the Federal Government.

1.10 **Prima Facie Violations**
Any measured noise exceeding the sound level standards as specified in Sections 1.4 through 1.10 may be deemed by the enforcing person to be prima facie evidence of a violation of the provisions of this Bylaw.

1.11 **Penalties for Violations**
A. Violations under Article 1, in the discretion of the enforcing person, may be enforced by non-criminal disposition as provided in MGL Chapter 40, Section 21D.

B. The penalty for a violation under this Bylaw shall be $100 for a first offense, $250 for a second offense, $500 for a third offense, and for each succeeding offense each day or part thereof shall constitute a separate offense.

Proposed by: PETER LAPINE, et al.
Board of Selectmen Recommendation: Not Support
Advisory Committee Recommendation: Not Support
Summary: *As the population of Southborough grows, it has transitioned from a rural community to one that is more suburban. People move to Southborough to enjoy its natural beauty and peaceful environment. With increased housing density, practices of earlier times increasingly encroach upon the tranquility of Town residents, resulting in conditions characterized as being out of balance. There is an ever-growing requirement to place limits on these practices – a rebalancing - so that everyone, business owners and homeowners alike, may prosper. This article, a Noise Bylaw, seeks to harmonize the needs of Town residents with those of local business owners.*

ARTICLE 38*:* To see if the Town of Southborough will vote to pass a bylaw to reduce plastic waste

Section 1 Purpose and Intent

The production and use of single-use plastics such as polystyrene food packing and thin-film plastic checkout bags have significant impacts on the environment, including, but not limited to, contributing to the potential death of aquatic and land animals through ingestion and entanglement; contributing to pollution of the natural environment; creating a burden to solid waste collection and recycling facilities; clogging drainage systems; and requiring the use of millions of barrels of crude oil nationally for their manufacture. Additionally, polystyrene contains known carcinogens, and readily leaches into certain foodstuffs. Measurable levels of polystyrene are now found almost 100% of human fat samples.

The purpose of this bylaw is to preserve the Town's water, wildlife and natural resources—as well as to enhance the health of its citizens—by banning within the Town of Southborough two of the largest contributors of non-recyclable

plastics to the environment—single-use polystyrene retail food packaging and single-use plastic checkout bags—while promoting the adoption of more environmentally friendly alternatives.

Section 2 Definitions

"Polystyrene food packaging" – means any holder of food or beverage made from polystyrene, either in solid or foam (Styrofoam) form, such as cups, plates, or take-out containers, as well all other single-use plastic products made to facilitate the consumption of foods, such as straws, lids and utensils made from polystyrene or other non-compostable plastic materials.

"Checkout bag" – means a carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or checkout area of the store.

"Retail Store" – means any business facility that sells goods directly to the consumer whether for or not-for-profit, including, but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, as well as seasonal and temporary businesses.

"Reusable checkout bag" – means a bag with handles that is specifically designed and manufactured for multiple reuse and is either polyester, polypropylene, cotton or other durable material, or durable plastic that is at least 4.0 mils in thickness.

"Thin-film single-use plastic bags" – are those bags typically with handles, constructed of high-density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET), or polypropylene (other than woven and non -woven polypropylene fabric), if said film is less than 4.0 mils in thickness

"Recyclable paper bag" – means a paper bag that is 100 percent recyclable and contains at least 40% post–consumer recycled content, and displays the words "recyclable" and "made from 40% post-consumer recycled content" in a visible manner on the outside of the bag

Section 3 Use Regulations
(A) Polystyrene food packaging shall not be distributed, used, or sold by any retail store within the town of Southborough.

(B) Thin-film single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any retail store within the Town of Southborough.

(C) If a retail store provides or sells checkout bags to customers, the bags must be one of the following (1) recyclable paper bags, or (2) reusable checkout bags. The retail store may charge for said bags.

(D) Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, are still permissible.

(E) Violation of the By-Law to Reduce Plastic Waste: First offense – written warning; 2nd offense - $100 per offense; 3rd and subsequent offenses - $250 per offense.

Section 4 Effective Date

This bylaw shall take effect six (6) months following Town Meeting approval of the bylaw. Upon application of the owner or the owner's representative, the Board of Selectmen or their designee may exempt a retail store from the requirements of this section for a period of up to two (2) months upon a finding by the Board of Selectmen or their designee that (1) the requirements of this section would cause undue hardship; or (2) a retail store requires additional time in order to draw down an existing inventory of straws or checkout bags.

Section 5 Enforcement

Enforcement of this bylaw shall be the responsibility of the Board of Selectmen or their designee. The Board of Selectmen or their designee shall determine the monitoring process to be followed, which may be limited to responding to citizen reports, and incorporating the monitoring process into other town duties as appropriate. Any retail store distributing plastics in violation of this bylaw shall be subject to fines as described in Section 3 (E) above. Any such fines shall be paid to the Town of Southborough. No licenses shall be renewed for any establishment with outstanding violations under this section.

Section 6 Severability

If any provision of this bylaw is declared invalid or unenforceable the other provisions shall not be affected thereby.

; or to do or act anything in relation thereto.

Proposed by: MICHAEL WEISHAN, ET AL.
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary: *This proposed bylaw would make a marked contribution to the heath of both the citizens of Southborough and the overall environment by banning single-use plastic bags, Polystyrene cups, straws, utensils etc. at all retail establishments in Southborough.*

ARTICLE 39: To see if the Town of Southborough will vote to strongly request that the Board of Selectmen direct DPW to conduct an analysis of Flagg Road for the purpose of instituting a commercial truck exclusion (similar to Latisquama Road), or do or act anything in relation thereto.

Proposed by: JONAS LINDEN, ET AL.
Board of Selectmen Recommendation: No position
Advisory Committee Recommendation: At Town Meeting
Summary: *Due to increased pedestrian and bicycle activity on Flagg Rd and documented cases of trucks driving into yards and destroying property, including dangerous tractor trailer activity resulting in a tow off Trottier School children's path, we are strongly requesting the Board of Selectmen direct DPW to conduct an analysis of Flagg Road for the purpose of instituting a commercial truck exclusion.*

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this 20th day of April, 2021.

Martin F. Healey, Chairman

Lisa M. Braccio, Vice Chairman

Brian E. Shea

Sam Stivers

Chelsea M. Malinowski

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH

Attest:

Kenneth M. Paulhus, Constable

TOWN OF SOUTHBOROUGH

RECREATION DEPARTMENT
SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 229-4452 · FAX (508) 229-7969
WWW.SOUTHBOROUGHREC.COM

Attn: Board of Selectmen
CC: Recreation Commission

RE: Consent Agenda Request – Donation Acceptance

The Recreation Department received a generous donation of $250.00 from Main Street Bank to be used towards the Southborough Recreation Summer Concert Series. I am writing to request the acceptance of the amount to be deposited into the Recreation Donation account. If you have any question, please do not hesitate to reach out to my office at TDavis@southboroughma.com or 508-229-4452

Best Regards,

Tim Davis, CPRP
Recreation Director
508-229-4452

RECEIVED
By OB at 10:37 am, Jun 18, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, May 18, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Chairman Healey welcomed and congratulated the newest Board of Selectmen member, Andrew Dennington.

I. Public Comment

Timothe Litt (148 Woodland Road) reminded the Board they have not appointed the ex-officio member to the MTC. Chairman Healey suggested adding this item to the June 1st meeting.

II. Reorganization of the Board

Chairman Healey nominated Ms. Braccio to be Selectmen Chair for fiscal year 2022. Ms. Malinowski seconded. Chairman Healey stated that as Vice-Chair, Ms. Braccio has been invaluable and Mr. Stivers agreed. The motion passed (4-0-1) by roll call vote, Dennington, aye; Malinowski, aye; Stivers, aye; Healey, aye; Braccio, abstained.

Mr. Stivers stated he was interested in being vice-chair of the Board for fiscal year 2022. Ms. Malinowski stated she was interested in the position as well. Mr. Healey made a motion to appoint Ms. Malinowski as Selectmen Vice-Chair for fiscal year 2021. Mr. Dennington seconded. Mr. Stivers stated traditionally this position rotated and added that as it is his last year of his first term, he felt he would be an appropriate choice. He added Ms. Malinowski will do a great job as well. The motion passed (4-0-1) by roll call vote, Dennington, aye; Stivers, aye; Healey, aye; Braccio, aye, Malinowski, abstained.

III. Scheduled Appointments

Kevin D. Miller - Historical Commission, term to expire 6/30/2022

Mr. Miller was brought into the meeting and explained his background and interest in history, architecture and photography. He added that he would like to participate in government after having discussions on multiple town government matters. Chairman Braccio stated she spoke with Mr. Miller regarding the Downtown Initiative. Mr. Dennington asked if Mr. Miller was filling a vacancy. Chairman Braccio stated that Mr. Miller is filling a vacancy for a three-year term. Ms. Malinowski asked what he was most excited about accomplishing on the Historical Commission. Mr. Miller replied that Southborough is rich in history and he would like to be part of educating residents of town history. Mr. Stivers made a motion to appoint Kevin D. Miller to the Historical Commission, term to expire 6/30/2022. Mr. Healey seconded. The motion passed (5-0-0) by roll call vote, Dennington, aye; Malinowski, aye; Stivers, aye; Healey, aye; Braccio, aye.

Brian Ballantine, Finance Director; Carla McAuliffe, Town Accountant - Quarterly Financial update

Mr. Ballantine and Ms. McAuliffe were brought into the meeting. Mr. Ballantine walked the Board through the revenue reports included in the packet. He stated that he felt the town will be ending the year in a more positive financial state than he previously thought. He added that some larger building permit fees were recently submitted which boosted revenues and cautioned that these are one-time fees. Chairman Braccio thanked Mr. Ballantine, Ms. McAuliffe and Ms. Malinowski for all their work creating the reports.

Ms. McAuliffe stated the Town Clerk has moved out $86,000 of expenses into CARES Act reimbursements and the town received $12,500 for early voting reimbursement. She anticipates receiving that revenue after June 30th. She added that Mr. Hegarty should have more reimbursements from town meeting and the elections. Ms. McAuliffe stated that approximately $45,000 was moved out of the Board of Health budget and will be part of a FEMA reimbursement. She summarized staffing changes at the DPW and shifting salary money that will be shifted as outlined in the packet. The next CARES Act reporting application is due in June and she will be doing a reimbursement request. She added the vaccination clinic costs will be a separate application which will be filed after the insurance reimbursement is understood. The American Recovery Protection Act Funds will be upcoming. She stated there were four transfers mentioned in packet to the Reserve Fund and another from Facilities for energy costs. Ms. Malinowski stated she spoke with Ms. Galligan regarding items listed that fall under the capital policy. She added that Ms. Galligan will be reaching out to work with the Capital Committee. Chairman Healey gave an update on PILOT discussions and contributions from Fay School and St. Mark's Schools. He said he suggested to St. Mark's and Fay Schools to summarize their in-kind contributions to the community for the benefit of the public. Mr. Stivers asked about a projection of revenues for 2022. Mr. Ballantine replied that there are a lot of uncertainties and listed options where revenues could rise in the coming year. Mr. Stivers stated he has been researching the ARPA funds and felt they will be flexible and encouraged maximizing the use of these funds. Mr. Purple summarized a webinar regarding these funds and agreed the requirements seem broad. He stated Ms. McAuliffe will be ensuring all requirements are met. Mr. Purple explained the funding for infrastructure projects.

Ms. Braccio asked about current tax accounts in arrears and Mr. Ballantine stated there are approximately six outstanding that are between $10,000 - $30,000. Chairman Braccio asked if the insurance reimbursement from the vaccine clinic will be low as insurance is not required. Ms. McAuliffe replied that she plans to meet with Dr. Alker when the clinic is finished in the end of June. Chairman Braccio stated that the ambulance fund was consistent and Mr. Ballantine agreed. Chairman Braccio asked if there is an anticipated shortfall in the DPW budget. Ms.

McAuliffe replied there was not and explained. Chairman Braccio asked about a possible deficit in the postage line item from the Board of Selectmen. Mr. Purple replied there should be no issues and explained what is done if there are excess fund.

IV. Reports

Chairman's Report

Chairman Braccio stated that the flags will be replaced at the Rural Cemetery on Friday, May 28th at 6:00 P.M. On Monday, May 31st the parade will start at Main Street bank at 9:00 A.M. and proceed to the cemetery ending at the All Wars Memorial. She stated she would be happy to speak at the Memorial Day Ceremony on behalf of the Board. The Board agreed.

Chairman Braccio stated that Attorney Costa supplied feedback on the Downtown District Initiative and in order to keep momentum for the article for a fall town meeting, there will be a joint meeting in June with the stakeholders.

Members' Reports

i. Update on Youth & Family Services strategic plan

Ms. Malinowski summarized the strategic plan process and the strategic plan group has since disbanded. Ms. Cassell is now working on the plan and Ms. Malinowski stated there were four goals and most are planned to be completed in the next six months to five years. She gave details on the report and will be sharing future progress with the Board.

Chairman Healey stated last year was the best revenue year for the Southborough Golf Course and added that this year seems to be even stronger.

Mr. Stivers stated the MTC is working on a town survey and trying to get responses before Town Meeting. He asked the public to go to www.mysouthborough.com and www.bettersouthboro.org to take the survey.

Town Administrator Report

Mr. Purple stated the golf bid for the putting green should be completed by end of this month and should be out to bid by the beginning of June. Work is anticipated to begin in August with the putting green ready for play when the course opens next spring.

Mr. Purple updated the Board regarding the One Stop Grant. He had a virtual meeting with stakeholders last week. He summarized the status of the four projects applied for through the grant. Mr. Purple explained that two of the proposed projects were identified by reviewers from the State as falling under the planning/zoning category and only one can be awarded under the grant. He stated stakeholders discussed the two projects and Mr. Malinowski of the Capital Planning Committee and Ms. Quinn of the Planning Department both highlighted the fact that ARPA funds are available to address the transit orientated overlay studies. They suggested focusing on ARPA funds for this project and the One Stop Grant for the Route 9 Business Corridor District. Mr. Purple suggested submitted the Route 9 Business Corridor District to the grant for the planning/zoning category and to hold off on the Southville Transit Orientated Feasibility Study to apply for funds through ARPA. There was discussion regarding the projects. The Board agreed to the process Mr. Purple described.

Mr. Purple stated the regional vaccination clinic is open to those aged 12-16 and thanked everyone for publicizing this. Mr. Purple stated Mr. Healey pointed out that the Board could be

meeting in person next week. He added that Southborough Access Media is coming to the Town House to test their equipment.

V. Consent Agenda

a. Mr. Healey made a motion to accept Brian Shea's resignation from Affordable Housing Trust Fund Committee. Ms. Malinowski seconded. The motion passed (4-0-1) by roll call vote, Malinowski, aye; Healey, aye; Stivers, aye; Braccio, aye, Dennington abstained.

b. Mr. Healey made a motion to appoint Andrew Dennington to Affordable Housing Trust Fund Committee, term 6/30/21. The motion passed (4-0-1) by roll call vote, Healey, aye; Malinowski, aye; Stivers, aye; Braccio, aye, Dennington abstained.

VI. Other Matters Properly Before the Board

Town Meeting preparation

i. Article 7 – FY22 Budget

Chairman Braccio stated the Board of Health budget was the only outstanding issue with the FY22 budget. Ms. Malinowski summarized the latest Board of Health meeting which also included Ms. Cook from Advisory and Ms. McAuliffe, the Town Accountant. She stated the Board of Health re-voted their budget and removed the printer/scanner and added it to the reserve fund as recommended by Advisory. She stated that they also re-voted to reduce their budget to continue to have their administrative assistant role split between the Board of Health and Assessor's Office. Ms. Malinowski summarized the amendments she will be making at Town Meeting regarding the budget. She confirmed that with these amendments, the Board is in alignment with Advisory regarding the FY22 budget. Ms. Malinowski made a motion to support the Board of Health budget in total of $202,692. Mr. Stivers seconded. The motion passed (5-0-0) by roll call vote, Dennington aye; Healey, aye; Malinowski, aye; Stivers, aye; Braccio, aye. Ms. Malinowski made a motion to support the reserve fund, department 132 to increase from $180,000 to $190,000 for the FY22 budget. Mr. Stivers seconded. The motion passed (5-0-0) by roll call vote, Dennington aye; Healey, aye; Malinowski, aye; Stivers, aye; Braccio, aye.

ii. Article 23 – Disposition of 21 Highland Street (South Union School)

Chairman Braccio stated that the Board received a request for permission to withdraw the proposal from Gregory Zurlo of Street Block Development today. She stated that the Board should take a vote to accept the withdrawal of the bid and to indefinitely postpone this warrant article. Mr. Healey made a motion to accept the withdrawal of the bid from Gregory Zurlo of Street Block Development. Mr. Stivers seconded. Ms. Malinowski requested that the process for this bid be discussed at a future meeting. The motion passed (5-0-0) by roll call vote, Dennington aye; Healey, aye; Malinowski, aye; Stivers, aye; Braccio, aye. Mr. Stivers made a motion to indefinitely postpone warrant article 23, the disposition of 21 Highland Street. Mr. Healey seconded. Mr. Healey requested options for this parcel to be discussed at a future meeting. Chairman Braccio agreed. The motion passed (5-0-0) by roll call vote, Dennington aye; Healey, aye; Malinowski, aye; Stivers, aye; Braccio, aye.

iii. Assignment of BOS articles for motions

Mr. Purple overviewed the change he made to the list from the earlier version supplied at the previous meeting. He added that the Moderator will be supplying the consent agenda list soon. Mr. Dennington asked about the amendments for the zoning articles and Mr. Stivers explained the Planning Board would be presenting the articles and amendments. Chairman Braccio stated the Board will be leaving the assignments of articles as is for now.

iv. BOS positions on articles

Chairman Braccio stated the Board has taken a position on a majority of the articles and asked for Mr. Dennington's votes. Mr. Dennington stated he reviewed the spreadsheet and stated he can update the Board on his votes. Chairman Braccio asked if he agreed with the votes to support and not support on articles. She suggested a general vote leaving off article 19, 34, 36, 38, and 39. She asked Mr. Dennington if he agreed with the Board's vote on the rest of the articles. Mr. Dennington stated that Advisory voted 5-0 to wait for Town Meeting for article 20. He explained that it is a significant amount of money and thought it may make sense to hold off on this article to see if there are other CPC opportunities in the next few years. He stated he agrees with the Board votes on the rest of the articles. Mr. Stivers made a motion to reaffirm the Board's support for articles 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 21, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33 and 35. Mr. Dennington seconded. Mr. Healey noted he is abstaining to any article pertaining to bonding. The motion passed by roll call vote, Dennington, aye; Healey, aye with the exception of bonding articles where he abstains; Malinowski, aye; Stivers, aye; Braccio, aye.

Mr. Healey made a motion to support article 20 – Town House Restoration. Ms. Malinowski seconded. The motion passed (4-1-0) by roll call vote, Dennington, nay; Healey, aye; Malinowski, aye; Stivers, aye; Braccio, aye.

Mr. Dennington stated that their votes to not support the noise bylaw should not be taken as a sign that the Board or Advisory is against any noise bylaw in the future. Chairman Braccio stated the Board voted not to support the article as written. Mr. Stivers made a motion to not support article 32 – noise bylaw as written. Mr. Healey seconded. The motion passed (5-0-0) by roll call vote, Dennington aye; Healey, aye; Malinowski, aye; Stivers, aye; Braccio, aye.

Chairman Braccio stated that a meeting is not scheduled for Town Meeting and asked the Board if they'd like to leave the rest of the votes for Town Meeting or to discuss this evening. The Board agreed to discuss tonight.

Chairman Braccio stated article 19 – St. Mark's Church Bell Tower was not voted by the Board. She asked if Mr. Dennington took a vote at Advisory and he said he had. Mr. Healey made a motion to support article 19 – St. Mark's Church Bell Tower. Mr. Stivers seconded. The motion failed (2-3-0) by roll call vote, Dennington, nay; Healey, aye; Malinowski, nay; Stivers, aye; Braccio, nay.

Chairman Braccio asked for discussion on article 34 – zoning bylaw – Miscellaneous Provisions, Special Permits, Extensions and Alterations. Mr. Stivers made a motion to support article 34 – zoning bylaw – Miscellaneous Provisions, Special Permits, Extensions and Alterations. Mr. Healey seconded. Mr. Healey asked if Mr. Stivers' concerns were addressed. Mr. Stivers stated he had no concerns. Mr. Dennington stated that this article needs an additional revision as the language where the cost of an alteration to a pre-existing non-conforming structure cannot exceed X% of

the assessed value of the property was no longer enforceable. He added that when he was on the ZBA, they were instructed that case law makes supersedes this provision. This revision is not included in this article and would like this to be brought back to Town Meeting in the future. Mr. Stivers agrees. The motion passed (5-0-0) by roll call vote, Dennington aye; Healey, aye; Malinowski, aye; Stivers, aye; Braccio, aye.

Chairman Braccio asked Mr. Purple to clarify that as the Board is aware of an amendment for article 36 if they must vote on the article as written. Mr. Purple confirmed and stated that the Moderator will ask the Board for their position of the article and after the amendment is presented, the Moderator will ask for the Board's opinion on the article with the amendment. The Board agreed to wait until Town Meeting to vote.

Chairman Braccio asked if an amendment has been submitted for the plastics ban warrant article. Mr. Purple stated that he did receive a notice from Mr. Weishan a month ago was that he fully intended to indefinitely postpone the article until the meeting can be held indoors. He suggested the Board vote at Town Meeting when the motion to indefinitely postpone is made. The Board agreed.

Chairman Braccio stated the last article for discussion is the citizen's petition for a truck exclusion on Flagg Road. She suggested the Board hold this vote until Town Meeting. The Board agreed. Mr. Healey stated he agreed to hold on the vote and suggested the Board take no position as it is an article asking the Board to take an action.

<u>Update on Legal Services RFP proposals; next steps</u>

Mr. Dennington recused himself from this discussion and he left the Zoom room. Mr. Healey stated that recusing means the Board member cannot participate in the discussion and Mr. Dennington could have stayed in the room as a member of the public. Mr. Stivers summarized the RFP review process and application review he conducted with Mr. Purple. Mr. Stivers asked the Board when interviews should be conducted and if West should be included regardless that their application is missing a wet signature. Mr. Healey suggested the Board speak to the four applicants with complete applications but if an applicant did not respond properly to the RFP, an interview should not be conducted. He added that having solely an electronic signature from West complies. Chairman Braccio and Ms. Malinowski agreed. Mr. Purple agreed to invite the four firms to the June 1st meeting for interviews. Mr. Healey suggested each Board member send a list of 2-3 questions for the firms. Mr. Purple agreed to compile a list of approximately 8-10 questions to ask each firm. Mr. Purple asked for some guidelines to give the firms for the interview. Mr. Healey stated that a 5-7-minute introduction followed by 8-10 minutes of questions with the last question being for them to make a statement as to why they are the best option.

VII. Public Comment

Mr. Reed asked if the withdrawal letter sent to the Board the from Gregory Zurlo of Street Block Development today regarding the RFP for South Union was public record. Mr. Purple replied that it was and asked Mr. Reed to email him and he will send the letter. Mr. Reed agreed to do so.

VIII. On a motion made by Mr. Stivers, seconded by Ms. Malinowski and voted all in favor (5-0-0) by roll call vote, the meeting was adjourned at 8:18 P.M.

Upcoming Meetings
Annual Town Meeting, May 22, 2021
June 1, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the May 18, 2021 BOS Meeting:

- FY 2021 Goals- Boards and Committees
- Goals for Town Administrator
- Citizen Activity Form, Kevin D. Miller
- Quarter Report BOS - Quarter 3 FY2021 ending 3.31.2021
- Letter from Jason Montijo to Mark Purple re: justification of full-time employee-additional contracted services
- Resignation Letter from Brian Shea to Jim Hegarty dated 5.12.21
- May 22, 2021 Annual Town Meeting Record
- MOTIONS FOR ARTICLES – MAY 22, 2021 TOWN MEETING

Southborough, MA

17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	May 7, 2021
Name:	Kevin D Miller
Home Address:	18 Latisquama Road SOUTHBOROUGH, MA 01772
Mailing Address:	18 Latisquama Road SOUTHBOROUGH, MA 01772
Current Occupation/Employer:	Senior Affiliated Faculty, Emerson College
Narrative:	I have available the time necessary to attend meetings and keep up with commission activities. My interest in historic preservation is prompted in part by research into town history, the history of my own home, and a long-time interest in architecture and architectural photography.
Board(s) / Committee(s):	___HISTORICAL COMMISSION

FY 2021 Goals - Boards and Committees.	In Progress	Recent Steps	Completed
OML training and support/training for running Open Meetings.	XX		
Promote and enforce Town Email Use Policy.	XX		
Update, consolidate and promote compliance with general policies.			XX
Encourage and provide support for televising meetings.	XX	XX	
Encourage and provide support for composite agendas and packets.	XX		
Enhance informational outreach and recruiting for volunteers (forum).			XX
Conduct public comment at beginning & end of meetings			XX
Review and update descriptions and charges.	XX		
FY 2021 Goals - Community Initiatives			
Coordinate and oversee Downtown Initiative.	XX	XX	
Coordiate communication/roundtables with local businesses.	XX		
Pursue PILOT initiatives, including community center and projects.	XX	XX	
Pursue "bike friendly" policies and explore Biking Committee.			XX
300th Anniversary planning, including Committee creation.	XX		
FY 2021 Goals - Employees			
Create Employee Handbook.			
Update job descriptions for BoS staff.	XX		
BoS review of annual staff performance reviews.			XX
Review staffing and BoS office organization.			XX
Analyze Personnel Board/Town Administrator authority.			XX
FY 2021 Goals - Infrastructure			
Explore municipal electric plant.			
Natl Grid parcel 54-40	XX		XX
Assimilate Pine Hill Rd into Town Water re: Fire (via MWRA)	XX	XX	
FY 2021 Goals - Long Range/Strategic Planning			
Explore establishing grant writing position(s).	XX		
BoS training, reporting and hiring initiatives re: diversity and inclusion.			XX
FY 2021 Goals - Municipal Finance			
Additional approval/oversight on appropriation line items.			XX
Schedule quarterly budget updates (Finance Director).			XX
Establish budget narratives, including long-term impacts.			
Establish BoS budget liaisons.			XX
Communicate BoS position to departments re: new FTEs.			XX
Establish long-term capital plans (with Capital Committee).			XX
Explore generating additional commercial tax revenue.			XX
Identify and establish a roster of Town service contracts.			XX
Review contracted services and explore re-bidding.			XX
Maximize potential Covid-19 reimbursements and grants.	XX		XX
Coordinated budget discussions with Advisory, Capital and Schools.			XX
FY 2021 Goals - Organizational			
Quarterly newsletter.	XX		
Explore public safety regional dispatch.	XX		
Evaluate organizational processes: postage; mailings; data exchanges.			XX
Budget software implementation.			XX
Pursue policies and projects for 40B threshold.	XX		XX
Customer service survey re: Town departments.			XX

GOALS for Town Administrator	In progress	Completed	Recent Steps
Communication with Board of Selectmen	XX		Shared Legal folder set up for Board member access, continue to enhance contents.
Embrace authority of Town Administrator position	XX		
Assist Board of Health with staffing and vaccination plan for COVID-19	XX		Regional vaccination site for Boroughs expanding vaccine to 12-15 year olds as of 5/13. Regional health services grant awarded; Southborough benefit TBD. Private vaccination clinic for applicable Fay students on 5/17.
Improve process between Building Dept. and Historical, RE: Demolition delay bylaw	XX		Meetings with Historical Commission members and Building Dept. to change point of contact and revise viewing options to only those items pertinent to Historical Commission review.
Sidewalk access to Public Safety Facility	XX		ADA self-evaluation process commenced. Sboro School buildings being added into study within available funding.
Formal reviews for other contract employees under Board of Selectmen	XX		Fire Chief review completed.
Annual goals for department heads/contract employees under Board of Selectmen	XX		
Identify service enhancements/cost reductions; grant opportunities	XX		Feedback from State received. Grant proposal in process for June 4 submittal.

GOALS for Town Administrator	In progress	Completed	Recent Steps
Reorganization of Selectmen Office	XX		Interviews for AA position in process; hope to have appointment for 4/20 meeting.
Sustainability of golf course operations; renewal of management contract			Putting green design early May; bidding in June; construction to start in August.

MEMO

TO: MARK PURPLE, TOWN ADMINISTRATOR

FROM: JASON MONTIJO, IT MANAGER

SUBJECT: JUSTIFICATION OF FULL TIME EMPLOYEE/ADDITIONAL CONTRACTED SERVICES

DATE: 05/13/2021

CC: N/A

This document pertains to the justification and documentation of a full time Help Desk employee and possible part time System Admin (Chris McGinn). Currently the Town of Southborough's IT maintenance is tasked to one full time IT Manager. Daily tasks that are requested by each Town employee are currently tracked in an application called Itarian. A report will be requested from this application to show what work has been done over the last 3 weeks for justification purposes.

1. During the last 3 weeks since starting with the Town I have worked on 25 tickets requiring help desk support. Here are a few examples:
    a. Laptop frozen needs refresh
    b. Printer jammed
    c. Printer queue not working in the Public Safety building
    d. Locked users\reset passwords
    e. Adding and removing email accounts etc…

Some of these issues have required multiple hours of troubleshooting to resolve and support tickets with software vendors. The majority of these issues could have been handled by a lower-level employee (Help Desk Technician) to resolve. It is possible that the IT Manager may need to be involved with some higher-level troubleshooting, but in most cases quick troubleshooting by a Help Desk Technician can get this resolved.

A part time System Administrator would play a vital role for an IT Manager in keeping all systems up to date with weekly server & system patches. Most servers\systems need to be restarted when updated and with the current tasks assigned to Chris McGinn working after hours, it would make sense to keep him on staff part time to apply these patches. It would also work in the benefit of the Town when the IT Manager is away in any form to have a second person who can easily maintain the current server\systems in place if an issue should arise. We are currently working very closely together to review time schedule to update servers, maintain Active Directory, and purge past employees from AD/email.

I am currently in talks with a couple of MSP (managed service providers) vendors on how we can increase our cyber security defense with our network. This service would provide us with real-

time monitoring and protection based on the latest threat intelligence as well as in-depth assessments and guidance to meet our compliance requirements. I will also review MFA (multi-factor authentication) with these vendors to provide us with an additional layer of security for our users. MSP's have multiple layers of support including training videos on cyber security awareness that are catered to the user base. Some of the many topics include phishing, email threats, public Wi-Fi security and avoiding malware to name a few. It is important to keep our user base as informed as possible.

Once I have revied each option that the MSP's will provide, I will report this to the Town Administrator and the MTC for review.

Annual Town Meeting Record

Article #	Article Description	Sponsor	Amount	Funding Source	Motion	Quantum of Vote	BOS	Advisory	Town Meeting Action	Date
1	Hear Committee Reports	Selectmen			Braccio	Majority	Y, 4-0	Y, 6-0		
2	Acceptance of PILOT Payments	Selectmen			Healey	Majority	Y, 4-0	Y, 6-0		
3	Annual Borrowing authorization	Selectmen			Malinowski	Majority	Y, 4-0	Y, 6-0		
4	Authorization of contracts in excess of 3 yrs.	Selectmen			Stivers	Majority	Y, 4-0	Y, 6-0		
5	Salary Administration Plan	Personnel Board			Rosenbloom	Majority	Y, 4-0	Y, 6-0-1		
6	Adjustments to FY2021 Budget	Selectmen	TBD		Braccio	Majority	Y, 4-0	ATM		
7	Fiscal Year 2022 budget	Selectmen	$55,283,945	GF, Water, Ambulance, etc.	Healey	Majority	Y, 4-0	Y, 7-0		
8	Fiscal Year 2022 Water Enterprise budget	Selectmen	$2,904,951	Enterprise	Malinowski	Majority	Y, 4-0	ATM		
9	OPEB Trust Fund	Selectmen	$250,000	General Fund	Stivers	Majority	Y, 4-0	Y, 7-0		
10	Capital Budget (Non-borrowing)	Selectmen	$771,200	GF, Water, Ambulance	Healey	Majority	Y, 4-0	Y, 5-0/4-0-1		
11	Capital Budget (Lease/Borrowing)	Selectmen	$148,233	GF, Borrowing	Braccio	Two-thirds	Y, 4-0	Y, 5-0		
12	Insurance Deductible account	Selectmen	$5,000	General Fund	Malinowski	Majority	Y, 4-0	Y, 7-0		
13	Capital maintenance fund	Selectmen	$100,000	General Fund	Stivers	Majority	Y, 4-0	Y, 5-0		
14	Annual authorization of revolving funds	Selectmen			Braccio	Majority	Y, 4-0	ATM		
15	CPA - Administrative	CPA			Andrew Mills	Majority	Y, 4-0	Y, 6-0-1		
16	CPA - Burnett House bond	CPA	$82,938	CPA funds	Andrew Mills	Majority	Y, 4-0	Y, 6-0-1		
17	CPA - Library façade bond	CPA	$84,738	CPA funds	Andrew Mills	Majority	Y, 4-0	Y, 6-0-1		
18	CPA - Kallander Field project	CPA	$238,750	CPA funds	Andrew Mills	Majority	Y, 4-0	Y, 6-0-1		
19	CPA - St. Mark's Church Bell Tower project	CPA	$300,000	CPA funds	Andrew Mills	Majority	ATM	N, 0-4-3		
20	CPA - Town House Restoration	CPA	$2,030,000	CPA funds	Andrew Mills	Two-thirds	Y, 4-0	Y, 5-0		
21	CPA - Flagg School Assessment	CPA	$9,950	CPA funds	Andrew Mills	Majority	Y, 4-0	Y, 6-0-1		
22	CPA - Trail on DCR Land	CPA	$47,011	CPA funds	Andrew Mills	Majority	Y, 4-0	Y, 7-0		
23	Disposition of 21 Highland Street	Selectmen			Malinowski	Two-thirds	ATM	ATM		
24	Adopt MGL to increase property exemptions	Selectmen, Assessors, COA			Braccio	Majority	Y, 4-0	Y, 7-0		
25	Bylaw - Increase qualification period for appointments	Selectmen			Healey	Majority	Y, 4-0	Y, 6-0		
26	Bylaw - Availability of Town Report, Warrant	Town Clerk			Hegarty	Majority	Y, 4-0	Y, 7-0		
27	Adopt MGL for Saturday office hours	Town Clerk			Hegarty	Majority	Y, 4-0	Y, 6-0		
28	Adopt MGL for speed limit in thickly settled areas	Selectmen			Stivers	Majority	Y, 4-0	Y, 6-0		
29	Adopt MGL to designate safety zones	Selectmen			Stivers	Majority	Y, 4-0	Y, 6-0		
30	Adopt MGL to implement Local Meals Tax	Selectmen			Malinowski	Majority	Y, 4-0	Y, 6-1		
31	Bylaw - Southborough Public Accessibilty Committee	Selectmen			Braccio	Majority	Y, 4-0	Y, 7-0		
32	Bylaw - Amend Advisory Committee	Advisory Committee			Cook	Majority	Y, 4-0	Y, 7-0		
33	Bylaw - Capital Improvement Planning Comm.	Selectmen			Healey	Majority	Y, 4-0	Y, 5-0		
34	Zoning bylaw - Miscellaneous provisions (special permits, extensions, alterations)	Zoning Board of Appeals			David Williams	Two-thirds	ATM	ATM		
35	Zoning bylaw - Outdoor illumination	Planning Board			Marnie Hoolahan	Two-thirds	Y, 4-0	ATM		
36	Zoning bylaw - Site Plan review	Planning Board			Meme Lutrell	Two-thirds	ATM	ATM		
37	Citizen petition - Noise Bylaw	Peter Lapine, et al.			Peter Lapine	Majority	N, 0-4	N, 7-0		
38	Citizen petition - Plastics bar	Michael Weishan, et al.			Michael Weishan	Majority	ATM	ATM		
39	Citizen petition - Flagg Road Truck Exclusion	Jonas Linden, et al.			Jonas Linden	Majority	No position	ATM		

MOTIONS FOR ARTICLES – MAY 22, 2021 TOWN MEETING

ARTICLE 1: **SELECTMEN - TBD**

I move that the Town hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

ARTICLE 2: **SELECTMEN - TBD**

I move that the Town vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, Harvard University, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted.

ARTICLE 3: **SELECTMEN - TBD**

I move that the Town vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2021 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended.

ARTICLE 4: **SELECTMEN - TBD**

I move that the Town vote in accordance with Massachusetts General Laws Chapter 30B, Section 12(b) to authorize the Board of Selectmen and Superintendent of Schools to solicit and award contracts for terms exceeding three years to a maximum of seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee.

ARTICLE 5: **BETSY ROSENBLOOM**

I move that the Town approve changes to the Salary Administration Plan, as codified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, as printed in the warrant.

ARTICLE 6: **SELECTMEN - TBD**

I move that the Town vote to indefinitely postpone this article.

ARTICLE 7: **SELECTMEN - TBD**

I move that the Town raise a sum of money not to exceed the sum of **$55,283,945** as may be necessary for the Town's use, and make appropriations of the same.

Transfer from the Cemetery Perpetual care	25,000.00
Transfer from Free Cash	1,400,293.00
Transfer from Overlay Reserve	272,031.00
Transfer from Ambulance Fund, Receipts Reserved (Fund 23)	411,000.00
Transfer from Septic Betterment Fund	30,078.00
Transfer from Reserve SBAB Fund Balance	4,017.00
Transfer from Water Enterprise Fund	204,695.00
Transfer from Fund 2261 "911 Revolving"	25,000.00

AND that the Balance of **$52,911,831** be raised and appropriated.

ARTICLE 8: **SELECTMEN - TBD**

I move that $2,700,256 be appropriated for the Water Enterprise Fund and that $204,695 be included in appropriations from the general fund for indirect costs and be allocated to the Water Enterprise Fund, and that $2,904,951 be raised as follows:

FY22 Revenues:	2,904,951.00

ARTICLE 9: **SELECTMEN - TBD**

I move that the Town raise and appropriate the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees.

DRAFT

ARTICLE 10: **SELECTMEN - TBD**

I move that the Town raise and appropriate:

- $115,000 for Library Interior renovations;
- $40,000 for Town House bathroom renovations;
- $30,000 for a DPW Chipper;
- $12,000 for a DPW Equipment trailer;
- $325,000 for DPW Road Maintenance;
- $30,000 for Fire Thermal Imaging cameras;
- $20,000 for Fire hose & nozzle replacement;
- $40,000 for Fire turnout gear fund;
- $18,200 for Police defibrillators; and
- $101,000 for Police cruisers

ARTICLE 11: **SELECTMEN - TBD**

I move that the Town:

(i) appropriate $400,000 to pay costs of purchasing a Fire Tender 2,000 Gallon, including costs incidental or related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c. 44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Any premiums received by the Town upon the sale of any bonds or notes issued pursuant to this vote, less any premium applied to the payment of costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and

(ii) authorize, under General Laws Chapters 30B or Chapter 44, and upon the recommendation of the Board of Selectmen, lease purchase financing agreements for the acquisition of the following equipment that may be acquired through the issuance of debt under G.L. c. 44 or improvement of a capital asset the improvement of which may be financed by the issuance of debt under G.L. c. 44, the term of such agreement not to exceed the useful life of the equipment or improvement as determined by the Board of Selectmen, and to authorize the Town Administrator to enter into such agreements on behalf of the town, and to appropriate the amounts for the first year payments of the agreements as stated below in the column “First Year Amount”:

DRAFT

Equipment	Authorized Department	Source of Appropriation	First Year Amount
1 - Horton Type Ambulance	Fire Department	FY22 Capital Budget - Ambulance Fund	$42,025
1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY22 Capital Budget - General Fund	$25,215
1 - Pick Up Diesel F-350	Dept. of Public Works	FY22 Capital Budget - General Fund	$10,697
1 - Fire Dept Chief Vehicle	Fire Department	FY22 Capital Budget - General Fund	$9,169

ARTICLE 12: **SELECTMEN - TBD**

I move that the Town vote to raise and appropriate the sum of $5,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies,

ARTICLE 13: **SELECTMEN - TBD**

I move that the Town vote to raise and appropriate the sum of $100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Advisory Committee as requested.

ARTICLE 14: **SELECTMEN - TBD**

I move that the Town vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2022:

1. Immunization/emergency dispensing clinic; $12,000;
2. Inspectional services; $100,000;
3. 9-11 Field Maintenance; $100,000;
4. Wetland Protection; $30,000;
5. Hazardous materials; $75,000;
6. CPR classes; $6,500;
7. Community garden; $2,500;
8. Recreation programs; $400,000;
9. Tobacco Control Program; $4,000;
10. Golf Course Maintenance; $30,000.

ARTICLE 15: **CPC - MILLS**

I move that the Town vote to accept the report of the Community Preservation Committee for the FY 2022 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as printed in the warrant.

ARTICLE 16: **CPC - MILLS**

I move that the Town vote to appropriate $82,938 to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation from the CPA FY2022 estimated CPA annual revenue. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

ARTICLE 17: **CPC - MILLS**

I move that the Town vote to appropriate $13,033 towards FY21 Interest for the renovation and restoration of the Historic Southborough Library building from the Historic Reserve Fund; and to also vote to appropriate $71,705 to be applied towards the FY22 bond payment for the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. $38,122 from the CPA Historic Preservation Reserve Fund and $33,583 from the FY21 CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

ARTICLE 18: **CPC - MILLS**

I move that the Town vote to appropriate $238,750 from the CPA Fund FY2021 Budgeted Reserve for the renovation and restoration of Kallander Field, located on Kallander Drive in Southborough (Parcel ID 56-0000-012-0) for recreation purposes as requested by the Recreation Department. This consists of $210,100 in project costs and an additional $28,650 in contingency funding. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

DRAFT

ARTICLE 19: **CPC - MILLS**

I move that the Town vote to appropriate $300,000 for the restoration and preservation of the Historic St. Mark's Bell Tower located at 27 Main Street Southborough for Historic purposes. $23,061.76 from the CPA Historic Preservation Reserve Fund and $276,938.24 from FY21 CPA Fund Balance. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

ARTICLE 20: **CPC - MILLS**

I move that the sum of two million, thirty thousand dollars ($2,030,000) is appropriated pursuant to Mass. General Laws in Chapter 44, as amended, Chapter 44B, or any other enabling authority, for historic restoration of the Southborough Town House, including costs incidental or related thereto, for a period of twenty (20) years, excluding the term of any temporary loans issued and in anticipation therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44 §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Additionally, that the sum of two hundred eight thousand, two hundred eighty-four dollars ($208,284) consisting of one hundred ninety-two thousand, six hundred and nine dollars ($192,609) from the FY22 estimated CPA annual revenues and fifteen thousand, six hundred seventy-five dollars ($15,675) from the 2021 CPA Fund Balance is appropriated for a total project cost of two million, two hundred thirty eight thousand, two hundred eighty four dollars ($2,238,284) for historic preservation purposes.

This appropriation consists of $1,986,644 for historic preservation /restoration project costs and $251,640 contingency funding, for the Southborough Town House Exterior Preservation and Restoration Project, as requested by the Southborough Facilities Department for historic purposes.

And further, that

(i) the Board of Selectmen and/or a qualified Historical Organization with the Board of Selectmen's express approval is authorized to submit on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from The Commonwealth of Massachusetts or the United States and/or any other state or federal programs including those in aid of Historic Preservation and/or any others in any way connected with the scope of this article. Said gifts or grants to be deposited in the Historic Reserve Community Preservation Fund;

(ii) the Board of Selectmen is hereby directed to grant a Perpetual Preservation Restriction on the historical exterior and windows of the Town House Building, 17 Common Street, Southborough, MA 01772 to be recorded in conformance with the requirements of Massachusetts General Laws and to enter into all agreements and execute any and all instruments as may be necessary to effect said Perpetual Preservation Restriction. The cost of the Perpetual Preservation Restriction to be paid from funds from this appropriation and the holder of the Perpetual Preservation Restriction shall be approved by a majority vote of the Community Preservation Committee;

(iii) the Town of Southborough shall retain ownership of this building in perpetuity except as authorized by a vote of the citizens at a town election with a margin of 90% approval of the total ballots cast;

(iv) the Project is to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding;

(v) all of the work will comply with the Building and Architectural Access Board codes as applicable, the historic district review requirements, and The Secretary of the Interior's Standards for the Treatment of Historic Properties;

(vi) the Town shall prepare a draft Perpetual Preservation Restriction and submit the Perpetual Preservation Restriction to the MA Historical Commission no later than 180 days after the commencement of construction activities; and

(vii) the funds appropriated hereunder are to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

ARTICLE 21: **CPC - MILLS**

I move that the Town vote to appropriate $9,950 from the FY22 estimated CPA annual revenue for the Southborough History Museum Condition Assessment for historical purposes as requested by the Southborough Historical Society. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

ARTICLE 22: **CPC - MILLS**

I move that the Town vote to appropriate $47,011 from the FY22 estimated CPA annual revenue for the 1.6 mile Peninsula Trail for recreation purposes as requested by the Southborough Trails Committee (STC) with $42,737 in project costs and an additional $4,274 in contingency funding. The STC shall apply for the Massachusetts Department of Conservation and Recreation trails grant for matching funds. In the event the grant funds are not awarded, these CPA funds will be used to provide signage and install required fencing to enable use of the property. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

ARTICLE 23: **SELECTMEN – TBD**

I move that the Town vote to authorize the Board of Selectmen to dispose of a parcel of land with structures thereon deemed surplus property with no further public purpose, by deed of conveyance, grant or transfer after appraisals have been obtained and upon such terms and conditions as the Board of Selectmen deem appropriate. Said parcel of land being described as follows: 21 Highland Street, having been acquired by deed dated June 26, 1911 and recorded in the Worcester Registry of Deeds at Book 1974, Page 229.

ARTICLE 24: **SELECTMEN – TBD**

I move that the Town vote to amend the interest rate per annum from 4% to 2% and increase the income limit (gross receipts) from $20,000 to $45,000 under the provisions of Massachusetts General Laws, Chapter 59, §5 (41A) which regulates tax deferral for homeowners 65 years or older pursuant to the authority contained in Chapter 136 of the Acts of 2005 of the General Court thereby amending M.G.L. Ch. 59, §5 (41A).

ARTICLE 25: **SELECTMEN – TBD**

I move that the Town vote to amend Section 9-24 "Qualification of elected and appointed officials" of the Town Code, by deleting the text in its entirety, and replacing with the following:

"All elected and appointed officials shall be qualified by the Town Clerk within 30 days of their election except where a different period is specified in the General Laws. If an appointed official is not qualified in this period, his/her appointment shall terminate, and the appointing authority shall be so notified by the Town Clerk."

ARTICLE 26: **TOWN CLERK – HEGARTY**

I move that the Town vote to amend the provisions of the Southborough Code, Chapters 41-2 9 entitled Notice of Town Meetings and § 41-26 Availability of Annual Report and Warrant as printed in the warrant.

ARTICLE 27: **TOWN CLERK – HEGARTY**

I move that the Town vote to accept the provisions of Chapter 41, Sec. 110A of the Massachusetts General Laws "Office hours on Saturday": "Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday."

ARTICLE 28: **SELECTMEN – TBD**

I move that the Town vote to adopt the provisions of MGL c.90, Section 17C to allow the Board of Selectmen to reduce the statutory speed limit from 30MPH to 25MPH on any or all town-owned roadways in thickly settled or business district areas.

ARTICLE 29: **SELECTMEN – TBD**

I move that the Town vote to adopt the provisions of MGL c.90, Section 18B to allow the Board of Selectmen to establish regulatory 20MPH safety zones on public streets within the Town of Southborough in the interest of public safety.

ARTICLE 30: **SELECTMEN – TBD**

I move that the Town vote to impose a .75% meals tax on the sales of restaurant meals by accepting Massachusetts General Laws, Chapter 64L, Section 2(a). The implementation date of the meals tax will be at the discretion of the Board of Selectmen, but not before January 1, 2022.

ARTICLE 31: **SELECTMEN – TBD**

I move that the Town vote to adopt in Chapter 9 of the General Bylaws, Article X to be entitled **"**Southborough Public Accessibility Committee", Sections 9.34 through 9.35 of the Town bylaws, as printed in the warrant.

ARTICLE 32: **ADVISORY COMMITTEE – TBD**

I move that the Town vote to amend the provisions of the Southborough Code, Section 9.8 and 9.12 thereof, as printed in the warrant.

ARTICLE 33: **SELECTMEN – TBD**

I move that the Town vote to adopt in Chapter 9 of the General Bylaws, a new Article IX to be entitled "Capital Improvement and Planning Committee'', Sections 9-30 through 9-33, as printed in the warrant.

ARTICLE 34: **ZONING BOARD – TBD**

I move that the Town vote to amend the Zoning Code of the Town of Southborough, Zoning Article I entitled "Miscellaneous Provisions" and Article V entitled "Nonconforming Uses and Structures" by amending thereto Section 174-9 entitled "Special Permit Requirements" and 174-19 entitled "Extensions", as printed in the warrant.

ARTICLE 35: **PLANNING BOARD – TBD**

I move that the Town vote to amend the Zoning Code of the Town of Southborough Article III entitled "Use Regulations" by replacing thereto Section 174-12.1 thereof entitled "Outdoor illumination", as printed in the warrant.

ARTICLE 36: **PLANNING BOARD – TBD**

I move that the Town vote to amend the Zoning Code of the Town of Southborough, Article III entitled "Use Regulations" by amending thereto Section 174-10, entitled "Site Plan Approval", as printed in the warrant.

ARTICLE 37: **PETER LAPINE**

I move that the Town vote to approve the Southborough Noise Bylaw proposal, as printed in the warrant.

ARTICLE 38: **MICHAEL WEISHAN**

I move that the Town vote to indefinitely postpone this article.

ARTICLE 39: **JONAS LINDEN**

I move that the Town vote to strongly request that the Board of Selectmen direct DPW to conduct an analysis of Flagg Road for the purpose of instituting a commercial truck exclusion (similar to Latisquama Road).

DRAFT

Quarter Report BOS

Revenues and Expenses

Quarter 3 FY2021 ending 3-31-2021

Revenues:

- General fund revenues $229 less through March 31st year over year.
- Areas of positive material revenue growth – tax lien interest, building permits, BOH permits, other miscellaneous revenue.
    - Several tax lien accounts have settled out this year.
    - Fourteen building permits issued totaling almost $230,000 during quarter.
    - 3 large permits which make up 61% of the building fees collected through March are a new dormitory for St. Mark's for $195,310, a warehouse that is being converted to self storage units for $47,500 and various projects at Fay School which total $28,000.
- Areas that have materially declined – interest earnings, RMV fines, BOS license fees.
    - Investment Income was lowered by 70K this year – low interest rate environment expected to continue.
    - The cell tower lease for the flagpole in front of the Town House has ended. In past year's we have budgeted $25,000 for that revenue category and for FY 22 we will estimate 0 dollars for rentals.
- First billing for motor vehicle excise released and it is approximately $125,000 lower than 2020, or just over 6%. Commitment 2 will be issued May – this will then represent approximately 87% of the annual billed amount and should be a more reliable indicator on revenue estimates.
    - May be a collection delay in commitment 2 and 3 – RMV had a coding error that has delayed all billings at least one month. This may result in less FY21 revenue.
- Water fund through 3-31 is approximately $890,000 year over year increase. The strong revenue growth is a result of the new rate structure and the dry season that has now passed. Will continue to monitor to gauge if rate structure needs further analysis.
- In the aggregate all revenues have stayed flat through a very difficult year. This was better than the possibility of a significant decline. With the new ARPA funds the Town will soon have guidance as to how the available funding may be drawn down to account for the areas where the Town did realize reduced revenue. Initial ARPA reg's are somewhat generic with finer rules to come later in month.

Expenses:

- Town Clerk- To date in FY 21 $8,647 of election expenses related to COVID have been moved out of the general fund and into the CARES special revenue fund. The Clerk is tracking the unbudgeted COVID costs for the town election and outdoor town meeting. Those costs will be included in the upcoming CARES reporting and application.
- Board of Health- To date in FY 21 $45,382.30 of supplies and salary related to COVID have been moved out of the general fund and into the CARES and FEMA special revenue funds. These costs will be included in the next FEMA application.
- Conservation and EDC will need minor amounts of $67.88 and $213.40 from their non-salary funds respectively to cover their FY 21 salary expenses for the year.

- DPW- was anticipating the need for a reserve fund transfer but due to salary savings will be in the black overall. They had a vacancy in their mechanic position and replaced the position at a lower pay rate and had savings in OT due to a lighter than anticipated snow season. A conservative estimate is $80,000 in excess salary funds and the DPW director is looking to use a total of $71,500 detailed on the list below.

Traffic count on Flagg	$1,500
Attachment for the sidewalk plow	$5,000
Tires for one of the loaders	$15,000
Repair transfer station yard tractor	$15,000
Driver Feedback Signs	$7,500
Driver Feedback signs install	$20,000
Engineering Framingham Road	$7,500
TOTAL	**$71,500**

The equipment pieces would have come from the expense budget, but the expense budget was used to pay for a contracted mechanic in the interim before the new hire came onboard. The traffic count and driver feedback items are requests from residents. The Framingham Road concept plans would come from the road article but the Director would rather use available budget funds at this time if available.

- The next CARES reporting application which covers the period 1/1/2021 – 3/31/2021 is due to the State on 6/4/2021. They have opened the reimbursement portal as well so I will be filing a reimbursement request as well for CARES within the same timeframe. The State's most recent guidance said they will be updating cities and towns on a monthly basis through 12/31/2021 with regard to uses and procedures.
- Currently FEMA is covering vaccination costs less any insurance reimbursements received. The vaccination costs we have incurred to date totals $6,462.36. We should see these costs continue through mid-June. A FEMA vaccination application will be submitted once the regional vaccination clinic wraps up.
- A portion of the ARPA funds should arrive from the State shortly. The Division of Local Services have issued no guidance as of yet with regard to these funds and they are available for use through December 31, 2024. The funds can be used to backfill revenue shortfalls. We are looking forward to seeing how these funds align with the other reimbursement sources and making the most of these economic recovery funds. Some revenue areas of loss may be motel, excise, ambulance, and some smaller revenue areas (library fees, etc).
- The Reserve fund has several potential transfers being tracked. Currently on the list is a transfer to cover the overage for the Northborough court judgement $2,586.19, Advisory to cover their minute taker $1,000.00, Fire for the antenna on the Public Safety Building $8,640.00, BOH to cover the expense of Paul Pisinski's 6 hour a week contract Jan to June $7,050.00, and there is potential for a transfer for Town Clerk amount to be determined. The Town Accountant will be meeting with the Clerk after Town Meeting to go over his costs and will be in touch with departments

weekly in June to monitor their budgets. We do not foresee a need for any other transfers at this time but will keep you in the loop if a situation develops.

- We had a department meeting last week and the Town Accountant made a point to remind departments to please make an effort to curb unnecessary year end spending. The more we can save this year the stronger position we will be in with Free Cash for next year. We expect to review balances post June 30th and travel budgets will be reviewed accordingly for spending patterns.

	FY20 BUDGET	3/31/2020	FY20. vs Estimate	FY21 BUDGET	3/31/2021	FY21 vs Estimate	3/31/21 VS 3/31/20
Motor Vehicle Excise	2,075,000	1,907,826	(167,174)	2,125,000	1,735,353	(389,647)	(172,473)
Other Excise	85,000	95,194	10,194	85,000	61,557	(23,443)	(33,637)
Fees/Int. - Taxes & Excise	70,000	56,222	(13,778)	60,000	118,136	58,136	61,914
Pymnts in Lieu of Taxes	400,000	76,469	(323,531)	430,000	76,329	(353,671)	(140)
Fees	395,000	278,203	(116,797)	350,000	552,351	202,351	274,148
Rentals - Cell Tower	25,000	24,510	(490)	25,000	18,864	(6,136)	(5,646)
Dept Revenue Libraries	2,400	1,687	(713)	1,000	10	(990)	(1,677)
Dept Revenue Cemetery	25,000	17,277	(7,723)	25,000	21,835	(3,165)	4,558
Other Dept Revenue	6,000	21,307	15,307	12,000	25,660	13,660	4,353
Licenses and Permits	420,000	493,491	73,491	425,000	502,864	77,864	9,373
Fines and Forfeits	75,000	63,189	(11,811)	75,000	46,417	(28,583)	(16,772)
Investment Income	165,000	211,670	46,670	70,000	52,519	(17,481)	(159,151)
Misc. Revenue Recurring		75,398	75,398		128,590	128,590	53,192
Medicaid Reimb		15,055	15,055		15,546	15,546	492
Misc/State Revenue (Misc. Non-Recurring)		76,170	76,170		57,406	57,406	(18,764)
G-Fund TOTAL	3,743,400	3,413,667	(329,733)	3,683,000	3,413,438	(269,562)	(229)
Charges - Water (W-FUND TOTAL)	2,001,966	1,586,931	(415,035)	2,340,692	2,477,035	136,343	890,104

Filter by: Segment 1: 6161
Segment 2: 6
Group as: ****-*-111-***-*****
Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 400 - DEPARTMENT OF PUBLIC WORKS							
Salaries								
6161-6-400-450-51100	SALARIES FULL-TIME	-211,656.59	298,611.00	298,611.00	-211,656.59	0.00	86,954.41	70.88
6161-6-400-450-51300	SALARIES OVERTIME	-20,200.15	23,874.00	23,874.00	-20,200.15	0.00	3,673.85	84.61
6161-6-400-450-51450	LONGEVITY	-2,400.00	2,250.00	2,250.00	-2,400.00	0.00	-150.00	106.67
6161-6-400-450-51470	STANDBY ADD. GROSS DIFF.	-21,450.00	29,120.00	29,120.00	-21,450.00	0.00	7,670.00	73.66
6161-6-400-450-51500	VACATION	-204.48	0.00	0.00	-204.48	0.00	-204.48	0.00
6161-6-400-450-51520	FMLA LEAVE	-220.84	0.00	0.00	-220.84	0.00	-220.84	0.00
6161-6-400-450-51600	PERSONAL TIME	-102.24	0.00	0.00	-102.24	0.00	-102.24	0.00
6161-6-400-450-51950	STIPENDS	-2,159.20	1,550.00	1,550.00	-2,159.20	0.00	-609.20	139.30
Total Group 3: Salaries		**-258,393.50**	**355,405.00**	**355,405.00**	**-258,393.50**	**0.00**	**97,011.50**	**72.70**
Expenses								
6161-6-400-450-52100	ELECTRICITY	-73,306.60	88,000.00	88,000.00	-73,306.60	0.00	14,693.40	83.30
6161-6-400-450-52110	HEAT	-3,892.59	6,000.00	6,000.00	-3,892.59	0.00	2,107.41	64.88
6161-6-400-450-52400	BUILDING MAINT.	-103.00	5,500.00	5,500.00	-103.00	0.00	5,397.00	1.87
6161-6-400-450-52420	VEHICLE REPAIR MAINT.	-1,528.21	1,000.00	1,000.00	-1,528.21	0.00	-528.21	152.82
6161-6-400-450-52440	WATER METER REPAIR MAINT.	0.00	100.00	100.00	0.00	0.00	100.00	0.00
6161-6-400-450-52480	WATER PUMPING STA. REPAIRS	-4,598.64	4,000.00	4,000.00	-4,598.64	0.00	-598.64	114.97
6161-6-400-450-52500	CONST. EQUIP. REPAIR	-72.15	500.00	500.00	-72.15	0.00	427.85	14.43
6161-6-400-450-52540	COMPUTER EQUIP REPAIR MAINTENAN	-6,124.54	4,500.00	4,500.00	-6,124.54	0.00	-1,624.54	136.10
6161-6-400-450-52840	OTHER EQUIP. RENTAL LEASES	-146.55	1,500.00	1,500.00	-146.55	0.00	1,353.45	9.77
6161-6-400-450-53000	MEDICAL DENTAL. PROF. TECH.	-25.00	0.00	0.00	-25.00	0.00	-25.00	0.00
6161-6-400-450-53050	ENGINEERARCHITECT PROF. SERV.	-1,282.50	55,000.00	55,000.00	-1,282.50	0.00	53,717.50	2.33
6161-6-400-450-53070	EMPLOYEE TRAINIG PROF. TECH	-949.00	2,000.00	2,000.00	-949.00	0.00	1,051.00	47.45
6161-6-400-450-53100	ADVERTISING PROF. TECH.	0.00	500.00	500.00	0.00	0.00	500.00	0.00
6161-6-400-450-53400	TELEPHONE COMMUNICATIONS	-61.60	500.00	500.00	-61.60	0.00	438.40	12.32
6161-6-400-450-53410	DATA PROCESS LINES COMMUNICATIO	-1,779.09	3,000.00	3,000.00	-1,779.09	0.00	1,220.91	59.30
6161-6-400-450-53420	POSTAGECOMMUNICATIONS	-2,229.60	5,500.00	5,500.00	-2,229.60	0.00	3,270.40	40.54
6161-6-400-450-53430	WIRELESS PHONE-COMMUNICATIONS	-862.06	1,200.00	1,200.00	-862.06	0.00	337.94	71.84
6161-6-400-450-53880	CONTRACT. SERV. OTHER SERV.	-56,912.73	55,000.00	55,000.00	-56,912.73	0.00	-1,912.73	103.48
6161-6-400-450-54220	OTHER OFFICE SUPPLIES	-205.77	500.00	500.00	-205.77	0.00	294.23	41.15

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
6161-6-400-450-54800	GASOLINE	0.00	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00
6161-6-400-450-54820	BATTERIES VEHICULAR SUPPLIES	-96.61	250.00	250.00	-96.61	0.00	153.39	38.64
6161-6-400-450-54830	TIRES VEHICULAR SUPPLIES	0.00	250.00	250.00	0.00	0.00	250.00	0.00
6161-6-400-450-54850	PARTS ACCESS. VEHICULAR	-3,744.74	1,000.00	1,000.00	-3,744.74	0.00	-2,744.74	374.47
6161-6-400-450-55340	GRAVEL STONE FILL	-2,935.42	2,000.00	2,000.00	-2,935.42	0.00	-935.42	146.77
6161-6-400-450-55370	BITUMINOUS CONCRETE	-150.22	3,000.00	3,000.00	-150.22	0.00	2,849.78	5.01
6161-6-400-450-55410	SMALL TOOLS	-2,314.65	7,500.00	7,500.00	-2,314.65	0.00	5,185.35	30.86
6161-6-400-450-55420	SERVICE SUPPLIES	-1,902.43	7,500.00	7,500.00	-1,902.43	0.00	5,597.57	25.37
6161-6-400-450-55430	PIPE FITTINGS	-8,327.84	5,000.00	5,000.00	-8,327.84	0.00	-3,327.84	166.56
6161-6-400-450-55440	METERS FITTINGS	-12,122.86	20,000.00	20,000.00	-12,122.86	0.00	7,877.14	60.61
6161-6-400-450-55450	SERVICE CONNECTIONS	-1,632.94	15,000.00	15,000.00	-1,632.94	0.00	13,367.06	10.89
6161-6-400-450-55460	HYDRANT REPAIRS	-226.74	10,000.00	10,000.00	-226.74	0.00	9,773.26	2.27
6161-6-400-450-55850	UNIFORMS OTHER SUPPLIES	-1,471.81	3,500.00	3,500.00	-1,471.81	0.00	2,028.19	42.05
6161-6-400-450-55870	NEWSPAPER OTHER SUPPLIES	0.00	150.00	150.00	0.00	0.00	150.00	0.00
6161-6-400-450-56940	MASS WATER RESOURCES-WATER	-805,614.73	1,005,985.00	1,005,985.00	-805,614.73	-200,603.80	-233.53	100.02
6161-6-400-450-57300	DUES	-534.00	500.00	500.00	-534.00	0.00	-34.00	106.80
6161-6-400-450-57840	WATER RESERVE	0.00	14,015.00	14,015.00	0.00	0.00	14,015.00	0.00
6161-6-400-450-58500	ADDITIONAL EQUIPMENT	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
6161-6-400-450-58700	REPLACEMENT EQUIPMENT	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Group 3: Expenses		**-995,154.62**	**1,341,950.00**	**1,341,950.00**	**-995,154.62**	**-200,603.80**	**146,191.58**	**89.11**
		-1,253,548.12			**-1,253,548.12**			
Total Group 1: Segment 3: Department	**Code: 400 -**	**-1,253,548.12**	**1,697,355.00**	**1,697,355.00**	**-1,253,548.12**	**-200,603.80**	**243,203.08**	**85.67**
Group 1: Segment 3: Department	**Code: 451 - WATER DEPT.**							
6161-6-451-580-68244	WATER PROJ OR IMPROV A14 ATM 4-11-	-33,189.64	59,833.05	59,833.05	-33,189.64	0.00	26,643.41	55.47
6161-6-451-580-68514	HOSMER PUMP STATION ROOF A10 4-13	-30,000.00	30,000.00	30,000.00	-30,000.00	0.00	0.00	100.00
6161-6-451-580-68537	WATER MASTER PLAN FY18 A9 4-25-17	0.00	11,685.00	11,685.00	0.00	0.00	11,685.00	0.00
Total Group 3:		**-63,189.64**	**101,518.05**	**101,518.05**	**-63,189.64**	**0.00**	**38,328.41**	**62.24**
		-63,189.64			**-63,189.64**			
Total Group 1: Segment 3: Department	**Code: 451 - WATER**	**-63,189.64**	**101,518.05**	**101,518.05**	**-63,189.64**	**0.00**	**38,328.41**	**62.24**
Group 1: Segment 3: Department Expenses	**Code: 710 - RETIREMENT OF LONG-TERM DEBT**							

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
6161-6-710-453-59100	LT PRINC-WATER MASTERPLAN REWOR	-50,000.00	50,000.00	50,000.00	-50,000.00	0.00	0.00	100.00
6161-6-710-456-59100	LT PRINC-ROUTE 9 WATER MAIN	0.00	180,000.00	180,000.00	0.00	0.00	180,000.00	0.00
6161-6-710-590-59100	LT PRINC-WATER LINING A10 4-11-16	0.00	110,000.00	110,000.00	0.00	0.00	110,000.00	0.00
Total Group 3: Expenses		**-50,000.00**	**340,000.00**	**340,000.00**	**-50,000.00**	**0.00**	**290,000.00**	**14.71**
		-50,000.00			**-50,000.00**			
Total Group 1: Segment 3: Department	Code: 710 -	**-50,000.00**	**340,000.00**	**340,000.00**	**-50,000.00**	**0.00**	**290,000.00**	**14.71**
Group 1: Segment 3: Department Expenses	Code: 751 - INTEREST ON LONG-TERM DEBT							
6161-6-751-453-59150	LT INT-WATER MASTER PLAN REWORK	-12,694.85	12,800.00	12,800.00	-12,694.85	0.00	105.15	99.18
6161-6-751-456-59150	LT INT-ROUTE 9 WATER MAIN	-40,657.50	81,315.00	81,315.00	-40,657.50	0.00	40,657.50	50.00
6161-6-751-590-59150	LT INT-WATER LINING A10 4-11-16	-15,000.00	23,375.00	23,375.00	-15,000.00	0.00	8,375.00	64.17
Total Group 3: Expenses		**-68,352.35**	**117,490.00**	**117,490.00**	**-68,352.35**	**0.00**	**49,137.65**	**58.18**
		-68,352.35			**-68,352.35**			
Total Group 1: Segment 3: Department	Code: 751 - INTEREST	**-68,352.35**	**117,490.00**	**117,490.00**	**-68,352.35**	**0.00**	**49,137.65**	**58.18**
Group 1: Segment 3: Department Expenses	Code: 752 - INTEREST ON SHORT-TERM DEBT							
6161-6-752-000-59250	INTEREST ON NOTES	0.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
Total Group 3: Expenses		**0.00**	**25,000.00**	**25,000.00**	**0.00**	**0.00**	**25,000.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 752 - INTEREST	**0.00**	**25,000.00**	**25,000.00**	**0.00**	**0.00**	**25,000.00**	**0.00**
56 Account(s) totaling:		-1,435,090.11	2,281,363.05	2,281,363.05	-1,435,090.11	-200,603.80	645,669.14	71.70

Town of Southborough
Ambulance Fund

Fund 2309	ACTUAL FY 2019	ACTUAL FY 2020	EST. FY 2021	EST. FY 2022	EST. FY 2023	EST. FY 2024	EST. FY 2025	EST. FY 2026	EST. FY 2027	EST. FY 2028
Beginning Balance	761,101.47	475,948.69	471,987.69	496,737.69	523,712.69	484,020.69	561,528.69	640,736.69	721,644.69	846,277.69
Cash Receipts	**404,972.22**	**533,039.00**	**450,000.00**	**480,000.00**	**500,000.00**	**500,000.00**	**500,000.00**	**500,000.00**	**500,000.00**	**500,000.00**
Expenditures										
General Fund Budget	(275,000)	(275,000)	(290,000)	(290,000)	(290,000)	(290,000)	(290,000)	(290,000)	(290,000)	(290,000)
COMSTAR G-fund Offset										
Air Compressor		(60,000)								
Radios		(70,000)								
Lucas			(17,000)							
Debt Svc-Engine 23	(130,625)	(132,000)	(118,250)	(121,000)	(115,500)					
Debt Svc-Engine 22 (600,000)			-	-	(55,300)	(54,280)	(53,260)	(52,240)	(51,220)	(50,200)
Int on Note-Engine 22			-	-	-	-	-	-	-	-
Tender (400,000)	-	-	-	-	(36,867)	(36,187)	(35,507)	(34,827)	(34,147)	(33,467)
Capital-see cap plan tab	(14,500)		-	-	-	-	-	-	-	-
Ambulance (FY22-26 Lease)	(270,000)	-	-	(42,025)	(42,025)	(42,025)	(42,025)	(42,025)	-	-
Expenses	**(690,125.00)**	**(537,000.00)**	**(425,250.00)**	**(453,025.00)**	**(539,692.00)**	**(422,492.00)**	**(420,792.00)**	**(419,092.00)**	**(375,367.00)**	**(373,667.00)**
Ending Balance	**475,948.69**	**471,987.69**	**496,737.69**	**523,712.69**	**484,020.69**	**561,528.69**	**640,736.69**	**721,644.69**	**846,277.69**	**972,610.69**
At June 30 - Required Balance	537,000.00	425,250.00	453,025.00	539,692.00	422,492.00	420,792.00	419,092.00	375,367.00	373,667.00	-
Under/Over Funding	**(61,051)**	**46,738**	**43,713**	**(15,979)**	**61,529**	**140,737**	**221,645**	**346,278**	**472,611**	**972,611**

RECEIPTS FY20			
	July-19	47,059	
	August-19	45,858	
	September-19	34,772	
	October-19	72,091	
	November-19	53,560	
	December-19	34,206	
	January-20	44,459	
	February-20	33,852	
	March-20	26,041	*391,898.00*
	April-20	61,387	
	May-20	38,673	
	June-20	41,081	

RECEIPTS FY21			
	July-20	30,024	
	August-20	33,633	
	September-20	23,095	
	October-20	43,273	
	November-20	35,231	
	December-20	60,236	
	January-21	42,247	
	February-21	36,770	
	March-21	33,545	*338,053.59*
	April-21	-	
	May-21	-	
	June-21	-	

6/30/20 Balance	471,988.00
Transfers FY21	(425,250.00)
Current Balance	384,791.59

Filter by: Segment 1: 0100
Segment 2: 5
Group as: ****-*-111-***-*****
Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 114 - MODERATOR							
Salaries								
0100-5-114-000-51110	SALARIES PART-TIME	0.00	50.00	50.00	0.00	0.00	50.00	0.00
Total Group 3: Salaries		**0.00**	**50.00**	**50.00**	**0.00**	**0.00**	**50.00**	**0.00**
Expenses								
0100-5-114-000-57300	DUES	0.00	25.00	25.00	0.00	0.00	25.00	0.00
Total Group 3: Expenses		**0.00**	**25.00**	**25.00**	**0.00**	**0.00**	**25.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 114 -	**0.00**	**75.00**	**75.00**	**0.00**	**0.00**	**75.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 121 - ELECTED BOARD OF SELECTMEN							
Salaries								
0100-5-121-000-51110	SALARIES PART-TIME	-2,400.00	4,000.00	4,000.00	-2,400.00	0.00	1,600.00	60.00
Total Group 3: Salaries		**-2,400.00**	**4,000.00**	**4,000.00**	**-2,400.00**	**0.00**	**1,600.00**	**60.00**
		-2,400.00			**-2,400.00**			
Total Group 1: Segment 3: Department	Code: 121 - ELECTED	**-2,400.00**	**4,000.00**	**4,000.00**	**-2,400.00**	**0.00**	**1,600.00**	**60.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 122 - BOARD OF SELECTMEN							
Salaries								
0100-5-122-000-51100	SALARIES FULL-TIME	-262,945.55	376,942.00	376,942.00	-262,945.55	0.00	113,996.45	69.76
0100-5-122-000-51110	SALARIES PART-TIME	-6,499.76	0.00	0.00	-6,499.76	0.00	-6,499.76	0.00
0100-5-122-000-51450	LONGEVITY	-1,950.00	2,350.00	2,350.00	-1,950.00	0.00	400.00	82.98
0100-5-122-000-51460	DEFERRED COMPENSATION	-11,091.90	10,510.00	10,510.00	-11,091.90	0.00	-581.90	105.54
0100-5-122-000-51940	MILEAGE STIPEND	-4,000.00	4,000.00	4,000.00	-4,000.00	0.00	0.00	100.00
0100-5-122-000-51950	MEETING STIPEND	-450.00	0.00	0.00	-450.00	0.00	-450.00	0.00
Total Group 3: Salaries		**-286,937.21**	**393,802.00**	**393,802.00**	**-286,937.21**	**0.00**	**106,864.79**	**72.86**
Expenses								
0100-5-122-000-52300	WATER	-286.71	500.00	500.00	-286.71	0.00	213.29	57.34
0100-5-122-000-52460	OFFICE EQUIPMENT REPAIR MAINTENA	-890.90	1,500.00	1,500.00	-890.90	0.00	609.10	59.39
0100-5-122-000-53000	MEDICAL DENTAL PROF. TECH.	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-122-000-53070	EMPLOYEE TRAINING PROF. TECH.	-578.00	4,635.00	4,635.00	-578.00	0.00	4,057.00	12.47
0100-5-122-000-53100	ADVERTISING PROF. TECH.	-299.76	700.00	700.00	-299.76	0.00	400.24	42.82
0100-5-122-000-53420	POSTAGE COMMUNICATION	-18,842.21	22,000.00	22,000.00	-18,842.21	0.00	3,157.79	85.65
0100-5-122-000-53440	PRINT MAIL COMMUNICATIONS	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
0100-5-122-000-53880	MISC. CONTRACTED SERVICES	0.00	6,850.00	6,850.00	0.00	0.00	6,850.00	0.00
0100-5-122-000-54210	PHOTOCOPY SUPPLIES	-1,633.50	4,000.00	4,000.00	-1,633.50	0.00	2,366.50	40.84
0100-5-122-000-54220	OTHER OFFICE SUPPLIES	-434.73	1,000.00	1,000.00	-434.73	0.00	565.27	43.47
0100-5-122-000-54900	FOOD AND FOOD SERVICE SUPPLIES	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-122-000-55470	MISCELLANEOUS-OTHER CHARGES EX	-105.40	0.00	0.00	-105.40	0.00	-105.40	0.00
0100-5-122-000-57100	IN-STATE TRAVEL	0.00	6,340.00	6,340.00	0.00	0.00	6,340.00	0.00
0100-5-122-000-57200	OUT-OF-STATE TRAVEL	0.00	1,550.00	1,550.00	0.00	0.00	1,550.00	0.00
0100-5-122-000-57300	DUES	-3,835.10	4,813.00	4,813.00	-3,835.10	0.00	977.90	79.68
Total Group 3: Expenses		**-26,906.31**	**58,488.00**	**58,488.00**	**-26,906.31**	**0.00**	**31,581.69**	**46.00**
		-313,843.52			**-313,843.52**			
Total Group 1: Segment 3: Department	Code: 122 - BOARD OF	**-313,843.52**	**452,290.00**	**452,290.00**	**-313,843.52**	**0.00**	**138,446.48**	**69.39**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 131 - ADVISORY							
Expenses								
0100-5-131-000-53880	MISC. CONTRACTED SERVICES	-2,250.00	1,450.00	1,450.00	-2,250.00	0.00	-800.00	155.17
0100-5-131-000-54210	PHOTOCOPYING OFFICE SUPPLIES	0.00	50.00	50.00	0.00	0.00	50.00	0.00
0100-5-131-000-57300	DUES	-180.00	1,000.00	1,000.00	-180.00	0.00	820.00	18.00
Total Group 3: Expenses		**-2,430.00**	**2,500.00**	**2,500.00**	**-2,430.00**	**0.00**	**70.00**	**97.20**
		-2,430.00			**-2,430.00**			
Total Group 1: Segment 3: Department	Code: 131 - ADVISORY	**-2,430.00**	**2,500.00**	**2,500.00**	**-2,430.00**	**0.00**	**70.00**	**97.20**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 132 - RESERVE FUND							
Expenses								
0100-5-132-000-57840	RESERVE FUND APPROP.	0.00	180,000.00	180,000.00	0.00	0.00	180,000.00	0.00
Total Group 3: Expenses		**0.00**	**180,000.00**	**180,000.00**	**0.00**	**0.00**	**180,000.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 132 - RESERVE	**0.00**	**180,000.00**	**180,000.00**	**0.00**	**0.00**	**180,000.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 135 - TOWN ACCOUNTANT							
Salaries								
0100-5-135-000-51100	SALARIES FULL-TIME	-121,450.20	168,055.00	168,055.00	-121,450.20	0.00	46,604.80	72.27
0100-5-135-000-51450	LONGEVITY	-700.00	700.00	700.00	-700.00	0.00	0.00	100.00
Total Group 3: Salaries		**-122,150.20**	**168,755.00**	**168,755.00**	**-122,150.20**	**0.00**	**46,604.80**	**72.38**
Expenses								
0100-5-135-000-53070	EMPLOYEE TRAINING PROF. TECH.	-875.00	780.00	780.00	-875.00	0.00	-95.00	112.18
0100-5-135-000-53880	CONTRACTED SERVICE OTHER SERV.	-66.25	0.00	0.00	-66.25	0.00	-66.25	0.00
0100-5-135-000-54220	OTHER OFFICE SUPPLIES	-267.99	450.00	450.00	-267.99	0.00	182.01	59.55
0100-5-135-000-57100	IN-STATE TRAVEL	0.00	540.00	540.00	0.00	0.00	540.00	0.00
0100-5-135-000-57300	DUES	-140.00	110.00	110.00	-140.00	0.00	-30.00	127.27
Total Group 3: Expenses		**-1,349.24**	**1,880.00**	**1,880.00**	**-1,349.24**	**0.00**	**530.76**	**71.77**
		-123,499.44			**-123,499.44**			
Total Group 1: Segment 3: Department	Code: 135 - TOWN	**-123,499.44**	**170,635.00**	**170,635.00**	**-123,499.44**	**0.00**	**47,135.56**	**72.38**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 136 - AUDIT							
Expenses								
0100-5-136-000-53080	AUDITING PROF. TECH.	-28,010.00	28,010.00	28,010.00	-28,010.00	0.00	0.00	100.00
Total Group 3: Expenses		**-28,010.00**	**28,010.00**	**28,010.00**	**-28,010.00**	**0.00**	**0.00**	**100.00**
		-28,010.00			**-28,010.00**			
Total Group 1: Segment 3: Department	Code: 136 - AUDIT	**-28,010.00**	**28,010.00**	**28,010.00**	**-28,010.00**	**0.00**	**0.00**	**100.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 140 - ELECTED BOARD OF ASSESSORS							
Salaries								
0100-5-140-000-51110	SALARIES PART-TIME	-1,225.21	2,250.00	2,250.00	-1,225.21	0.00	1,024.79	54.45
Total Group 3: Salaries		**-1,225.21**	**2,250.00**	**2,250.00**	**-1,225.21**	**0.00**	**1,024.79**	**54.45**
		-1,225.21			**-1,225.21**			
Total Group 1: Segment 3: Department	Code: 140 - ELECTED	**-1,225.21**	**2,250.00**	**2,250.00**	**-1,225.21**	**0.00**	**1,024.79**	**54.45**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 141 - ASSESSORS							
Salaries								
0100-5-141-000-51100	SALARIES FULL-TIME	-131,469.35	179,754.00	179,754.00	-131,469.35	0.00	48,284.65	73.14
0100-5-141-000-51450	LONGEVITY	-1,090.00	1,010.00	1,010.00	-1,090.00	0.00	-80.00	107.92
Total Group 3: Salaries		**-132,559.35**	**180,764.00**	**180,764.00**	**-132,559.35**	**0.00**	**48,204.65**	**73.33**
Expenses								
0100-5-141-000-52540	COMPUTER SOFTWARE SERVICE AND S	-5,400.00	7,125.00	7,125.00	-5,400.00	0.00	1,725.00	75.79
0100-5-141-000-53020	MANAGEMENT CONSULT. PROF. TECH.	-32,700.00	37,000.00	37,000.00	-32,700.00	0.00	4,300.00	88.38
0100-5-141-000-53070	EMPLOYEE TRAINING PROF. TECH.	-1,914.00	2,100.00	2,100.00	-1,914.00	0.00	186.00	91.14
0100-5-141-000-53860	DEEDS OTHER SERVICES	-32.00	150.00	150.00	-32.00	0.00	118.00	21.33
0100-5-141-000-54220	OTHER OFFICE SUPPLIES	-309.27	1,000.00	1,000.00	-309.27	0.00	690.73	30.93
0100-5-141-000-55930	OTHER SUPPLIES-ASSESSORS	-1,406.15	3,630.00	3,630.00	-1,406.15	0.00	2,223.85	38.74
0100-5-141-000-57100	IN-STATE TRAVEL	-388.47	3,300.00	3,300.00	-388.47	0.00	2,911.53	11.77
0100-5-141-000-57300	DUES	-490.00	740.00	740.00	-490.00	0.00	250.00	66.22
Total Group 3: Expenses		**-42,639.89**	**55,045.00**	**55,045.00**	**-42,639.89**	**0.00**	**12,405.11**	**77.46**
		-175,199.24			**-175,199.24**			
Total Group 1: Segment 3: Department	Code: 141 -	**-175,199.24**	**235,809.00**	**235,809.00**	**-175,199.24**	**0.00**	**60,609.76**	**74.30**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 145 - TREASURERCOLLECTOR							
Salaries								
0100-5-145-000-51100	SALARIES FULL-TIME	-154,204.33	216,494.00	216,494.00	-154,204.33	0.00	62,289.67	71.23
0100-5-145-000-51450	LONGEVITY	-1,100.00	1,100.00	1,100.00	-1,100.00	0.00	0.00	100.00
0100-5-145-000-51460	DEFERRED COMPENSATION	-3,094.50	3,108.00	3,108.00	-3,094.50	0.00	13.50	99.57
0100-5-145-000-51520	FLMA LEAVE	-4,163.93	0.00	0.00	-4,163.93	0.00	-4,163.93	0.00
Total Group 3: Salaries		**-162,562.76**	**220,702.00**	**220,702.00**	**-162,562.76**	**0.00**	**58,139.24**	**73.66**
Expenses								
0100-5-145-000-53070	EMPLOYEE TRAINING PROF. TECH.	-40.00	550.00	550.00	-40.00	0.00	510.00	7.27
0100-5-145-000-53880	CONTRACTED SERV. OTHER SERVICES	-2,694.84	5,169.00	5,169.00	-2,694.84	0.00	2,474.16	52.13
0100-5-145-000-54220	OTHER OFFICE SUPPLIES	-133.36	525.00	525.00	-133.36	0.00	391.64	25.40
0100-5-145-000-57100	IN-STATE TRAVEL	0.00	350.00	350.00	0.00	0.00	350.00	0.00
0100-5-145-000-57300	DUES	-140.00	350.00	350.00	-140.00	0.00	210.00	40.00
0100-5-145-000-57800	BONDS	-1,110.00	1,950.00	1,950.00	-1,110.00	0.00	840.00	56.92
Total Group 3: Expenses		**-4,118.20**	**8,894.00**	**8,894.00**	**-4,118.20**	**0.00**	**4,775.80**	**46.30**
		-166,680.96			**-166,680.96**			
Total Group 1: Segment 3: Department	Code: 145 -	**-166,680.96**	**229,596.00**	**229,596.00**	**-166,680.96**	**0.00**	**62,915.04**	**72.60**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 151 - LEGAL SERVICES							
Expenses								
0100-5-151-000-53090	LEGAL SERVICES PROF TECH.	-61,404.33	95,000.00	95,000.00	-61,404.33	-30,300.00	3,295.67	96.53
Total Group 3: Expenses		**-61,404.33**	**95,000.00**	**95,000.00**	**-61,404.33**	**-30,300.00**	**3,295.67**	**96.53**
		-61,404.33			**-61,404.33**			
Total Group 1: Segment 3: Department	Code: 151 - LEGAL	**-61,404.33**	**95,000.00**	**95,000.00**	**-61,404.33**	**-30,300.00**	**3,295.67**	**96.53**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 152 - PERSONNEL BOARD							
Salaries								
0100-5-152-000-51900	TUITION REIMBURSEMENT	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Group 3: Salaries		**0.00**	**5,000.00**	**5,000.00**	**0.00**	**0.00**	**5,000.00**	**0.00**
Expenses								
0100-5-152-000-53020	MANAGEMENT CONSULT. PROF.TECH.	-3,499.00	13,000.00	13,000.00	-3,499.00	0.00	9,501.00	26.92
0100-5-152-000-53070	EMPLOYEE DEVELOPMENT	-885.00	3,200.00	3,200.00	-885.00	0.00	2,315.00	27.66
0100-5-152-000-54220	OTHER OFFICE SUPPLIES	0.00	500.00	500.00	0.00	0.00	500.00	0.00
Total Group 3: Expenses		**-4,384.00**	**16,700.00**	**16,700.00**	**-4,384.00**	**0.00**	**12,316.00**	**26.25**
		-4,384.00			**-4,384.00**			
Total Group 1: Segment 3: Department	Code: 152 -	**-4,384.00**	**21,700.00**	**21,700.00**	**-4,384.00**	**0.00**	**17,316.00**	**20.20**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 153 - SPECIAL LEGAL COUNSEL							
Expenses								
0100-5-153-000-53090	LEGAL PROF. TECH.	-16,675.82	50,000.00	50,000.00	-16,675.82	0.00	33,324.18	33.35
Total Group 3: Expenses		**-16,675.82**	**50,000.00**	**50,000.00**	**-16,675.82**	**0.00**	**33,324.18**	**33.35**
		-16,675.82			**-16,675.82**			
Total Group 1: Segment 3: Department	Code: 153 - SPECIAL	**-16,675.82**	**50,000.00**	**50,000.00**	**-16,675.82**	**0.00**	**33,324.18**	**33.35**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 154 - MUNICIPAL TECHNOLOGY COMMITTEE							
Expenses								
0100-5-154-000-53880	CONTRACTED SERVICES	-384.00	1,000.00	1,000.00	-384.00	0.00	616.00	38.40
Total Group 3: Expenses		**-384.00**	**1,000.00**	**1,000.00**	**-384.00**	**0.00**	**616.00**	**38.40**
		-384.00			**-384.00**			
Total Group 1: Segment 3: Department	Code: 154 - MUNICIPAL	**-384.00**	**1,000.00**	**1,000.00**	**-384.00**	**0.00**	**616.00**	**38.40**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 155 - MANAGEMENT INFORMATION SYSTEMS							
Salaries								
0100-5-155-021-51100	SALARIES FULL-TIME	-49,489.39	102,462.00	102,462.00	-49,489.39	0.00	52,972.61	48.30
0100-5-155-021-51110	SALARIES PART-TIME	-6,708.40	26,283.00	26,283.00	-6,708.40	0.00	19,574.60	25.52
Total Group 3: Salaries		**-56,197.79**	**128,745.00**	**128,745.00**	**-56,197.79**	**0.00**	**72,547.21**	**43.65**
Expenses								
0100-5-155-020-52540	COMPUTER EQUIP. REPAIR MAINT.	-7,900.00	7,900.00	7,900.00	-7,900.00	0.00	0.00	100.00
0100-5-155-020-53070	EMPLOYEE TRAINING PROF. TECH.	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-155-020-53880	CONTRACTED SERV. OTHER SERVICES	-4,650.00	5,000.00	5,000.00	-4,650.00	0.00	350.00	93.00
0100-5-155-021-52540	COMPUTER EQUIP. REPAIR MAINT.	-110,916.43	124,708.00	124,708.00	-110,916.43	0.00	13,791.57	88.94
0100-5-155-021-53070	EMPLOYEE TRAINING PROF. TECH	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-155-021-53430	DATA COMMUNICATIONS	-2,694.93	3,420.00	3,420.00	-2,694.93	0.00	725.07	78.80
0100-5-155-021-53880	CONTRACTED SERVICES OTHER SERVI	-29,631.20	27,846.00	27,846.00	-29,631.20	0.00	-1,785.20	106.41
0100-5-155-021-55840	COMPUTER SUPPLIES	-6,818.94	9,000.00	9,000.00	-6,818.94	0.00	2,181.06	75.77
0100-5-155-021-57100	IN-STATE TRAVEL	-61.35	600.00	600.00	-61.35	0.00	538.65	10.23
0100-5-155-021-58700	REPLACEMENT EQUIPMENT	-34,867.44	40,000.00	40,000.00	-34,867.44	-285.30	4,847.26	87.88
Total Group 3: Expenses		**-197,540.29**	**220,474.00**	**220,474.00**	**-197,540.29**	**-285.30**	**22,648.41**	**89.73**
		-253,738.08			**-253,738.08**			
Total Group 1: Segment 3: Department	Code: 155 -	**-253,738.08**	**349,219.00**	**349,219.00**	**-253,738.08**	**-285.30**	**95,195.62**	**72.74**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 159 - OTHER OPERATION SUPPORT							
Expenses								
0100-5-159-000-52100	ELECTRICITY	0.00	294,001.00	294,001.00	0.00	0.00	294,001.00	0.00
0100-5-159-000-52110	HEAT	0.00	57,225.00	57,225.00	0.00	0.00	57,225.00	0.00
0100-5-159-000-53410	TELEPHONE COMMUNICATIONS	-12,620.67	27,800.00	27,800.00	-12,620.67	0.00	15,179.33	45.40
0100-5-159-000-53430	WIRELESS PHONE COMMUNICATIONS	-17,383.44	20,974.00	20,974.00	-17,383.44	0.00	3,590.56	82.88
0100-5-159-001-52100	TOWN HOUSE-ELECTRICITY	-8,736.12	0.00	0.00	-8,736.12	0.00	-8,736.12	0.00
0100-5-159-001-52110	TOWN HOUSE-HEAT	-3,113.61	0.00	0.00	-3,113.61	0.00	-3,113.61	0.00
0100-5-159-002-52100	HISTORICAL BLDG-ELECTRICITY	-590.89	0.00	0.00	-590.89	0.00	-590.89	0.00
0100-5-159-002-52110	HISTORICAL BLDG-HEAT	-763.72	0.00	0.00	-763.72	0.00	-763.72	0.00
0100-5-159-003-52100	LIBRARY-ELECTRICITY	-11,490.31	0.00	0.00	-11,490.31	0.00	-11,490.31	0.00
0100-5-159-003-52110	LIBRARY-HEAT	-3,810.34	0.00	0.00	-3,810.34	0.00	-3,810.34	0.00
0100-5-159-004-52100	FIRE-ELECTRICITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-159-004-52110	FIRE-HEAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-159-006-52100	DPW-ELECTRICITY	-126,221.25	0.00	0.00	-126,221.25	0.00	-126,221.25	0.00
0100-5-159-006-52110	DPW-HEAT	-10,236.60	0.00	0.00	-10,236.60	0.00	-10,236.60	0.00
0100-5-159-011-52100	CORDAVILLE-ELECTRICITY	-4,405.87	0.00	0.00	-4,405.87	0.00	-4,405.87	0.00
0100-5-159-011-52110	CORDAVILLE-HEAT	-3,658.37	0.00	0.00	-3,658.37	0.00	-3,658.37	0.00
0100-5-159-012-52100	CULTURAL ARTS-ELECTRICITY	-3,555.19	0.00	0.00	-3,555.19	0.00	-3,555.19	0.00
0100-5-159-012-52110	CULTURAL ARTS-HEAT	-4,797.22	0.00	0.00	-4,797.22	0.00	-4,797.22	0.00
0100-5-159-015-52100	PUBLIC SAFETY BLDG- ELECTRIC	-59,936.20	0.00	0.00	-59,936.20	0.00	-59,936.20	0.00
0100-5-159-015-52110	PUBLIC SAFETY BLDG- HEAT	-15,726.59	0.00	0.00	-15,726.59	0.00	-15,726.59	0.00
Total Group 3: Expenses		**-287,046.39**	**400,000.00**	**400,000.00**	**-287,046.39**	**0.00**	**112,953.61**	**71.76**
		-287,046.39			**-287,046.39**			
Total Group 1: Segment 3: Department	Code: 159 - OTHER	**-287,046.39**	**400,000.00**	**400,000.00**	**-287,046.39**	**0.00**	**112,953.61**	**71.76**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number			Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department		Code: 160 - ELECTED TOWN CLERK							
Salaries									
0100-5-160-000-51110	SALARIES PART-TIME		-65,771.28	87,695.00	87,695.00	-65,771.28	0.00	21,923.72	75.00
Total Group 3: Salaries			**-65,771.28**	**87,695.00**	**87,695.00**	**-65,771.28**	**0.00**	**21,923.72**	**75.00**
			-65,771.28			**-65,771.28**			
Total Group 1: Segment 3: Department		Code: 160 - ELECTED	**-65,771.28**	**87,695.00**	**87,695.00**	**-65,771.28**	**0.00**	**21,923.72**	**75.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 161 - TOWN CLERK							
Salaries								
0100-5-161-000-51100	SALARIES FULL-TIME	-68,191.71	88,984.00	88,984.00	-68,191.71	0.00	20,792.29	76.63
0100-5-161-000-51110	SALARIES PART-TIME	-155.48	0.00	0.00	-155.48	0.00	-155.48	0.00
0100-5-161-000-51200	TEMPORARY POSITIONS	-27,337.03	37,599.00	37,599.00	-27,337.03	0.00	10,261.97	72.71
0100-5-161-000-51300	SALARIES OVERTIME	-10,895.40	4,663.00	4,663.00	-10,895.40	0.00	-6,232.40	233.66
Total Group 3: Salaries		**-106,579.62**	**131,246.00**	**131,246.00**	**-106,579.62**	**0.00**	**24,666.38**	**81.21**
Expenses								
0100-5-161-000-52460	OFFICE EQUIPMENT REPAIR MAINT.	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-161-000-53070	EMPLOYEE TRAINING PROF. TECH.	-1,410.00	3,225.00	3,225.00	-1,410.00	0.00	1,815.00	43.72
0100-5-161-000-53440	PRINT MAIL COMMUNICATIONS	-2,118.54	6,500.00	6,500.00	-2,118.54	0.00	4,381.46	32.59
0100-5-161-000-53880	CONTRACTED SERV. OTHER SERVICES	-8,921.33	14,225.00	14,225.00	-8,921.33	0.00	5,303.67	62.72
0100-5-161-000-54220	OTHER OFFICE SUPPLIES	-11,286.65	18,150.00	18,150.00	-11,286.65	0.00	6,863.35	62.19
0100-5-161-000-54900	FOOD FOOD SERVICE SUPPLIES	-2,741.12	1,841.00	1,841.00	-2,741.12	0.00	-900.12	148.89
0100-5-161-000-55880	OTHER SUPPLIES-DOG TAGS	-400.41	200.00	200.00	-400.41	0.00	-200.41	200.21
0100-5-161-000-57100	IN-STATE TRAVEL	-414.59	2,761.00	2,761.00	-414.59	0.00	2,346.41	15.02
0100-5-161-000-57300	DUES	-150.00	165.00	165.00	-150.00	0.00	15.00	90.91
0100-5-161-000-57400	INSURANCE PREMIUMS	0.00	600.00	600.00	0.00	0.00	600.00	0.00
Total Group 3: Expenses		**-27,442.64**	**48,267.00**	**48,267.00**	**-27,442.64**	**0.00**	**20,824.36**	**56.86**
		-134,022.26			**-134,022.26**			
Total Group 1: Segment 3: Department	Code: 161 - TOWN	**-134,022.26**	**179,513.00**	**179,513.00**	**-134,022.26**	**0.00**	**45,490.74**	**74.66**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 171 - CONSERVATION COMMISSION							
Salaries								
0100-5-171-000-51100	SALARIES FULL-TIME	-51,464.67	70,252.00	70,252.00	-51,464.67	0.00	18,787.33	73.26
Total Group 3: Salaries		**-51,464.67**	**70,252.00**	**70,252.00**	**-51,464.67**	**0.00**	**18,787.33**	**73.26**
Expenses								
0100-5-171-000-53070	EMPLOYEE TRAINING PROF. TECH.	-300.00	800.00	800.00	-300.00	0.00	500.00	37.50
0100-5-171-000-53100	ADVERTISING PROF. TECH.	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-171-000-53840	CONSERV. PROPERTIES ACCESS. MAIN	-6,610.79	25,000.00	25,000.00	-6,610.79	-846.31	17,542.90	29.83
0100-5-171-000-53880	CONTRACTED SERVICES	-1,050.00	3,110.00	3,110.00	-1,050.00	0.00	2,060.00	33.76
0100-5-171-000-54220	OTHER OFFICE SUPPLIES	-274.27	700.00	700.00	-274.27	0.00	425.73	39.18
0100-5-171-000-57100	IN-STATE TRAVEL	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-171-000-57300	DUES	-777.00	900.00	900.00	-777.00	0.00	123.00	86.33
0100-5-171-000-57850	RECORDING INSTRUMENTS	-105.00	75.00	75.00	-105.00	0.00	-30.00	140.00
Total Group 3: Expenses		**-9,117.06**	**31,235.00**	**31,235.00**	**-9,117.06**	**-846.31**	**21,271.63**	**31.90**
		-60,581.73			**-60,581.73**			
Total Group 1: Segment 3: Department	Code: 171 -	**-60,581.73**	**101,487.00**	**101,487.00**	**-60,581.73**	**-846.31**	**40,058.96**	**60.53**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 175 - PLANNING BOARD							
Salaries								
0100-5-175-000-51100	SALARIES FULL-TIME	-104,901.03	143,668.00	143,668.00	-104,901.03	0.00	38,766.97	73.02
Total Group 3: Salaries		**-104,901.03**	**143,668.00**	**143,668.00**	**-104,901.03**	**0.00**	**38,766.97**	**73.02**
Expenses								
0100-5-175-000-53070	EMPLOYEE TRAINING PROF. TECH.	-458.00	3,200.00	3,200.00	-458.00	0.00	2,742.00	14.31
0100-5-175-000-53100	ADVERTISING PROF. TECH.	-332.80	1,000.00	1,000.00	-332.80	0.00	667.20	33.28
0100-5-175-000-53880	MISC. CONTRACTED SERVICES	-5,100.00	17,400.00	17,400.00	-5,100.00	0.00	12,300.00	29.31
0100-5-175-000-54200	STATIONERY OFFICE SUPPLIES	0.00	200.00	200.00	0.00	0.00	200.00	0.00
0100-5-175-000-54220	OTHER OFFICE SUPPLIES	-101.73	1,000.00	1,000.00	-101.73	0.00	898.27	10.17
0100-5-175-000-57100	IN-STATE TRAVEL	-24.73	700.00	700.00	-24.73	0.00	675.27	3.53
0100-5-175-000-57200	OUT-OF-STATE TRAVEL	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-175-000-57300	DUES	-628.00	4,070.00	4,070.00	-628.00	0.00	3,442.00	15.43
Total Group 3: Expenses		**-6,645.26**	**27,720.00**	**27,720.00**	**-6,645.26**	**0.00**	**21,074.74**	**23.97**
		-111,546.29			**-111,546.29**			
Total Group 1: Segment 3: Department	Code: 175 - PLANNING	**-111,546.29**	**171,388.00**	**171,388.00**	**-111,546.29**	**0.00**	**59,841.71**	**65.08**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 176 - ZONING BOARD OF APPEALS							
Salaries								
0100-5-176-000-51100	SALARIES FULL-TIME	-10,410.21	22,854.00	22,854.00	-10,410.21	0.00	12,443.79	45.55
Total Group 3: Salaries		**-10,410.21**	**22,854.00**	**22,854.00**	**-10,410.21**	**0.00**	**12,443.79**	**45.55**
Expenses								
0100-5-176-000-53070	EMPL. TRAINING PROF TECH	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-176-000-53100	ADVERTISING PROF. TECH.	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-176-000-53880	CONTRACTED SERV. OTHER SERVICES	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
0100-5-176-000-54220	OTHER OFFICE SUPPLIES	-69.98	300.00	300.00	-69.98	0.00	230.02	23.33
Total Group 3: Expenses		**-69.98**	**3,200.00**	**3,200.00**	**-69.98**	**0.00**	**3,130.02**	**2.19**
		-10,480.19			**-10,480.19**			
Total Group 1: Segment 3: Department	Code: 176 - ZONING	**-10,480.19**	**26,054.00**	**26,054.00**	**-10,480.19**	**0.00**	**15,573.81**	**40.22**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 177 - OPEN SPACE							
Expenses								
0100-5-177-000-53070	EMPLOYEE TRAINING PROF. TECH.	-334.00	750.00	750.00	-334.00	0.00	416.00	44.53
0100-5-177-000-54220	OTHER OFFICE SUPPLIES	-20.00	500.00	500.00	-20.00	0.00	480.00	4.00
0100-5-177-000-55100	EDUCATION SUPPLIES	-30.00	750.00	750.00	-30.00	0.00	720.00	4.00
Total Group 3: Expenses		**-384.00**	**2,000.00**	**2,000.00**	**-384.00**	**0.00**	**1,616.00**	**19.20**
		-384.00			**-384.00**			
Total Group 1: Segment 3: Department	Code: 177 - OPEN	**-384.00**	**2,000.00**	**2,000.00**	**-384.00**	**0.00**	**1,616.00**	**19.20**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 182 - ECONOMIC DEVELOPMENT							
Salaries								
0100-5-182-000-51110	SALARIES PART-TIME	-19,623.80	26,563.00	26,563.00	-19,623.80	0.00	6,939.20	73.88
Total Group 3: Salaries		**-19,623.80**	**26,563.00**	**26,563.00**	**-19,623.80**	**0.00**	**6,939.20**	**73.88**
Expenses								
0100-5-182-000-53440	PRINTING SERVICES	-1,125.00	3,500.00	3,500.00	-1,125.00	0.00	2,375.00	32.14
0100-5-182-000-53800	OTHER CONTRACTED SERVICES	-1,940.37	10,000.00	10,000.00	-1,940.37	0.00	8,059.63	19.40
0100-5-182-000-54210	OTHER OFFICE SUPPLIES	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-182-000-57100	IN-STATE TRAVEL	0.00	100.00	100.00	0.00	0.00	100.00	0.00
0100-5-182-000-57300	DUES AND MEMBERSHIPS	-125.00	800.00	800.00	-125.00	0.00	675.00	15.63
Total Group 3: Expenses		**-3,190.37**	**14,900.00**	**14,900.00**	**-3,190.37**	**0.00**	**11,709.63**	**21.41**
		-22,814.17			**-22,814.17**			
Total Group 1: Segment 3: Department	Code: 182 - ECONOMIC	**-22,814.17**	**41,463.00**	**41,463.00**	**-22,814.17**	**0.00**	**18,648.83**	**55.02**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 192 - PUBLIC BUILDINGS PROPERTIES MAINTENANCE							
Salaries								
0100-5-192-000-51100	SALARIES FULL-TIME	-232,311.20	319,073.00	319,073.00	-232,311.20	0.00	86,761.80	72.81
0100-5-192-000-51110	SALARIES PART-TIME	-13,710.02	33,587.00	33,587.00	-13,710.02	0.00	19,876.98	40.82
0100-5-192-000-51300	SALARIES OVERTIME	-4,056.22	0.00	0.00	-4,056.22	0.00	-4,056.22	0.00
0100-5-192-000-51450	LONGEVITY	-600.00	1,200.00	1,200.00	-600.00	0.00	600.00	50.00
0100-5-192-000-51950	STIPEND	-10,134.67	13,808.00	13,808.00	-10,134.67	0.00	3,673.33	73.40
Total Group 3: Salaries		**-260,812.11**	**367,668.00**	**367,668.00**	**-260,812.11**	**0.00**	**106,855.89**	**70.94**
Expenses								
0100-5-192-000-52420	VEHICLE REPAIR MAINTENANCE	-813.61	500.00	500.00	-813.61	0.00	-313.61	162.72
0100-5-192-000-52540	COMPUTER EQUIP REPAIR MAINTENAN	-2,675.00	2,600.00	2,600.00	-2,675.00	0.00	-75.00	102.88
0100-5-192-000-52840	EQUIPMENT RENTALS	-1,580.00	3,000.00	3,000.00	-1,580.00	0.00	1,420.00	52.67
0100-5-192-000-52930	REFUSE DISPOSAL	-7,778.00	8,430.00	8,430.00	-7,778.00	0.00	652.00	92.27
0100-5-192-000-52940	SEPTIC PUMPING OTHER PROPERTY	-5,535.00	6,390.00	6,390.00	-5,535.00	0.00	855.00	86.62
0100-5-192-000-53070	EMPLOYEE TRAINING PROF. TECH.	-396.00	500.00	500.00	-396.00	0.00	104.00	79.20
0100-5-192-000-53100	ADVERTISING PROF. TECH.	-46.08	175.00	175.00	-46.08	0.00	128.92	26.33
0100-5-192-000-53880	CONTRACTED SVCS-CLEANING	-49,887.70	78,295.00	78,295.00	-49,887.70	0.00	28,407.30	63.72
0100-5-192-000-54220	OTHER OFFICE SUPPLIES	-627.77	750.00	750.00	-627.77	0.00	122.23	83.70
0100-5-192-000-54500	CUSTODIAL SUPPLIES	-5,956.05	6,825.00	6,825.00	-5,956.05	0.00	868.95	87.27
0100-5-192-000-55410	SMALL TOOLS	-3,216.41	2,275.00	2,275.00	-3,216.41	0.00	-941.41	141.38
0100-5-192-000-55420	SERVICE SUPPLIES	-4,430.93	5,723.00	5,723.00	-4,430.93	0.00	1,292.07	77.42
0100-5-192-000-55850	UNIFORMS	-1,593.25	1,500.00	1,500.00	-1,593.25	0.00	-93.25	106.22
0100-5-192-000-57100	IN-STATE TRAVEL	-188.44	600.00	600.00	-188.44	0.00	411.56	31.41
0100-5-192-000-57300	DUES	-400.00	400.00	400.00	-400.00	0.00	0.00	100.00
0100-5-192-000-58500	ADDITIONAL EQUIPMENT	-428.00	2,000.00	2,000.00	-428.00	0.00	1,572.00	21.40
0100-5-192-001-52400	TOWN HOUSE BUILDING MAINT.	-3,430.85	13,522.00	13,522.00	-3,430.85	0.00	10,091.15	25.37
0100-5-192-001-53880	TOWN HOUSE CONTRACTED SERVICES	-8,360.34	6,447.00	6,447.00	-8,360.34	0.00	-1,913.34	129.68
0100-5-192-002-53880	HISTORICAL BLDG-CONTRACTED SVCS	-19.26	0.00	0.00	-19.26	0.00	-19.26	0.00
0100-5-192-003-52400	LIBRARY BUILDING MAINT.	-380.86	1,779.00	1,779.00	-380.86	0.00	1,398.14	21.41
0100-5-192-003-53880	LIBRARY CONTRACTED SERVICES	-3,408.59	2,442.00	2,442.00	-3,408.59	0.00	-966.59	139.58
0100-5-192-004-52400	FIRE HEADQUARTERS-BUILDING MAINT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-192-004-53880	FIRE DEPT CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-192-005-53880	POLICE CONTRACTED SERVICES	0.00	21,123.00	0.00	0.00	0.00	0.00	0.00

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-192-006-52400	DPW BUILDING MAINT.	-3,022.04	257.00	257.00	-3,022.04	0.00	-2,765.04	1,175.89
0100-5-192-006-53880	DPW CONTRACTED SERVICES	-5,742.20	1,680.00	1,680.00	-5,742.20	0.00	-4,062.20	341.80
0100-5-192-007-53880	TRANSFER STATION CONTRACTED SER	-490.00	840.00	840.00	-490.00	0.00	350.00	58.33
0100-5-192-008-53880	FIRE STATION II CONTRACTED SERVICE	-701.84	686.00	686.00	-701.84	0.00	-15.84	102.31
0100-5-192-011-52300	WATER-DOMESTIC CORDAVILLE HALL	-113.98	350.00	350.00	-113.98	0.00	236.02	32.57
0100-5-192-011-52400	9 CORDAVILLE RD. MAINT.	-1,993.25	1,418.00	1,418.00	-1,993.25	0.00	-575.25	140.57
0100-5-192-011-53880	9 CORDAVILLE CONTRACTED SERVICES	-7,085.10	8,417.00	8,417.00	-7,085.10	0.00	1,331.90	84.18
0100-5-192-012-52300	CULTURAL ARTS - WATER	-103.08	200.00	200.00	-103.08	0.00	96.92	51.54
0100-5-192-012-52400	CULTURAL ARTS -GENERAL EXPENSES	-1,163.75	0.00	0.00	-1,163.75	0.00	-1,163.75	0.00
0100-5-192-012-53880	CULTURAL ARTS-CONTRACTED SERVIC	-2,647.68	1,122.00	1,122.00	-2,647.68	0.00	-1,525.68	235.98
0100-5-192-014-52400	GOLF COURSE MAINT	-540.18	0.00	0.00	-540.18	0.00	-540.18	0.00
0100-5-192-014-53880	GOLF COURSE CONTRACTED SERVICES	-181.40	0.00	0.00	-181.40	0.00	-181.40	0.00
0100-5-192-015-52400	PUBLIC SAFETY BLDG - BUILDING MAINT	-2,356.40	0.00	0.00	-2,356.40	0.00	-2,356.40	0.00
0100-5-192-015-53880	PUBLIC SAFETY BLDG- CONTRACT SER	-24,347.65	0.00	21,123.00	-24,347.65	0.00	-3,224.65	115.27
Total Group 3: Expenses		**-151,640.69**	**180,246.00**	**180,246.00**	**-151,640.69**	**0.00**	**28,605.31**	**84.13**
		-412,452.80			**-412,452.80**			
Total Group 1: Segment 3: Department	Code: 192 - PUBLIC	**-412,452.80**	**547,914.00**	**547,914.00**	**-412,452.80**	**0.00**	**135,461.20**	**75.28**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 193 - ADA COMMITTEE							
Expenses								
0100-5-193-000-53880	CONTRACTED SERVICES	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
Total Group 3: Expenses		**0.00**	**2,500.00**	**2,500.00**	**0.00**	**0.00**	**2,500.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 193 - ADA	**0.00**	**2,500.00**	**2,500.00**	**0.00**	**0.00**	**2,500.00**	**0.00**

Group as: ****-*-111-***-*****

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Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 210 - POLICE DEPARTMENT							
Salaries								
0100-5-210-000-51100	SALARIES FULL-TIME	-1,220,766.78	1,721,275.00	1,721,275.00	-1,220,766.78	0.00	500,508.22	70.92
0100-5-210-000-51110	SALARIES PART-TIME	-15,163.50	17,307.00	17,307.00	-15,163.50	0.00	2,143.50	87.61
0100-5-210-000-51300	SALARIES OVERTIME	-96,671.02	155,884.00	155,884.00	-96,671.02	0.00	59,212.98	62.01
0100-5-210-000-51410	HOLIDAY	-18,714.48	70,551.00	70,551.00	-18,714.48	0.00	51,836.52	26.53
0100-5-210-000-51430	SHIFT DIFFERENTIAL	-23,105.16	34,376.00	34,376.00	-23,105.16	0.00	11,270.84	67.21
0100-5-210-000-51440	EDUCATION INCENTIVE	-42,484.31	49,297.00	49,297.00	-42,484.31	0.00	6,812.69	86.18
0100-5-210-000-51450	LONGEVITY	-9,400.00	9,600.00	9,600.00	-9,400.00	0.00	200.00	97.92
0100-5-210-000-51520	FMLA LEAVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-210-000-51540	COURT LEAVE FRINGE BENEFITS	-1,628.58	8,610.00	8,610.00	-1,628.58	0.00	6,981.42	18.91
0100-5-210-000-51900	TUITION REIMBURSEMENT	-10,221.17	10,000.00	10,000.00	-10,221.17	0.00	-221.17	102.21
0100-5-210-000-51910	CAREER INCENTIVE QUINN BILL	-59,873.40	81,914.00	81,914.00	-59,873.40	0.00	22,040.60	73.09
0100-5-210-000-51950	STIPENDS	-17,040.73	23,000.00	23,000.00	-17,040.73	0.00	5,959.27	74.09
0100-5-210-000-51951	OFFICER-IN-CHARGE	-1,589.00	1,896.00	1,896.00	-1,589.00	0.00	307.00	83.81
Total Group 3: Salaries		**-1,516,658.13**	**2,183,710.00**	**2,183,710.00**	**-1,516,658.13**	**0.00**	**667,051.87**	**69.45**
Expenses								
0100-5-210-000-52540	COMPUTER EQUIP. REPAIR MAINT.	-21,560.76	18,805.00	18,805.00	-21,560.76	0.00	-2,755.76	114.65
0100-5-210-000-52560	RADIO REPAIR REPAIR MAINT.	-1,015.00	1,100.00	1,100.00	-1,015.00	0.00	85.00	92.27
0100-5-210-000-53000	MEDICAL DENTAL PROF. TECH.	-4,280.00	1,992.00	1,992.00	-4,280.00	0.00	-2,288.00	214.86
0100-5-210-000-53070	EMPLOYEE TRAINING PROF. TECH.	-5,625.95	11,000.00	11,000.00	-5,625.95	0.00	5,374.05	51.15
0100-5-210-000-53410	DATA PROCESS LINES COMMUNICATIO	-2,240.24	3,480.00	3,480.00	-2,240.24	0.00	1,239.76	64.37
0100-5-210-000-53420	POSTAGE COMMUNICATIONS	-136.07	610.00	610.00	-136.07	0.00	473.93	22.31
0100-5-210-000-53880	MISC. CONTRACTED SERVICES	-17,710.27	16,500.00	21,250.00	-17,710.27	0.00	3,539.73	83.34
0100-5-210-000-54200	STATIONERY OFFICE SUPPLIES	-1,579.26	4,000.00	4,000.00	-1,579.26	0.00	2,420.74	39.48
0100-5-210-000-54220	OTHER OFFICE SUPPLIES	-547.10	2,000.00	2,000.00	-547.10	0.00	1,452.90	27.36
0100-5-210-000-54820	BATTERIES VEHICLE SUPPLIES	-5,540.00	5,540.00	5,540.00	-5,540.00	0.00	0.00	100.00
0100-5-210-000-54850	PARTS ACCESS. VEHICLE SUPPLIES	-4,436.01	13,750.00	9,000.00	-4,436.01	0.00	4,563.99	49.29
0100-5-210-000-54900	FOOD FOOD SERVICE SUPPLIES	-403.38	1,000.00	1,000.00	-403.38	0.00	596.62	40.34
0100-5-210-000-55000	MEDICAL SURGICAL SUPPLIES	-809.23	1,600.00	1,600.00	-809.23	0.00	790.77	50.58
0100-5-210-000-55820	AMMUNITION CRIME PREVENTION SUPP	-7,291.38	10,000.00	10,000.00	-7,291.38	0.00	2,708.62	72.91
0100-5-210-000-55830	SUBSCRIPTIONS	-909.00	920.00	920.00	-909.00	0.00	11.00	98.80
0100-5-210-000-55850	UNIFORMS	-17,366.37	26,650.00	26,650.00	-17,366.37	0.00	9,283.63	65.16

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Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-210-000-57100	IN-STATE TRAVEL	-56.25	200.00	200.00	-56.25	0.00	143.75	28.13
0100-5-210-000-57200	OUT-OF-STATE TRAVEL	0.00	543.00	543.00	0.00	0.00	543.00	0.00
0100-5-210-000-57300	DUES	-2,770.00	2,610.00	2,610.00	-2,770.00	0.00	-160.00	106.13
0100-5-210-000-58500	NEW EQUIPMENT	-618.26	4,000.00	4,000.00	-618.26	0.00	3,381.74	15.46
0100-5-210-000-58700	REPLACEMENT EQUIPMENT	-681.00	4,100.00	4,100.00	-681.00	0.00	3,419.00	16.61
Total Group 3: Expenses		**-95,575.53**	**130,400.00**	**130,400.00**	**-95,575.53**	**0.00**	**34,824.47**	**73.29**
		-1,612,233.66			**-1,612,233.66**			
Total Group 1: Segment 3: Department	Code: 210 - POLICE	**-1,612,233.66**	**2,314,110.00**	**2,314,110.00**	**-1,612,233.66**	**0.00**	**701,876.34**	**69.67**

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Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 220 - FIRE DEPARTMENT							
Salaries								
0100-5-220-000-51100	SALARIES FULL-TIME	-1,171,719.71	1,630,233.00	1,630,233.00	-1,171,719.71	0.00	458,513.29	71.87
0100-5-220-000-51110	SALARIES PART-TIME	-7,020.50	10,000.00	10,000.00	-7,020.50	0.00	2,979.50	70.21
0100-5-220-000-51300	SALARIES OVERTIME	-185,225.69	273,500.00	273,500.00	-185,225.69	0.00	88,274.31	67.72
0100-5-220-000-51410	HOLIDAY	-18,204.87	22,000.00	22,000.00	-18,204.87	0.00	3,795.13	82.75
0100-5-220-000-51440	EDUCATION INCENTIVE	-2,700.00	2,700.00	2,700.00	-2,700.00	0.00	0.00	100.00
0100-5-220-000-51450	LONGEVITY	-8,200.00	11,100.00	11,100.00	-8,200.00	0.00	2,900.00	73.87
0100-5-220-000-51900	TUITION REIMBURSEMENT	-2,613.82	9,850.00	9,850.00	-2,613.82	0.00	7,236.18	26.54
0100-5-220-000-51950	STIPENDS	-114,040.96	130,376.00	130,376.00	-114,040.96	0.00	16,335.04	87.47
0100-5-220-000-51960	FIRE OTHER - EMT	-670.00	2,000.00	2,000.00	-670.00	0.00	1,330.00	33.50
Total Group 3: Salaries		**-1,510,395.55**	**2,091,759.00**	**2,091,759.00**	**-1,510,395.55**	**0.00**	**581,363.45**	**72.21**
Expenses								
0100-5-220-000-52300	WATER-DOMESTIC	-1,287.49	2,000.00	2,000.00	-1,287.49	0.00	712.51	64.37
0100-5-220-000-52420	VEHICLE MAINT. REPAIR	-24,121.32	50,000.00	50,000.00	-24,121.32	0.00	25,878.68	48.24
0100-5-220-000-52470	MEDICAL EQUIP. REPAIR MAINT.	-5,101.36	4,000.00	4,000.00	-5,101.36	0.00	-1,101.36	127.53
0100-5-220-000-52540	COMPUTER EQUIP. REPAIR MAINT.	-7,219.25	9,000.00	9,000.00	-7,219.25	0.00	1,780.75	80.21
0100-5-220-000-52560	RADIOS REPAIR MAINT.	-11,718.58	4,800.00	4,800.00	-11,718.58	0.00	-6,918.58	244.14
0100-5-220-000-52590	FIRERESCUE REPAIR MAINT.	-6,754.37	8,000.00	8,000.00	-6,754.37	0.00	1,245.63	84.43
0100-5-220-000-53000	MEDICAL DENTAL PROF. TECH	-750.00	1,500.00	1,500.00	-750.00	0.00	750.00	50.00
0100-5-220-000-53070	EMPLOYEE TRAINING PROF. TECH.	-5,728.21	9,000.00	9,000.00	-5,728.21	0.00	3,271.79	63.65
0100-5-220-000-53100	ADVERTISING PROF. TECH.	-155.00	800.00	800.00	-155.00	0.00	645.00	19.38
0100-5-220-000-53120	FIRE PUBLIC SAFETY PROF AND TECH	-740.00	450.00	450.00	-740.00	0.00	-290.00	164.44
0100-5-220-000-53410	DATA PROCESS COMMUNICATION	0.00	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
0100-5-220-000-53430	WIRELESS PHONES COMMUNICATION	-1,982.77	3,300.00	3,300.00	-1,982.77	0.00	1,317.23	60.08
0100-5-220-000-53880	CONTRACTED SERV. OTHER SERVICES	-25,520.90	40,000.00	40,000.00	-25,520.90	0.00	14,479.10	63.80
0100-5-220-000-54220	OTHER OFFICE SUPPLIES	-1,912.13	3,000.00	3,000.00	-1,912.13	0.00	1,087.87	63.74
0100-5-220-000-54510	BED LINENS CUSTODIAL SUPPLIES	-1,656.76	500.00	500.00	-1,656.76	0.00	-1,156.76	331.35
0100-5-220-000-54850	PARTS ACCESS.VEHICLE SUPPLIES	-3,307.96	7,000.00	7,000.00	-3,307.96	0.00	3,692.04	47.26
0100-5-220-000-54900	FOOD FOOD SERVICE SUPPLIES	-446.00	500.00	500.00	-446.00	0.00	54.00	89.20
0100-5-220-000-55000	MEDICAL SURGICAL SUPPLIES	-18,205.12	23,000.00	23,000.00	-18,205.12	0.00	4,794.88	79.15
0100-5-220-000-55800	FIREFIGHTING OTHER SUPPLIES	-5,832.70	6,000.00	6,000.00	-5,832.70	0.00	167.30	97.21
0100-5-220-000-55830	MAGAZINES OTHER SUPPLIES	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-220-000-55850	UNIFORMS OTHER SUPPLIES	-9,109.90	9,000.00	9,000.00	-9,109.90	0.00	-109.90	101.22
0100-5-220-000-55855	UNIFORM ALLOWANCE REIMB.	-9,815.25	21,000.00	21,000.00	-9,815.25	0.00	11,184.75	46.74
0100-5-220-000-57100	IN-STATE TRAVEL	0.00	100.00	100.00	0.00	0.00	100.00	0.00
0100-5-220-000-57300	DUES	-4,130.00	5,400.00	5,400.00	-4,130.00	0.00	1,270.00	76.48
0100-5-220-000-58700	REPLACEMENT EQUIPMENT	-2,782.75	4,000.00	4,000.00	-2,782.75	0.00	1,217.25	69.57
Total Group 3: Expenses		**-148,277.82**	**215,150.00**	**215,150.00**	**-148,277.82**	**0.00**	**66,872.18**	**68.92**
		-1,658,673.37			**-1,658,673.37**			
Total Group 1: Segment 3: Department	Code: 220 - FIRE	**-1,658,673.37**	**2,306,909.00**	**2,306,909.00**	**-1,658,673.37**	**0.00**	**648,235.63**	**71.90**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 241 - BUILDING DEPARTMENT							
Salaries								
0100-5-241-000-51100	SALARIES FULL-TIME	-109,323.50	149,584.00	149,584.00	-109,323.50	0.00	40,260.50	73.09
Total Group 3: Salaries		**-109,323.50**	**149,584.00**	**149,584.00**	**-109,323.50**	**0.00**	**40,260.50**	**73.09**
Expenses								
0100-5-241-000-53070	EMPLOYEE TRAINING PROF. TECH.	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
0100-5-241-000-53880	CONTRACTED SERV. OTHER SERV.	-2,550.00	2,500.00	2,500.00	-2,550.00	0.00	-50.00	102.00
0100-5-241-000-54220	OTHER OFFICE SUPPLIES	-83.23	1,000.00	1,000.00	-83.23	0.00	916.77	8.32
0100-5-241-000-54850	PARTS VEHICULAR SUPPLIES	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-241-000-55100	EDUCATIONAL SUPPLIES	-175.14	600.00	600.00	-175.14	0.00	424.86	29.19
0100-5-241-000-55910	BUILDING OTHER SUPPLIES	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-241-000-57100	IN-STATE TRAVEL	-21.00	0.00	0.00	-21.00	0.00	-21.00	0.00
0100-5-241-000-57300	DUES	0.00	325.00	325.00	0.00	0.00	325.00	0.00
Total Group 3: Expenses		**-2,829.37**	**7,425.00**	**7,425.00**	**-2,829.37**	**0.00**	**4,595.63**	**38.11**
		-112,152.87			**-112,152.87**			
Total Group 1: Segment 3: Department	Code: 241 - BUILDING	**-112,152.87**	**157,009.00**	**157,009.00**	**-112,152.87**	**0.00**	**44,856.13**	**71.43**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 291 - CIVIL DEFENSE							
Salaries								
0100-5-291-000-51950	STIPENDS	0.00	2,926.00	2,926.00	0.00	0.00	2,926.00	0.00
Total Group 3: Salaries		**0.00**	**2,926.00**	**2,926.00**	**0.00**	**0.00**	**2,926.00**	**0.00**
Expenses								
0100-5-291-000-53880	MISC CONTRACTED SERVICES	-5,270.00	5,665.00	5,665.00	-5,270.00	0.00	395.00	93.03
0100-5-291-000-54220	OTHER OFFICE SUPPLIES	-190.53	367.00	367.00	-190.53	0.00	176.47	51.92
0100-5-291-000-54800	GASOLINE VEHICULAR SUPPLIES	-970.25	1,000.00	1,000.00	-970.25	0.00	29.75	97.03
0100-5-291-000-57300	DUES	-55.00	60.00	60.00	-55.00	0.00	5.00	91.67
Total Group 3: Expenses		**-6,485.78**	**7,092.00**	**7,092.00**	**-6,485.78**	**0.00**	**606.22**	**91.45**
		-6,485.78			**-6,485.78**			
Total Group 1: Segment 3: Department	Code: 291 - CIVIL	**-6,485.78**	**10,018.00**	**10,018.00**	**-6,485.78**	**0.00**	**3,532.22**	**64.74**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 292 - ANIMAL CONTROL OFFICER ANIMAL INSPECTOR							
Expenses								
0100-5-292-000-53830	ANIMAL CONTROL OTHER SERVICES	-38.17	180.00	180.00	-38.17	-141.83	0.00	100.00
0100-5-292-000-53880	CONTRACTED SERV. OTHER SERVICES	-20,666.97	28,110.00	28,110.00	-20,666.97	-7,443.03	0.00	100.00
0100-5-292-000-54220	OTHER OFFICE SUPPLIES	0.00	200.00	200.00	0.00	-200.00	0.00	100.00
Total Group 3: Expenses		**-20,705.14**	**28,490.00**	**28,490.00**	**-20,705.14**	**-7,784.86**	**0.00**	**100.00**
		-20,705.14			**-20,705.14**			
Total Group 1: Segment 3: Department	Code: 292 - ANIMAL	**-20,705.14**	**28,490.00**	**28,490.00**	**-20,705.14**	**-7,784.86**	**0.00**	**100.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 300 - ELECTED SCHOOL COMMITTEE							
Salaries								
0100-5-300-000-51000	ELECTED SCHOOL COMMITTEE	0.00	500.00	500.00	0.00	0.00	500.00	0.00
Total Group 3: Salaries		**0.00**	**500.00**	**500.00**	**0.00**	**0.00**	**500.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 300 - ELECTED	**0.00**	**500.00**	**500.00**	**0.00**	**0.00**	**500.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 301 - SCHOOL DEPARTMENT							
Salaries								
0100-5-301-000-51100	SALARIES FULL-TIME	-11,157,069.46	17,026,262.00	17,026,262.00	-11,157,069.46	0.00	5,869,192.54	65.53
Total Group 3: Salaries		**-11,157,069.46**	**17,026,262.00**	**17,026,262.00**	**-11,157,069.46**	**0.00**	**5,869,192.54**	**65.53**
Expenses								
0100-5-301-000-53800	MISC CONTRACTED SERVICES	-1,458,119.80	0.00	0.00	-1,458,119.80	0.00	-1,458,119.80	0.00
0100-5-301-000-53880	CONTRACTED SERV. OTHER SERV.	568.76	0.00	0.00	568.76	0.00	568.76	0.00
0100-5-301-000-54220	OFFICE SUPPLIES	-141,889.86	0.00	0.00	-141,889.86	0.00	-141,889.86	0.00
0100-5-301-000-55990	SERVICE SUPPLIES	-48,594.60	4,210,213.00	4,210,213.00	-48,594.60	0.00	4,161,618.40	1.15
0100-5-301-000-57000	OTHER CHARGES SCHOOLS	-6,106.68	0.00	0.00	-6,106.68	0.00	-6,106.68	0.00
0100-5-301-000-57820	MISCELLANEOUS	-223,653.37	0.00	0.00	-223,653.37	0.00	-223,653.37	0.00
0100-5-301-000-58500	NEW EQUIPMENT	-11,566.27	0.00	0.00	-11,566.27	0.00	-11,566.27	0.00
Total Group 3: Expenses		**-1,889,361.82**	**4,210,213.00**	**4,210,213.00**	**-1,889,361.82**	**0.00**	**2,320,851.18**	**44.88**
		-13,046,431.28			**-13,046,431.28**			
Total Group 1: Segment 3: Department	Code: 301 - SCHOOL	**-13,046,431.28**	**21,236,475.00**	**21,236,475.00**	**-13,046,431.28**	**0.00**	**8,190,043.72**	**61.43**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 302 - ALGONQUIN ASSESSMENT							
Expenses								
0100-5-302-000-56700	ALGONQUIN REG ASSESSMENT	-3,883,421.00	7,766,842.00	7,766,842.00	-3,883,421.00	0.00	3,883,421.00	50.00
Total Group 3: Expenses		**-3,883,421.00**	**7,766,842.00**	**7,766,842.00**	**-3,883,421.00**	**0.00**	**3,883,421.00**	**50.00**
		-3,883,421.00			**-3,883,421.00**			
Total Group 1: Segment 3: Department	Code: 302 -	**-3,883,421.00**	**7,766,842.00**	**7,766,842.00**	**-3,883,421.00**	**0.00**	**3,883,421.00**	**50.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 304 - ASSABET ASSESSMENT							
Expenses								
0100-5-304-000-56700	ASSABET REGIONAL ASSESSMENT	-299,860.10	385,798.00	385,798.00	-299,860.10	0.00	85,937.90	77.72
Total Group 3: Expenses		**-299,860.10**	**385,798.00**	**385,798.00**	**-299,860.10**	**0.00**	**85,937.90**	**77.72**
		-299,860.10			**-299,860.10**			
Total Group 1: Segment 3: Department	Code: 304 - ASSABET	**-299,860.10**	**385,798.00**	**385,798.00**	**-299,860.10**	**0.00**	**85,937.90**	**77.72**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 305 - NORFOLK ASSESSMENT							
Expenses								
0100-5-305-000-56700	NORFOLK REGIONAL ASSESSMENT	-14,450.50	44,634.00	44,634.00	-14,450.50	0.00	30,183.50	32.38
Total Group 3: Expenses		**-14,450.50**	**44,634.00**	**44,634.00**	**-14,450.50**	**0.00**	**30,183.50**	**32.38**
		-14,450.50			**-14,450.50**			
Total Group 1: Segment 3: Department	Code: 305 - NORFOLK	**-14,450.50**	**44,634.00**	**44,634.00**	**-14,450.50**	**0.00**	**30,183.50**	**32.38**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 400 - DEPARTMENT OF PUBLIC WORKS							
Salaries								
0100-5-400-421-51100	SALARIES FULL-TIME	-541,162.38	787,905.00	787,905.00	-541,162.38	0.00	246,742.62	68.68
0100-5-400-421-51200	TEMPORARY POSITIONS	-4,440.63	22,500.00	22,500.00	-4,440.63	0.00	18,059.37	19.74
0100-5-400-421-51300	SALARIES DPW-ADMIN OVERTIME	-27,994.25	47,717.99	47,717.99	-27,994.25	0.00	19,723.74	58.67
0100-5-400-421-51450	LONGEVITY	-6,250.00	8,400.00	8,400.00	-6,250.00	0.00	2,150.00	74.40
0100-5-400-421-51470	STANDBY ADD. GROSS DIFF.	-15,600.00	20,800.00	20,800.00	-15,600.00	0.00	5,200.00	75.00
0100-5-400-421-51520	FMLA	-358.87	0.00	0.00	-358.87	0.00	-358.87	0.00
0100-5-400-421-51950	STIPENDS	-23,034.60	16,350.00	16,350.00	-23,034.60	0.00	-6,684.60	140.88
0100-5-400-422-51450	LONGEVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-400-423-51300	SALARIES SNOW & ICE OVERTIME	-70,366.79	96,882.01	96,882.01	-70,366.79	0.00	26,515.22	72.63
Total Group 3: Salaries		**-689,207.52**	**1,000,555.00**	**1,000,555.00**	**-689,207.52**	**0.00**	**311,347.48**	**68.88**
Expenses								
0100-5-400-421-52300	WATER-DOMESTIC	-682.09	594.00	594.00	-682.09	0.00	-88.09	114.83
0100-5-400-421-52400	DPW ADMIN BUILDING MAINT	-2,307.52	1,000.00	1,000.00	-2,307.52	0.00	-1,307.52	230.75
0100-5-400-421-52460	OFFICE EQUIP. MAINT. REPAIR	-1,164.44	1,000.00	1,000.00	-1,164.44	0.00	-164.44	116.44
0100-5-400-421-52540	COMPUTER EQUIP.REPAIR MAINT.	-6,257.45	4,200.00	4,200.00	-6,257.45	0.00	-2,057.45	148.99
0100-5-400-421-53000	MEDICAL DENTAL PROF. TECH.	-1,351.23	1,500.00	1,500.00	-1,351.23	0.00	148.77	90.08
0100-5-400-421-53050	ENGINEERINGARCHITECT PROF. TECH.	-58,166.77	48,480.00	48,480.00	-58,166.77	0.00	-9,686.77	119.98
0100-5-400-421-53070	EMPLOYEE TRAINING PROF.TECH.	-1,833.81	3,900.00	3,900.00	-1,833.81	0.00	2,066.19	47.02
0100-5-400-421-53100	ADVERTISING PROF.TECH.	-2,112.18	1,000.00	1,000.00	-2,112.18	0.00	-1,112.18	211.22
0100-5-400-421-53420	POSTAGE COMMUNICATIONS	-1,916.51	3,000.00	3,000.00	-1,916.51	0.00	1,083.49	63.88
0100-5-400-421-53880	CONTRACTED SERV. OTHER SERV.	-45,321.84	72,640.00	72,640.00	-45,321.84	-5,400.00	21,918.16	69.83
0100-5-400-421-54220	OTHER OFFICE SUPPLIES	-1,644.11	2,600.00	2,600.00	-1,644.11	0.00	955.89	63.24
0100-5-400-421-54800	GASOLINE	-53,895.26	75,000.00	75,000.00	-53,895.26	-17,272.69	3,832.05	94.89
0100-5-400-421-55410	SMALL TOOLS	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-400-421-55420	SERVICE SUPPLIES	-757.39	3,875.00	3,875.00	-757.39	0.00	3,117.61	19.55
0100-5-400-421-55850	UNIFORMS	-5,076.24	11,870.00	11,870.00	-5,076.24	0.00	6,793.76	42.77
0100-5-400-421-56500	SUASCO	-1,000.00	4,000.00	4,000.00	-1,000.00	0.00	3,000.00	25.00
0100-5-400-421-57100	IN-STATE TRAVEL	0.00	200.00	200.00	0.00	0.00	200.00	0.00
0100-5-400-421-57300	DUES	-782.50	545.00	545.00	-782.50	0.00	-237.50	143.58
0100-5-400-421-58500	ADDITIONAL EQUIPMENT	-580.00	1,250.00	1,250.00	-580.00	0.00	670.00	46.40
0100-5-400-422-52840	OTHER EQUIPMENT RENTALS LEASES	-483.00	950.00	950.00	-483.00	0.00	467.00	50.84

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-400-422-53880	CONTRACTED SERV. OTHER SERV.	-14,514.62	26,720.00	26,720.00	-14,514.62	0.00	12,205.38	54.32
0100-5-400-422-55340	GRAVEL STONE FILL	-3,388.37	5,000.00	5,000.00	-3,388.37	0.00	1,611.63	67.77
0100-5-400-422-55370	BITUMINOUS CONCRETE	-9,208.91	13,000.00	13,000.00	-9,208.91	0.00	3,791.09	70.84
0100-5-400-422-55390	DRAINAGE MATERIALS	-103.20	3,000.00	3,000.00	-103.20	0.00	2,896.80	3.44
0100-5-400-422-55410	SMALL TOOLS	-646.90	1,000.00	1,000.00	-646.90	0.00	353.10	64.69
0100-5-400-422-55420	SERVICE SUPPLIES	-3,212.14	3,325.00	3,325.00	-3,212.14	0.00	112.86	96.61
0100-5-400-422-58700	REPLACEMENT EQUIPMENT	-439.80	750.00	750.00	-439.80	0.00	310.20	58.64
0100-5-400-423-52910	SNOW REMOVAL CONTRACT	-108,427.52	163,850.00	156,000.00	-108,427.52	0.00	47,572.48	69.50
0100-5-400-423-53880	CONTRACTED SERV. OTHER SERV.	-2,188.85	1,040.00	1,040.00	-2,188.85	0.00	-1,148.85	210.47
0100-5-400-423-54900	FOOD FOOD SERVICE SUPPLIES	-1,162.88	1,750.00	1,750.00	-1,162.88	0.00	587.12	66.45
0100-5-400-423-55350	PUBLIC WORKS SUPPLIES	-184,197.02	185,000.00	185,000.00	-184,197.02	0.00	802.98	99.57
0100-5-400-423-58700	REPLACEMENT EQUIPMENT	-1,746.99	1,000.00	1,000.00	-1,746.99	0.00	-746.99	174.70
0100-5-400-425-52420	VEHICLE REPAIR MAINT.	-3,891.62	3,100.00	3,100.00	-3,891.62	0.00	-791.62	125.54
0100-5-400-425-52500	CONST. EQUIP. MAINT. REPAIR	-19,404.94	31,600.00	31,600.00	-19,404.94	0.00	12,195.06	61.41
0100-5-400-425-52560	RADIO REPAIR MAINT.	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-400-425-53880	CONTRACTED SERV. OTHER SERV.	-35,504.43	3,120.00	3,120.00	-35,504.43	0.00	-32,384.43	1,137.96
0100-5-400-425-54810	ANTI-FREEZE VEHICLE SUPPLIES	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-400-425-54820	BATTERIES VEHICLE SUPPLIES	-806.02	1,000.00	1,000.00	-806.02	0.00	193.98	80.60
0100-5-400-425-54830	TIRES TUBES VEHICLE SUPPLIES	-5,039.34	5,000.00	5,000.00	-5,039.34	0.00	-39.34	100.79
0100-5-400-425-54840	MOTOR OIL LUBE VEHICLE SUPPLIES	-2,862.94	5,000.00	5,000.00	-2,862.94	0.00	2,137.06	57.26
0100-5-400-425-54850	PARTS ACCESS. VEHICLE SUPPLIES	-35,477.35	38,000.00	38,000.00	-35,477.35	0.00	2,522.65	93.36
0100-5-400-425-55410	SMALL TOOLS	-1,017.65	3,000.00	3,000.00	-1,017.65	0.00	1,982.35	33.92
0100-5-400-425-55420	SERVICE SUPPLIES	-7,143.67	4,875.00	4,875.00	-7,143.67	0.00	-2,268.67	146.54
0100-5-400-425-58500	ADDITIONAL EQUIPMENT	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
0100-5-400-425-58700	REPLACEMENT EQUIPMENT	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-400-433-52300	WATER-DOMESTIC	-215.74	297.00	297.00	-215.74	0.00	81.26	72.64
0100-5-400-433-52400	SOLID WASTE BUILDING MAINT	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-400-433-52420	VEHICLE MAINT. REPAIR	-141.68	2,600.00	2,600.00	-141.68	0.00	2,458.32	5.45
0100-5-400-433-52830	RENTAL PORT-O-LETS	-802.17	1,050.00	1,050.00	-802.17	0.00	247.83	76.40
0100-5-400-433-52840	OTHER EQUIPMENT RENTALS LEASES	0.00	750.00	750.00	0.00	0.00	750.00	0.00
0100-5-400-433-52930	REFUSE DISPOSAL	-215,483.30	235,000.00	235,000.00	-215,483.30	-96,601.25	-77,084.55	132.80
0100-5-400-433-53050	ENGINEERINGARCHITECT PROF.TECH.	0.00	6,520.00	6,520.00	0.00	0.00	6,520.00	0.00
0100-5-400-433-53880	CONTRACTED SERVICES-OTHER SERVI	-12,254.85	6,240.00	6,240.00	-12,254.85	0.00	-6,014.85	196.39
0100-5-400-433-55410	SMALL TOOLS	0.00	250.00	250.00	0.00	0.00	250.00	0.00

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-400-433-55420	SERVICE SUPPLIES	-146.28	1,085.00	1,085.00	-146.28	0.00	938.72	13.48
0100-5-400-491-52300	WATER-DOMESTIC	-205.00	1,215.00	1,215.00	-205.00	0.00	1,010.00	16.87
0100-5-400-491-52320	WATER -IRRIGATION	-93.75	0.00	0.00	-93.75	0.00	-93.75	0.00
0100-5-400-491-52400	CEMETERY BUILDING MAINT	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-400-491-52420	VEHICLE REPAIR MAINT.	0.00	1,700.00	1,700.00	0.00	0.00	1,700.00	0.00
0100-5-400-491-52840	OTHER EQUIPMENT RENTALS LEASES	0.00	100.00	100.00	0.00	0.00	100.00	0.00
0100-5-400-491-53880	CONTRACTED SERV.-OTHER SERVICES	-3,816.00	4,160.00	4,160.00	-3,816.00	0.00	344.00	91.73
0100-5-400-491-54600	GROUNDSKEEPING SUPPLIES	-336.95	1,500.00	1,500.00	-336.95	0.00	1,163.05	22.46
0100-5-400-491-55340	GRAVEL STONE FILL	-192.00	1,000.00	1,000.00	-192.00	0.00	808.00	19.20
0100-5-400-491-55410	SMALL TOOLS	-65.97	500.00	500.00	-65.97	0.00	434.03	13.19
0100-5-400-491-55420	SERVICE SUPPLIES	-2,795.78	2,015.00	2,015.00	-2,795.78	0.00	-780.78	138.75
0100-5-400-491-57300	CEMETERY DUES	-100.00	150.00	150.00	-100.00	0.00	50.00	66.67
0100-5-400-491-58500	ADDITIONAL EQUIPMENT	0.00	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00
0100-5-400-491-58700	REPLACEMENT EQUIPMENT	-1,816.00	400.00	400.00	-1,816.00	0.00	-1,416.00	454.00
0100-5-400-492-53070	EMPLOYEE TRAINING PROF.TECH.	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-400-492-53160	TREE EXPERTS PROF.TECH.	-28,585.64	85,000.00	92,850.00	-28,585.64	-42,250.00	22,014.36	76.29
0100-5-400-492-53880	CONTRACTED SERV. OTHER SERV.	-14,909.44	6,080.00	6,080.00	-14,909.44	0.00	-8,829.44	245.22
0100-5-400-492-55410	SMALL TOOLS	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-400-492-55850	UNIFORMS	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-400-492-57300	TREE DUES	0.00	205.00	205.00	0.00	0.00	205.00	0.00
0100-5-400-492-58700	REPLACEMENT EQUIPMENT	0.00	400.00	400.00	0.00	0.00	400.00	0.00
0100-5-400-493-52430	TRAFFIC SIGNAL MAINT.	-5,376.75	20,000.00	20,000.00	-5,376.75	0.00	14,623.25	26.88
0100-5-400-493-52530	STREET PAVING MARKING	-18,493.38	18,000.00	18,000.00	-18,493.38	0.00	-493.38	102.74
0100-5-400-493-55310	HIGHWAY PAINT	-1,491.28	1,500.00	1,500.00	-1,491.28	0.00	8.72	99.42
0100-5-400-493-55380	SIGNS	-2,569.55	6,500.00	6,500.00	-2,569.55	0.00	3,930.45	39.53
0100-5-400-493-55420	SMALL TOOLS	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-400-494-52300	WATER-DOMESTIC	0.00	594.00	594.00	0.00	0.00	594.00	0.00
0100-5-400-494-52320	WATER IRRIGATION	-37,754.59	12,000.00	12,000.00	-37,754.59	0.00	-25,754.59	314.62
0100-5-400-494-52400	BUILDING MAINTENANCE	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-400-494-52420	VEHICLE REPAIR MAINT.	0.00	2,600.00	2,600.00	0.00	0.00	2,600.00	0.00
0100-5-400-494-52500	CONST EQUIP REPAIR MAINT	0.00	2,400.00	2,400.00	0.00	0.00	2,400.00	0.00
0100-5-400-494-52580	GROUNDS REC FIELD MAINT	-104,096.20	175,000.00	175,000.00	-104,096.20	-17,753.80	53,150.00	69.63
0100-5-400-494-52830	PORT-O-LET RENTAL	-1,122.50	6,050.00	6,050.00	-1,122.50	0.00	4,927.50	18.55
0100-5-400-494-52840	EQUIPMENT RENTALS	0.00	700.00	700.00	0.00	0.00	700.00	0.00

Town of Southborough

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Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-400-494-53070	EMPLOYEE TRAINING	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
0100-5-400-494-54600	GROUNDSKEEPING SUPPLIES	-11,585.98	23,500.00	23,500.00	-11,585.98	0.00	11,914.02	49.30
0100-5-400-494-55340	GRAVEL STONE AND FILL	-4,492.47	4,000.00	4,000.00	-4,492.47	0.00	-492.47	112.31
0100-5-400-494-55390	DRAINAGE MATERIALS	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
0100-5-400-494-55410	SMALL TOOLS	-1,267.48	1,500.00	1,500.00	-1,267.48	0.00	232.52	84.50
0100-5-400-494-55420	SERVICE SUPPLIES	-1,016.54	2,825.00	2,825.00	-1,016.54	0.00	1,808.46	35.98
0100-5-400-494-57300	DUES	-270.00	250.00	250.00	-270.00	0.00	-20.00	108.00
0100-5-400-494-58500	NEW EQUIPMENT	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
0100-5-400-494-58700	REPLACEMENT EQUIPMENT	0.00	450.00	450.00	0.00	0.00	450.00	0.00
Total Group 3: Expenses		**-1,097,214.77**	**1,389,820.00**	**1,389,820.00**	**-1,097,214.77**	**-179,277.74**	**113,327.49**	**91.85**
		-1,786,422.29			**-1,786,422.29**			
Total Group 1: Segment 3: Department	Code: 400 -	**-1,786,422.29**	**2,390,375.00**	**2,390,375.00**	**-1,786,422.29**	**-179,277.74**	**424,674.97**	**82.23**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 510 - ELECTED BOARD OF HEALTH							
Salaries								
0100-5-510-000-51110	SALARIES. PART-TIME	0.00	450.00	450.00	0.00	0.00	450.00	0.00
Total Group 3: Salaries		**0.00**	**450.00**	**450.00**	**0.00**	**0.00**	**450.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 510 - ELECTED	**0.00**	**450.00**	**450.00**	**0.00**	**0.00**	**450.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 512 - BOARD OF HEALTH							
Salaries								
0100-5-512-000-51100	SALARIES FULL-TIME	-22,732.43	30,962.00	30,962.00	-22,732.43	0.00	8,229.57	73.42
0100-5-512-000-51110	SALARIES PART TIME	-67,665.57	81,445.00	81,445.00	-67,665.57	0.00	13,779.43	83.08
0100-5-512-000-51200	TEMPORARY SALARIES	-852.85	0.00	0.00	-852.85	0.00	-852.85	0.00
0100-5-512-000-51300	SALARIES OVERTIME	0.02	0.00	0.00	0.02	0.00	0.02	0.00
0100-5-512-000-51450	LONGEVITY	-360.00	480.00	480.00	-360.00	0.00	120.00	75.00
Total Group 3: Salaries		**-91,610.83**	**112,887.00**	**112,887.00**	**-91,610.83**	**0.00**	**21,276.17**	**81.15**
Expenses								
0100-5-512-000-52460	OFFICE EQUIPMENT REPAIR MAINT.	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-512-000-53070	EMPLOYEE TRAINING PROF. TECH.	-80.00	1,200.00	1,200.00	-80.00	0.00	1,120.00	6.67
0100-5-512-000-53100	ADVERTISING PROF. TECH.	-300.00	0.00	0.00	-300.00	0.00	-300.00	0.00
0100-5-512-000-53430	WIRELESS PHONES COMMUNICATIONS	-731.76	1,550.00	1,550.00	-731.76	0.00	818.24	47.21
0100-5-512-000-53440	PRINT MAIL COMMUNICATIONS	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-512-000-53880	CONTRACTED SERV. OTHER SERVICES	-35,910.00	52,080.00	52,080.00	-35,910.00	0.00	16,170.00	68.95
0100-5-512-000-54220	OTHER OFFICE SUPPLIES	-202.23	525.00	525.00	-202.23	0.00	322.77	38.52
0100-5-512-000-57100	IN-STATE TRAVEL	-335.24	1,525.00	1,525.00	-335.24	0.00	1,189.76	21.98
0100-5-512-000-57300	DUES	-190.00	550.00	550.00	-190.00	0.00	360.00	34.55
Total Group 3: Expenses		**-37,749.23**	**57,830.00**	**57,830.00**	**-37,749.23**	**0.00**	**20,080.77**	**65.28**
		-129,360.06			**-129,360.06**			
Total Group 1: Segment 3: Department	Code: 512 - BOARD OF	**-129,360.06**	**170,717.00**	**170,717.00**	**-129,360.06**	**0.00**	**41,356.94**	**75.77**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 541 - COUNCIL ON AGING							
Salaries								
0100-5-541-000-51100	SALARIES FULL TIME	-185,174.71	211,811.00	211,811.00	-185,174.71	0.00	26,636.29	87.42
0100-5-541-000-51110	SALARIES PART-TIME	-6,203.18	63,681.00	63,681.00	-6,203.18	0.00	57,477.82	9.74
0100-5-541-000-51450	LONGEVITY	0.00	2,350.00	2,350.00	0.00	0.00	2,350.00	0.00
Total Group 3: Salaries		**-191,377.89**	**277,842.00**	**277,842.00**	**-191,377.89**	**0.00**	**86,464.11**	**68.88**
Expenses								
0100-5-541-000-52540	COMPUTER EQUIP. REPAIR MAINT.	-790.00	1,700.00	1,700.00	-790.00	0.00	910.00	46.47
0100-5-541-000-53070	EMPLOYEE TRAINING PROF. TECH.	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-541-000-53420	POSTAGE COMMUNICATIONS	-250.00	1,725.00	1,725.00	-250.00	0.00	1,475.00	14.49
0100-5-541-000-53440	PRINT MAIL COMMUNICATIONS	-459.00	900.00	900.00	-459.00	0.00	441.00	51.00
0100-5-541-000-53500	RECREATIONAL ACTIVITES	-25,918.59	42,345.00	42,345.00	-25,918.59	0.00	16,426.41	61.21
0100-5-541-000-53880	CONTRACTED SERV. OTHER SERVICES	-1,340.72	3,170.00	3,170.00	-1,340.72	0.00	1,829.28	42.29
0100-5-541-000-54220	OTHER OFFICE SUPPLIES	-490.88	650.00	650.00	-490.88	0.00	159.12	75.52
0100-5-541-000-54900	FOOD AND FOOD SERVICE SUPPLIES	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-541-000-55000	MEDICAL SURGICAL SUPPLIES	0.00	950.00	950.00	0.00	0.00	950.00	0.00
0100-5-541-000-55840	RECREATIONAL OTHER SUPPLIES	-2,435.23	4,500.00	4,500.00	-2,435.23	0.00	2,064.77	54.12
0100-5-541-000-57100	IN-STATE TRAVEL	-72.34	1,300.00	1,300.00	-72.34	0.00	1,227.66	5.56
0100-5-541-000-57300	DUES	0.00	400.00	400.00	0.00	0.00	400.00	0.00
0100-5-541-000-58500	ADDITIONAL EQUIPMENT	-60.00	295.00	295.00	-60.00	0.00	235.00	20.34
Total Group 3: Expenses		**-31,816.76**	**58,785.00**	**58,785.00**	**-31,816.76**	**0.00**	**26,968.24**	**54.12**
		-223,194.65			**-223,194.65**			
Total Group 1: Segment 3: Department	Code: 541 - COUNCIL	**-223,194.65**	**336,627.00**	**336,627.00**	**-223,194.65**	**0.00**	**113,432.35**	**66.30**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 542 - YOUTH COMMISSION							
Salaries								
0100-5-542-000-51100	SALARIES FULL-TIME	-148,306.56	222,826.00	222,826.00	-148,306.56	0.00	74,519.44	66.56
0100-5-542-000-51450	LONGEVITY	-1,000.00	1,000.00	1,000.00	-1,000.00	0.00	0.00	100.00
0100-5-542-000-51590	BREAVEMENT LEAVE	-444.00	0.00	0.00	-444.00	0.00	-444.00	0.00
Total Group 3: Salaries		**-149,750.56**	**223,826.00**	**223,826.00**	**-149,750.56**	**0.00**	**74,075.44**	**66.90**
Expenses								
0100-5-542-000-53070	EMPLOYEE TRAINING PROF. TECH.	-25.00	1,500.00	1,500.00	-25.00	0.00	1,475.00	1.67
0100-5-542-000-53410	DATA PROC. LINES COMMUNICATIONS	0.00	1,892.00	1,892.00	0.00	0.00	1,892.00	0.00
0100-5-542-000-53440	PRINT MAIL COMMUNICATIONS	-375.00	1,000.00	1,000.00	-375.00	0.00	625.00	37.50
0100-5-542-000-53880	CONTRACTED SERV. OTHER SERVICES	-4,576.00	4,900.00	4,900.00	-4,576.00	0.00	324.00	93.39
0100-5-542-000-54220	OTHER OFFICE SUPPLIES	-453.79	1,500.00	1,500.00	-453.79	0.00	1,046.21	30.25
0100-5-542-000-55840	RECREATIONAL SUPPLIES	-813.54	1,500.00	1,500.00	-813.54	0.00	686.46	54.24
0100-5-542-000-57100	IN-STATE TRAVEL	-161.11	2,000.00	2,000.00	-161.11	0.00	1,838.89	8.06
Total Group 3: Expenses		**-6,404.44**	**14,292.00**	**14,292.00**	**-6,404.44**	**0.00**	**7,887.56**	**44.81**
		-156,155.00			**-156,155.00**			
Total Group 1: Segment 3: Department	Code: 542 - YOUTH	**-156,155.00**	**238,118.00**	**238,118.00**	**-156,155.00**	**0.00**	**81,963.00**	**65.58**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 543 - VETERANS SERVICES							
Salaries								
0100-5-543-000-51110	SALARIES PART-TIME	-11,250.00	15,000.00	15,000.00	-11,250.00	0.00	3,750.00	75.00
Total Group 3: Salaries		**-11,250.00**	**15,000.00**	**15,000.00**	**-11,250.00**	**0.00**	**3,750.00**	**75.00**
Expenses								
0100-5-543-000-54220	OTHER OFFICE SUPPLIES	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-543-000-55830	MAGAZINES OTHER SUPPLIES	0.00	100.00	100.00	0.00	0.00	100.00	0.00
0100-5-543-000-57100	IN-STATE TRAVEL	0.00	400.00	400.00	0.00	0.00	400.00	0.00
0100-5-543-000-57300	DUES	0.00	95.00	95.00	0.00	0.00	95.00	0.00
0100-5-543-000-57700	VETERANS BENEFITS	-9,351.51	20,000.00	20,000.00	-9,351.51	0.00	10,648.49	46.76
Total Group 3: Expenses		**-9,351.51**	**20,845.00**	**20,845.00**	**-9,351.51**	**0.00**	**11,493.49**	**44.86**
		-20,601.51			**-20,601.51**			
Total Group 1: Segment 3: Department	Code: 543 - VETERANS	**-20,601.51**	**35,845.00**	**35,845.00**	**-20,601.51**	**0.00**	**15,243.49**	**57.47**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 610 - LIBRARY							
Salaries								
0100-5-610-000-51100	SALARIES FULL-TIME	-249,203.76	339,702.00	339,702.00	-249,203.76	0.00	90,498.24	73.36
0100-5-610-000-51110	SALARIES PART-TIME	-36,172.92	82,575.00	82,575.00	-36,172.92	0.00	46,402.08	43.81
0100-5-610-000-51450	LONGEVITY	-2,100.00	2,900.00	2,900.00	-2,100.00	0.00	800.00	72.41
Total Group 3: Salaries		**-287,476.68**	**425,177.00**	**425,177.00**	**-287,476.68**	**0.00**	**137,700.32**	**67.61**
Expenses								
0100-5-610-000-52300	WATER-DOMESTIC	-146.68	500.00	500.00	-146.68	0.00	353.32	29.34
0100-5-610-000-52540	COMPUTER EQUIP. REPAIR MAINT.	-2,428.00	2,428.00	2,428.00	-2,428.00	0.00	0.00	100.00
0100-5-610-000-53070	EMPLOYEE TRAINING PROF. TECH	-543.00	500.00	500.00	-543.00	0.00	-43.00	108.60
0100-5-610-000-53500	LIBRARY PROGRAMS	-300.00	800.00	800.00	-300.00	0.00	500.00	37.50
0100-5-610-000-54220	OTHER OFFICE SUPPLIES	-2,841.51	4,000.00	4,000.00	-2,841.51	0.00	1,158.49	71.04
0100-5-610-000-55100	EDUCATIONAL SUPPLIES	-54,945.19	84,273.00	84,273.00	-54,945.19	0.00	29,327.81	65.20
0100-5-610-000-55830	MAGAZINES OTHER SUPPLIES	-10,194.00	10,194.00	10,194.00	-10,194.00	0.00	0.00	100.00
0100-5-610-000-57100	IN-STATE TRAVEL	0.00	450.00	450.00	0.00	0.00	450.00	0.00
0100-5-610-000-57300	DUES	-28,541.30	28,300.00	28,300.00	-28,541.30	0.00	-241.30	100.85
Total Group 3: Expenses		**-99,939.68**	**131,445.00**	**131,445.00**	**-99,939.68**	**0.00**	**31,505.32**	**76.03**
		-387,416.36			**-387,416.36**			
Total Group 1: Segment 3: Department	Code: 610 - LIBRARY	**-387,416.36**	**556,622.00**	**556,622.00**	**-387,416.36**	**0.00**	**169,205.64**	**69.60**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 630 - RECREATION							
Salaries								
0100-5-630-000-51100	SALARIES FULL-TIME	-102,014.10	138,362.00	138,362.00	-102,014.10	0.00	36,347.90	73.73
Total Group 3: Salaries		**-102,014.10**	**138,362.00**	**138,362.00**	**-102,014.10**	**0.00**	**36,347.90**	**73.73**
Expenses								
0100-5-630-000-57300	DUES	-9,900.00	9,900.00	9,900.00	-9,900.00	0.00	0.00	100.00
Total Group 3: Expenses		**-9,900.00**	**9,900.00**	**9,900.00**	**-9,900.00**	**0.00**	**0.00**	**100.00**
		-111,914.10			**-111,914.10**			
Total Group 1: Segment 3: Department	Code: 630 -	**-111,914.10**	**148,262.00**	**148,262.00**	**-111,914.10**	**0.00**	**36,347.90**	**75.48**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 691 - HISTORICAL COMMISSION							
Expenses								
0100-5-691-000-53880	CONTRACTED SERV. OTHER SERVICES	-903.00	2,500.00	2,500.00	-903.00	0.00	1,597.00	36.12
Total Group 3: Expenses		**-903.00**	**2,500.00**	**2,500.00**	**-903.00**	**0.00**	**1,597.00**	**36.12**
		-903.00			**-903.00**			
Total Group 1: Segment 3: Department	Code: 691 -	**-903.00**	**2,500.00**	**2,500.00**	**-903.00**	**0.00**	**1,597.00**	**36.12**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 692 - MEMORIAL DAY							
Expenses								
0100-5-692-000-55890	FLAGS OTHER SUPPLIES	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Group 3: Expenses		**0.00**	**3,000.00**	**3,000.00**	**0.00**	**0.00**	**3,000.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 692 - MEMORIAL	**0.00**	**3,000.00**	**3,000.00**	**0.00**	**0.00**	**3,000.00**	**0.00**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 710 - RETIREMENT OF LONG-TERM DEBT							
Expenses								
0100-5-710-101-59100	MWPAT SEPTIC	-52,547.29	52,547.00	52,547.00	-52,547.29	0.00	-0.29	100.00
0100-5-710-114-59100	WOODWARD SCHOOL CONSTR	0.00	1,060,000.00	1,060,000.00	0.00	0.00	1,060,000.00	0.00
0100-5-710-118-59100	LTD PRINC - NEARY RENOV PH I II	-25,000.00	25,000.00	25,000.00	-25,000.00	0.00	0.00	100.00
0100-5-710-120-59100	LTD PRINC - PUBLIC SAFETY COMPLEX	28,040.61	270,000.00	270,000.00	28,040.61	0.00	298,040.61	-10.39
0100-5-710-121-59100	LTD PRINC-NEARY PH IIIA14ATM4-14-08	-35,000.00	35,000.00	35,000.00	-35,000.00	0.00	0.00	100.00
0100-5-710-122-59100	LTD PRIN - PUBLIC SAFETY BLDG JUNE	0.00	345,000.00	345,000.00	0.00	0.00	345,000.00	0.00
0100-5-710-126-59100	LTD PRINC - FIRE ENGINE	0.00	110,000.00	110,000.00	0.00	0.00	110,000.00	0.00
0100-5-710-127-59100	LTD PRINC - CHOATE LIGHTS	0.00	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
0100-5-710-128-59100	LTD PRINC - DPW FUEL TANKS	0.00	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00
0100-5-710-129-59100	LTD PRINC - 911 FIELD	0.00	120,000.00	120,000.00	0.00	0.00	120,000.00	0.00
0100-5-710-130-59100	LTD PRINC - GOLF COURSE REPAIRS A1	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
0100-5-710-131-59100	LTD PRINC - DEPIETRI FIELD A16 4-9-18	0.00	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
0100-5-710-132-59100	LTD PRINC - TROTTIER TRACK A16 4-9-1	0.00	55,000.00	55,000.00	0.00	0.00	55,000.00	0.00
Total Group 3: Expenses		**-84,506.68**	**2,352,547.00**	**2,352,547.00**	**-84,506.68**	**0.00**	**2,268,040.32**	**3.59**
		-84,506.68			**-84,506.68**			
Total Group 1: Segment 3: Department	Code: 710 -	**-84,506.68**	**2,352,547.00**	**2,352,547.00**	**-84,506.68**	**0.00**	**2,268,040.32**	**3.59**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 751 - INTEREST ON LONG-TERM DEBT							
Expenses								
0100-5-751-114-59150	LONG TERM DEBT INT.-WOODWARD SC	-47,100.00	94,200.00	94,200.00	-47,100.00	0.00	47,100.00	50.00
0100-5-751-118-59150	INTEREST - NEARY RENOV PH I II	-6,648.89	6,719.00	6,719.00	-6,648.89	0.00	70.11	98.96
0100-5-751-120-59150	INTEREST - PUBLIC SAFETY COMPLEX	-169,856.39	278,332.00	278,332.00	-169,856.39	0.00	108,475.61	61.03
0100-5-751-121-59150	LT INT-NEARY PH IIIA14 ATM4-14-08	-9,104.95	9,194.00	9,194.00	-9,104.95	0.00	89.05	99.03
0100-5-751-122-59150	LT - PUBLIC SAFETY BLDG JUNE 2019	-270,000.00	483,919.00	483,919.00	-270,000.00	0.00	213,919.00	55.79
0100-5-751-126-59150	LT INT - FIRE ENGINE	-8,250.00	16,500.00	16,500.00	-8,250.00	0.00	8,250.00	50.00
0100-5-751-127-59150	LT INT - CHOATE LIGHTS	-1,500.00	3,000.00	3,000.00	-1,500.00	0.00	1,500.00	50.00
0100-5-751-128-59150	LT INT - DPW FUEL TANKS	-6,500.00	13,000.00	13,000.00	-6,500.00	0.00	6,500.00	50.00
0100-5-751-129-59150	LTD INT - 911 FIELD	-9,000.00	18,000.00	18,000.00	-9,000.00	0.00	9,000.00	50.00
0100-5-751-130-59150	LTD INT - GOLF COURSE RESTOR A15 4-	-5,000.00	10,000.00	10,000.00	-5,000.00	0.00	5,000.00	50.00
0100-5-751-131-59150	LTD INT - DEPIETRI FIELD A16 4-9-18	-3,875.00	7,750.00	7,750.00	-3,875.00	0.00	3,875.00	50.00
0100-5-751-132-59150	LTD INT - TROTTIER TRACK A16 4-9-18	-5,500.00	11,000.00	11,000.00	-5,500.00	0.00	5,500.00	50.00
Total Group 3: Expenses		**-542,335.23**	**951,614.00**	**951,614.00**	**-542,335.23**	**0.00**	**409,278.77**	**56.99**
		-542,335.23			**-542,335.23**			
Total Group 1: Segment 3: Department	Code: 751 - INTEREST	**-542,335.23**	**951,614.00**	**951,614.00**	**-542,335.23**	**0.00**	**409,278.77**	**56.99**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 752 - INTEREST ON SHORT-TERM DEBT							
Expenses								
0100-5-752-000-59250	INTEREST ON SHORT-TERM DEBT	-49,863.25	52,363.00	52,363.00	-49,863.25	0.00	2,499.75	95.23
Total Group 3: Expenses		**-49,863.25**	**52,363.00**	**52,363.00**	**-49,863.25**	**0.00**	**2,499.75**	**95.23**
		-49,863.25			**-49,863.25**			
Total Group 1: Segment 3: Department	Code: 752 - INTEREST	**-49,863.25**	**52,363.00**	**52,363.00**	**-49,863.25**	**0.00**	**2,499.75**	**95.23**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 910 - EMPLOYEE BENEFITS							
Salaries								
0100-5-910-000-51700	WORKERS COMP ACCIDENT INS.	-237,493.00	243,223.00	243,223.00	-237,493.00	0.00	5,730.00	97.64
0100-5-910-000-51710	UNEMPLOYMENT PAYMENTS	-27,454.02	29,578.00	29,578.00	-27,454.02	0.00	2,123.98	92.82
0100-5-910-000-51720	HEALTH INSURANCE	-4,211,838.68	5,207,585.00	5,207,585.00	-4,211,838.68	0.00	995,746.32	80.88
0100-5-910-000-51730	RETIREMENT	-2,170,625.00	2,170,625.00	2,170,625.00	-2,170,625.00	0.00	0.00	100.00
0100-5-910-000-51740	GROUP LIFE INSURANCE	-3,843.90	5,297.00	5,297.00	-3,843.90	0.00	1,453.10	72.57
0100-5-910-000-51750	FLEXIBLE SPENDING ACCOUNT	-6,609.44	7,440.00	7,440.00	-6,609.44	0.00	830.56	88.84
0100-5-910-000-51770	MEDICARE	-262,739.79	375,970.00	375,970.00	-262,739.79	0.00	113,230.21	69.88
0100-5-910-000-51780	DENTAL INSURANCE	-207,240.56	236,306.00	236,306.00	-207,240.56	0.00	29,065.44	87.70
0100-5-910-000-51785	MEDICARE B ASSESSMENT	-12,567.00	17,750.00	17,750.00	-12,567.00	0.00	5,183.00	70.80
Total Group 3: Salaries		**-7,140,411.39**	**8,293,774.00**	**8,293,774.00**	**-7,140,411.39**	**0.00**	**1,153,362.61**	**86.09**
		-7,140,411.39			**-7,140,411.39**			
Total Group 1: Segment 3: Department	Code: 910 - EMPLOYEE	**-7,140,411.39**	**8,293,774.00**	**8,293,774.00**	**-7,140,411.39**	**0.00**	**1,153,362.61**	**86.09**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 930 - CAPITAL BUDGET							
Expenses								
0100-5-930-005-58490	POLICE EQUIPMENT	-49,507.00	49,507.00	49,507.00	-49,507.00	0.00	0.00	100.00
Total Group 3: Expenses		**-49,507.00**	**49,507.00**	**49,507.00**	**-49,507.00**	**0.00**	**0.00**	**100.00**
		-49,507.00			**-49,507.00**			
Total Group 1: Segment 3: Department	Code: 930 - CAPITAL	**-49,507.00**	**49,507.00**	**49,507.00**	**-49,507.00**	**0.00**	**0.00**	**100.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number			Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department		Code: 941 - COURT JUDGMENTS							
Expenses									
0100-5-941-000-57600	COURT JUDGMENTS		-227,586.19	225,000.00	225,000.00	-227,586.19	0.00	-2,586.19	101.15
Total Group 3: Expenses			**-227,586.19**	**225,000.00**	**225,000.00**	**-227,586.19**	**0.00**	**-2,586.19**	**101.15**
			-227,586.19			**-227,586.19**			
Total Group 1: Segment 3: Department		Code: 941 - COURT	**-227,586.19**	**225,000.00**	**225,000.00**	**-227,586.19**	**0.00**	**-2,586.19**	**101.15**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 945 - LIABILITY INSURANCE							
Expenses								
0100-5-945-000-57400	LIABILITY INSURANCE OTHER CHG	-279,756.72	284,595.00	284,595.00	-279,756.72	0.00	4,838.28	98.30
Total Group 3: Expenses		**-279,756.72**	**284,595.00**	**284,595.00**	**-279,756.72**	**0.00**	**4,838.28**	**98.30**
		-279,756.72			**-279,756.72**			
Total Group 1: Segment 3: Department	Code: 945 - LIABILITY	**-279,756.72**	**284,595.00**	**284,595.00**	**-279,756.72**	**0.00**	**4,838.28**	**98.30**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 03/31/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number	Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
491 Account(s) totaling:	-34,099,320.84	53,724,799.00	53,724,799.00	-34,099,320.84	-218,494.21	19,406,983.95	63.88

Brian Shea
17 Pinecone Lane
Southborough, MA 01772

May 12, 2021

VIA EMAIL

RECEIVED
By Town Clerk/jfh at 9:29 am, May 12, 2021

Jim Hegarty, Town Clerk
Town of Southborough

Jim,

Effective May 11, 2021, I hereby resign from the following committees:

- Affordable Housing Trust Fund Committee
- Main Street Working Group

Sincerely,



Brian Shea

RECEIVED
By OB at 10:44 am, Jun 18, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, June 7, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Chelsea Malinowski, Sam Stivers, Andrew Dennington (BOS)
Don Morris, Andrew Mills, Meme Luttrell, Marnie Hoolahan, Jesse Stein (Planning Board), Town Planner Karina Quinn.

This was a joint meeting with the Planning Board. The preamble was already read by Planning Board Chairman Don Morris, so Vice-Chairman Chelsea Malinowski called the Selectmen to order at 6:07PM. The purpose of the meeting was to discuss the Downtown District bylaw with the Planning Board and with Special Counsel Adam Costa.

Mr. Morris indicated that the Planning Board had reviewed the comments back from Attorney Costa on the ten items on the Downtown District bylaw, and asked if the group wanted to go over them one by one. Attorney Costa gave a brief overview of the bylaw process to date, and hoped to answer any lingering questions that remained regarding the legal aspects of the bylaw. Mr. Morris said that Attorney Costa's answers were helpful and provided clarity. Mr. Mills still has questions about the lot coverage size. Attorney Costa said that those questions are more discretionary to the community, and what the community wants to see for development in the downtown. The lot size in the current version falls about in the middle of what other communities allow in their bylaws for lot size. Mr. Stein asked about the zoning lines cutting through lots, and if that was an issue. Attorney Costa said that was fairly common within municipal governance, and it is almost impossible to have zoning boundaries line up with parcel boundaries. The Town's zoning bylaw already addresses split lots. Mr. Stein asked what the threshold is to be considered part of a zoning district. Attorney Costa said that the portion of the lot in a current district is subject to that district unless otherwise determined in the bylaw. Ms. Luttrell wanted to reiterate on the 2/3 approval requirement for a zoning bylaw. Attorney Costa said that most of the proposed changes would fall under the new State legislation that requires the higher quantum of vote, which is 2/3, if taken all in one article. Separating the changes into multiple articles may change the quantum of vote required. Ms. Luttrell still has an issue with the definition of mixed use, and the use of mixed use in the Code. Attorney Costa said that a subsequent conversation after the meeting could probably clarify Ms. Luttrell's concerns. Ms. Hoolahan shares the same concern with Ms. Luttrell, and can be part of any follow up with Attorney Costa. She thanked Costa for doing a thorough job with his review and answering the questions.

Mr. Morris talked about next steps with regard to the bylaw, and reviewed Attorney Costa's answers to each question individually. Mr. Morris said that if the neighbors have reasonable objections to the bylaws, then Town Meeting will likely support those concerns and the article will have a hard time getting the necessary 2/3 vote. Mr. Morris asked about what the next steps were for making further revisions to the bylaw. Ms. Malinowski said the purpose of this meeting was to get Planning Board's questions answered, and that Selectmen will discuss next steps at their meeting next week. Mr. Healey said that the Selectmen had several meetings in the fall to determine where the common ground fell. The goal remains for Selectmen and Planning Board to identify where they agree on the proposed bylaw. Mr. Healey said that hopefully the legal issues are simply a drafting issue that can be resolved in a straightforward manner. Mr. Healey asked Planning Board if there are issues outstanding beyond legal

issues, then those need to be identified and hashed out. Ms. Quinn said one of the things that has been difficult from the beginning is to have some examples about how certain changes will apply based on a given project; maybe Attorney Costa or Ms. Barrett could help with that. Ms. Luttrell said that the 80% lot coverage is a non-starter for her in supporting the bylaw, as well as building height. Ms. Luttrell also has an issue with the density. Mr. Mills said that the proposed density is also an issue for him, and that it doesn't conform to the downtown. Mr. Healey asked what the preferred density is to be considered acceptable. Mr. Stivers agreed with Ms. Luttrell on the density issue, as well as the height issue and various inconsistencies pointed out by Attorney Costa. Mr. Mills is concerned about having these discussions outside of a public hearing, but Mr. Healey said that these discussions are necessary to come up with a proposal to bring to a public hearing. Mr. Stivers suggested that the Planning Board should come up with a proposal for the Selectmen to consider. Attorney Costa had to leave the meeting to attend another meeting at 7:00PM, but agreed to work with all parties to come up with an acceptable proposal to bring to a public hearing. Mr. Healey said that it has been a focus of Selectperson Braccio as to what the landowners and abutters think about the split lots and zoning changes, and that will have to be taken into account in the process. Ms. Hoolahan said that Planning Board did provide their opinion on the FAR and the density, but that they were not in agreement with EDC. She said that the zoning has to be appropriate to the lots, and take into account the comments of the abutters. Mr. Stein agreed with Ms. Hoolahan, and also said that the affordable housing piece was changed to his liking. Ms. Malinowski said that the comments from tonight will be taken back to the 6/15 Selectmen meeting, and we can circle back as to where everyone stands after that. The hope being that both boards are in agreement heading into a fall town meeting.

Mr. Dennington asked about the process of drawing the map for the article, and was it complicated. Mr. Healey said that it was not.

Ms. Malinowski made a motion to adjourn the meeting at 7:05PM, seconded by Mr. Healey. Roll call vote: Healey – aye; Stivers – aye; Dennington – aye; Malinowski – aye. Motion was approved unanimously, 4-0-0.

Respectfully submitted,

Mark Purple
Town Administrator

RECEIVED
By OB at 10:41 am, Jun 28, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, June 8, 2021, 6:30 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough
Present: Marty Healey, Chelsea Malinowski, Sam Stivers, Lisa Braccio, Town Administrator Mark Purple. Ms. Braccio was participating remotely by Zoom. Mr. Dennington had previously recused himself from participating in the counsel interviews, and was not present.

Ms. Malinowski called the meeting to order at 6:31P.M., and read the preamble. She noted that Ms. Braccio was participating remotely and had filled out the required paperwork.

Ms. Malinowski said that the Board is interviewing four firms for town counsel, and one firm is not available this evening. She said the Board will be conducting that interview next Tuesday, and then will schedule a special meeting to make a determination. Ms. Malinowski said that the meeting is being recorded this evening on Zoom, and it will be made available to the public after the last interview is complete. She directed the counsel candidates that in order to speak, you had to hit the spacebar to unmute and mute again. The Board has allocated 30 minutes for the interview: 3-5 minutes for an introduction, and 25 minutes to answer 8 questions; the eighth question is a wrap-up question, and should be 3-4 minutes. Mr. Purple will signal when there is 5 minutes remaining. Ms. Malinowski recommended that the candidates pace themselves with the questions and the time requirements.

<u>Mead, Talerman & Costa, LLC</u>
Attorneys Jay Talerman and Katherine Feodoroff were present. Attorney Talerman introduced the firm, which grew out of the firm Blatman, Bobrowski & Mead. He noted that they are offering different billing options, as billable hours is not always the best fit for a community. Attorney Talerman noted that he and his firm are responsive, available, and has a passion for municipal law. He also noted that he currently does special counsel work for Southborough. Attorney Feodoroff addressed the firm's team approach to counsel services.

On the question of policy, Attorney Talerman said that he tries to get as close to the policy line without crossing it in his opinions. Opinions can be by phone or email, and expectations are defined up front. He noted that with flat or hybrid fee options, decision are more defensible and litigation is shown to decrease. The issues that he sees coming for Southborough in the future are managing expenses, regional school, land use, and town/gown relations. He added that they will conduct monthly office hours and attend three board meetings.

Attorney Feodoroff reiterated the firm's passion for municipal law, and their collaborative approach to finding solutions. Attorney Talerman noted his prior work in Southborough, including town meeting issues, and the successful financial resolution to a regional school issue.

<u>West Group Law, PLLC</u>
Ms. Malinowski repeated her earlier introduction and instructions to the firm for the interview.

Attorneys Steven Torres and Jillian Jagling were present. Attorney Torres began by congratulating the Town on its response to the COVID-19 pandemic. He said that is firm consists of a team of lawyers with small town and international experience; big experience with local commitment.

Attorney Torres outlined his process for issuing opinions, and said that no advice on policy is given until it is asked for. He tries to provide options for the Town to consider, and places a price tag on risk. Attorney Jagling said that in almost all cases, the firm would issue written legal opinions. Attorney Torres said that education is vital to mitigate liability, and sets up trainings for employees and volunteers on OML, ethics, and public records, both annually and as-needed. He noted the Park Central issue, and that his firm has 40B experience. Attorney Torres identified public safety and compliance issues as well as infrastructure and funding needs as those impacting Southborough moving forward. He said that when special counsel needs to be retained for an issue, that it would be negotiated at the same rates as his firm had with the Town. Attorney Jagling said that they issue monthly status and summary reports on current cases, by category.

Attorney Jagling said that the Town deserves a suite of legal services, and that their firm is the best choice because of their depth and experience.

<u>Petrini & Associates, P.C.</u>

Ms. Malinowski repeated her earlier introduction and instructions to the firm for the interview.

Attorneys Christopher Petrini, Christopher Brown, Amanda Zuretti, and Michael Terry were present. Attorney Petrini introduced his firm and the attorneys present. The Framingham firm was established in 2004 as a boutique firm to represent cities and towns with expertise, accessibility and a team approach.

Attorney Brown said that he leaves policy decisions to the Board of Selectmen. Opinions are rendered in a number of ways, through email, memo, or in person. He noted that ethical issues are not always straightforward. Attorney Petrini said that risk is mitigated by legal advice being given in advance of decisions being made. He suggested that there be a policy to control the use of counsel, and has templates available to that effect. The attorneys identified development, growth, and labor issues as the biggest issues facing communities in the future. While most legal issues are handled in-house, Attorney Petrini noted that tax title and cable are two things that outside counsel services would be engaged, and that would be done in collaboration with the Board. Attorney Brown noted that their firm is a “green firm” for the most part, meaning paperless. Cases are tracked through a management system to index matters, including cloud storage. Attorneys work through the Town Administrator, keeping the Board apprised as needed. With regards to litigation, Attorney Brown said that their firm tries to find ways to effectively end the litigation. Attorney Petrini said that the best cases are resolved through mediation and pleadings. Cases must be assessed based on cost and likelihood of success to control the impact on the budget.

Attorney Brown said that he prides himself on municipal representation, and that he finds legal work rewarding. He cares about his clients, and limiting their liability. He also stressed the importance of the educational aspect of counsel to employees and volunteers. Attorney Petrini reiterated the firm’s legal expertise and team approach, as well as their knowledge of local issues.

Mr. Healey made a motion to adjourn the meeting at 8:26PM, seconded by Mr. Stivers. Roll call vote: Healey – aye; Stivers – aye; Braccio – aye; Malinowski – aye. Motion was approved unanimously, 4-0-0.

Upcoming Meetings
June 15, 2021
July 13, 2021

Respectfully submitted,

Mark Purple
Town Administrator

6-15-21 Board of Selectmen Appointments

Committee Name	Title	First Name	MI	Last Name	Current expiration	Term Length	Response/Action requested
							= volunteer chose not to be reappointed
ADA Committee							
		Sue		Luh	6/30/21	1	reappoint
		Bonnie	J.	Phaneuf	6/30/21	1	reappoint
		William	W.	Sines	6/30/21	1	reappoint
		Vincent		Acampora	6/30/21	1	reappoint
		William	J.	Estrada	6/30/21	1	reappoint
ADA Coordinator							
		Mark	J.	Purple	6/30/21	1	reappoint
Affordable Housing Trust Fund Committee							
		Lisa	M.	Braccio	6/30/21	2	reappoint
		Andrew		Dennington	6/30/21	2	reappoint
		Martin		Healey	6/30/21	2	reappoint
		Doriann		Jasinski	6/30/21	2	reappoint
		Chelsea		Malinowski	6/30/21	2	reappoint
		Sam		Stivers	6/30/21	2	reappoint
		William	J.	Boland	6/30/21	2	reappoint
Building Commissioner							
		Laurie		Livoli	6/30/21	3	reappoint
Cable Television Committee							
		William	B.	Warren	6/30/21	3	reappoint
Capital Planning Committee							
	ex-officio	Brian	P.	Ballantine	6/30/21	1	reappoint
		Lisa	M.	Braccio	6/30/21	1	reappoint
		Jeffrey		Hark	6/30/21	1	reappoint
		Jason	W	Malinowski	6/30/21	1	reappoint
		Joseph	E	Palmer	6/30/21	1	reappoint
		Andrew	T	Pfaff	6/30/21	1	reappoint
	ex-officio	Mark	J	Purple	6/30/21	1	reappoint
		Steven		Hinterneder	6/30/21	1	No
Community Preservation Committee							
	Recreation Comm Rep	Jennifer	P.	Hansen	6/30/21	3	reappoint
	Planning Board Rep.	Andrew	S.	Mills	6/30/21	3	reappoint
	Con Comm Rep	Benjamin	B.	Smith	6/30/21	3	reappoint

6-15-21 Board of Selectmen Appointments

Committee Name	Title	First Name	MI	Last Name	Current expiration	Term Length	Response/Action requested
Conservation Commission							
	Comm. Gardens Coord	Isabel	M.	Kerber	6/30/21	3	reappoint
		Judith		Watson	6/30/21	3	reappoint
		Sheri	R	Widdiss	6/30/21	3	reappoint
Council on Aging							
		Joyce		Macknauskas	6/30/21	3	reappoint
		William	W.	Harrington	6/30/21	3	reappoint
		Mary Ann		Anderson	6/30/21	3	reappoint
Economic Development Committee [EDC]							
		Suzanne	L.	Duca	6/30/21	3	reappoint
		Robert	S.	Anderson	6/30/21	3	reappoint
		Michael	D.	Moorehead	6/30/22	3	reappoint
Golf Course Committee							
		David	A.	Nixon	6/30/21	1	reappoint
		John	W.	Boland, Jr.	6/30/21	1	reappoint
		Jason	M.	Dietz	6/30/21	1	reappoint
		Ira	D.	Schild	6/30/21	1	reappoint
Historical Commission							
		Rebecca		Deans-Rowe	6/30/21	3	reappoint
		Amanda	E.	Gleeson	6/30/21	3	reappoint
Master Plan Committee							
	Selectmen Rep.	Sam		Stivers	6/30/21	1	reappoint
MetroWest Regional Collaborative							
	Planning Board Rep.	Meme		Luttrell	6/30/21	1	reappoint
	Selectmen Rep.	Martin	F	Healey	6/30/21	1	reappoint
Open Space Preservation Commission							
		Frederica	J.	Gillespie	6/30/21	5	reappoint
Part-Time Dispatcher							
	Police Department	Daniel		Moreira			reappoint
Recreation Commission							
		Jennifer		Hansen	6/30/21	3	reappoint
Registrar of Voters							
		Tracy		Navaroli	6/30/21	3	reappoint
Sboro Housing Opportunity Partnership Comm (SHOPC)							
	Private Citizen	Doriann	M.	Jasinski	6/30/21	3	reappoint
	Selectmen Rep.	Chelsea	M.	Malinowski	6/30/21	3	reappoint

6-15-21 Board of Selectmen Appointments

Committee Name	Title	First Name	MI	Last Name	Current expiration	Term Length	Response/Action requested
Sboro Housing Opportunity Partnership Comm (SHOPC)							
	Private Citizen	John	M.	Wood	6/30/22	3	reappoint
	Planning Board Rep.	Jesse	T.	Stein	6/30/21	3	reappoint
Southborough Scholarship Advisory Committee							
		Renee		Maiorana	6/30/21	3	reappoint
Southborough Stewardship Committee							
	Citizen-at-large	Jenny	S.	Peet	6/30/21	1	reappoint
	Open Space Preservation	Frederica	J.	Gillespie	6/30/21	1	reappoint
	Citizen-at-large	James	F.	Gorss	6/30/21	1	No
	Citizen-at-large	Joyce	M.	Greenleaf	6/30/21	1	reappoint
	Citizen-at-large	Kathryn		McKee	6/30/21	1	reappoint
Southboorugh Trails Committee							
		Kathryn		McKee	6/30/21	1	reappoint
		Satyendra		Sharma	6/30/21	1	reappoint
		Luisa		Vargas	6/30/21	1	reappoint
		Isabelle	Q.	Murphy	6/30/21	1	reappoint
		Thomas	M.	Marcoulier	6/30/21	1	reappoint
Taxation Aid Committee							
	Treasurer/Collector	Brian	P.	Ballantine	6/30/21	1	reappoint
	Citizen-at-large	Harold		Kiess	6/30/21	1	reappoint
	Citizen-at-large	Elizabeth	S.	Kesselman	6/30/21	1	reappoint
	Board of Assessors Chair	Jeffrey	W.	Klein	6/30/21	1	reappoint
Youth Commission							
		Susan	A.	Butka	6/30/21	3	reappoint
		Leslie	A.	Hadden	6/30/21	3	No
		Susan	J.	Beyer	6/30/21	3	reappoint
Zoning Board of Appeals							
		Craig	W.	Nicholson	6/30/21	5	reappoint
	Alternate Member	Doris	M.	Cahill	6/30/21	1	reappoint
	Alternate Member	Jamie	M.	Mieth	6/30/21	1	reappoint

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By OB at 1:07 pm, Jul 19, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, June 15, 2021, 6:00 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers, Town Administrator Mark Purple

I. Chairman Braccio called the meeting to order at 6:00 P.M.

II. At 6:00 P.M. the Board entered into Executive Session per M.G.L. Chapter 30A, Section 21, and returning to Open Session, to discuss strategy with respect to pending litigation (Exemption 3) for the following: (I) Huang vs. ZBA, et al.; and (2) Paul A. Dwiggins vs. Kenneth Paulhus, Chief of Southborough Police, as the Chair has determined that discussion in an open meeting may have a detrimental effect on the Town's litigating position.

Mr. Dennington left the meeting.

III. Scheduled Appointments

Town Counsel Interview: Aldo Cipriano, Esq.

Ms. Malinowski read the information consistently presented to all interviewees outlining the process. Attorney Cipriano gave a brief background of his education and professional history. He introduced assistants Attorney James Lampke, Attorney James Scanlon and Attorney Michael Tromblay and gave a brief background on their education and professional history. He added that each of these attorneys act as a team along with Attorney Leger when needed and all have done work with the Town of Southborough. Ms. Braccio read the first question and Attorney Cipriano replied that his role is to give legal advice and guidance and not creating policy. Mr. Stivers read the second question and Attorney Cipriano described his most compelling ethical issue with the City of Marlborough. Ms. Malinowski read question number three and Attorney Cipriano explained that education is key for boards and committees to avoid risk of litigation. He explained the free workshops and seminars he provides for citizen volunteers. Mr. Healey asked the fourth question and Attorney Cipriano explained the challenges the Town has and will have in the future. He described issues with development and zoning, growth and the restatement of use of parcels and protection and preservation of assets of the Town. Ms. Braccio asked the fifth question and Attorney Cipriano explained his approach to determining whether he needs assistance with additional counsel as needed. Mr. Stivers asked the six question and Attorney Cipriano explained his system of organizing documents and informing the Town and boards and committees of decisions and litigation. Ms. Malinowski asked the seventh question and Attorney Cipriano gave examples of cases in the City of Marlborough and Town of Southborough regarding zoning and affordable housing. Mr. Healey asked the eighth question, for a closing argument for why he wants the Town Counsel position and why he would be the best fit along with what would be expected for the first year if selected for the position. Attorney Cipriano explained his deep understanding, passion and compassion for the Town. He stated he is not just a lawyer of the day and he takes pride in representing his Town and he has qualified backup if it is needed.

Chairman Braccio requested the Board take a two-minute recess at 6:55 P.M. and returned at 6:57 P.M. Mr. Dennington returned to the meeting.

IV. Public Comment

None

Supt. Of Schools Greg Martineau – SOI for Neary School

Mr. Martineau explained the District's interest in submitting a statement of interest to the MSBA. He explained the two programs the MSBA applied for by the District which included the Finn boiler which was successful. Another statement of interest was submitted for roof replacements at Neary, Finn and Trottier Schools. Mr. Martineau explained the CORE program and the grant he wishes to apply for in order to support the renovation of Neary School. He requested support to submit a statement of interest to the MSBA which is due June 21st. Mr. Martineau explained that this will not commit the schools to any work but opens the door for the possibility of funding for a town supported building project. Ms. Braccio asked if the School Committee supported the submittal of an SOI to the MSBA and Mr. Martineau replied they voted to support at the last meeting. Mr. Healey asked about the timeline for next steps after submitting the SOI and Mr. Martineau described the four to six-month eligibility review process from the MSBA. Mr. Martineau explained how and when a cost would be determined for the project. Mr. Stivers stated that he has reviewed the information and the work needs to be done. The right decision is to move forward. Chairman Braccio read the motion to authorize the Superintendent to submit to the Massachusetts School Building Authority the statement of interest form dated June 25, 2021 for the Margaret E. Neary Elementary School. Ms. Malinowski moved the motion. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Healey, aye; Dennington, aye; Stivers, aye; Braccio, aye.

Transfer Station Rules & Regulations for Fiscal Year 2022

DPW Superintendent, Karen Galligan gave an update on the fiscal year 2022 Transfer Station rules and regulations. She outlined the changes to the needs-based free sticker and the removal of replacement transfer station stickers fees. She explained the budgetary allotment for the funds from the sticker fees. Mr. Stivers stated usually there is a chart outlining options for fees. He said he felt that the Town should subsidize $100,000 for the Transfer Station, spoke to ideas about senior stickers, fees for replacement stickers and fees for multiple stickers which were not included. Ms. Galligan stated there was a fee for a third sticker and that came out and became unlimited. She added because the funds go to the general fund, it is a decision of the Board. She explained the reasons for the changes that were made previously. She added that the DPW will enforce any amendments by the Board. Mr. Dennington stated under the proposal that the senior sticker fee is free and asked if that is how it is currently and Ms. Galligan replied that it was. There was discussion regarding Town income if there was a $50 senior sticker fee. Ms. Malinowski stated she agreed with Mr. Stivers with the $100,000 coming from the general fund and suggested a fee for a second sticker or increasing the initial fee and having an additional sticker to be fee. She would like to steer away from having a senior sticker fee. She explained a suggested streamlined process for need-based stickers. Ms. Malinowski explained a process similar to the Rent and Mortgage Assistance Plan. She added that the applications should not be discussed in a public meeting but it would be an electronic application. Ms. Malinowski volunteered to be the board's representative to review and approve need-based sticker applications and forward to DPW. Mr. Healey stated he agreed with this process and asked Ms. Galligan if there were many households with four or more stickers and she replied there was not. Chairman Braccio stated she was not in support of a senior sticker fee. She suggested instituting a $25-$50 fee for a second sticker. There was discussion regarding increasing fees. The Board agreed to not increase Transfer Station sticker fees. Mr. Stivers made a motion to accept the

Transfer Station Rules & Regulations for Fiscal Year 2022 as written. Mr. Dennington seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye. Mr. Stivers made a motion to accept transfer sticker fee waiver form as shown in the packet with Ms. Malinowski representing the Board to review the paperwork submitted. The motion was seconded by Mr. Healey. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Discussion of Flagg Road HCVE request

Mr. Linden walked the Board through his PowerPoint presentation as included in the packet. He asked the Board to begin submitting this to the State to have a truck exclusion on Flagg Road. Mr. Healey asked what the alternate route would be for the trucks to take instead of Flagg Road. Ms. Galligan stated that it would not be optimal for the trucks to turn further down to the end of Deerfoot Road and said the alternate route would be through Westborough. She explained that they would need to ask permission from the Town of Westborough to use their road as an alternate route. She explained that Route 30 is already excluded and how truck exclusions work. She explained the difference between Gilmore and Flagg Roads. Ms. Galligan then gave a summary of her report provided to the Board as included in the packet. Chairman Braccio asked for clarification on the process to begin and Ms. Galligan described the steps. Mr. Dennington stated that the truck exclusion would be aimed at only extremely large trucks and explained the options they had on Route 9 and 85 for use. He felt there is merit to a truck exclusion. Ms. Malinowski clarified that there were six trucks over a three-day period which she felt were not that many. She asked if there would be more trucks on Parkerville and if the problem will be diverted to another road if the truck exclusion were done on Flagg Road. She added she did not want to make a safety issue elsewhere. Ms. Galligan stated that is a concern. She explained current truck traffic, concerns and issues in these areas. Mr. Linden stated that Parkerville has sidewalks and speedhumps where Flagg Road does not. Ms. Malinowski replied that she understood but Parkerville also has a school which needs to be accommodating to students. There was discussion regarding possible alternate routes and the impact on those streets. Mr. Healey asked Ms. Galligan if it was known if the trucks on Flagg Road were from Ken's Foods, Inc. Ms. Galligan stated she did not know and Mr. Healey asked for this to be looked into. He asked if there could be an exclusion in one direction and Ms. Galligan replied that she will find an answer.

Mr. Stivers stated the amount of large trucks which are the primary concern are less than 10% of traffic and could be managed. He suggested finding a way to physically limit the intersection at Route 9 and Flagg Road so large trucks could not make the turn but a school bus or a fire truck could. Ms. Galligan replied that may be possible and explained potential issues this could cause. Mr. Stivers asked to inquire about permission from Westborough before any other steps are taken. Ms. Galligan explained the conversation had with Westborough for the Gilmore Road truck exclusion. Chairman Braccio requested to find out if a northbound exclusion could be done on Flagg Road. Mr. Healey suggested Ms. Galligan inquire about permission from Westborough for an alternate route and whether a northbound truck exclusion is possible. The Board agreed to continue the discussion at a future meeting.

V. Reports

Chairman's Report

i. Earmarking of funds

Chairman Braccio cautioned against earmarking funds because the Town is still understanding guidelines as far as distributing funds from grants and ARPA. The Board also has not discussed how to distribute these funds.

ii. Use of Town email by Town officials

Chairman Braccio stated that the Board enforced the use of Town emails and it is not being done globally. She stated that the Town email can be forwarded to a personal email but responses must copy the Town email as well. She suggested working with Mr. Montijo to put a path in place that Town business cannot be conducted on personal email in any way. Chairman Braccio stated Town email use is a requirement. She suggested a discussion at a future meeting and the Board agreed.

iii. Volunteer event

Chairman Braccio stated the volunteer appreciation breakfast is Thursday morning. She added the employee lunch was spectacular and she heard a lot of positive feedback. Chairman Braccio thanked the employees for all their work through COVID and throughout the year.

Members' Reports

i. Brian Shifrin Field dedication

Ms. Malinowski stated on June 2nd the Brian Shifrin Field signage was revealed and a beautiful ceremony was hosted by Recreation and Southborough Little League. She added Carolyn Dykema was in attendance and it lined up with ALS Day. The sign is up on the old Finn 1 Field. An Eric Green sign was erected that was similar.

ii. June 13th Eagle Scout Ceremony

Mr. Healey stated the ceremony was on Sunday at Neary and Representative Dykema was in attendance. He said he looked at all the Eagle Scouts projects done throughout Town and thought having a compilation of all the projects would be a great. He listed those who received their Eagle Scout as follows:

Gabrielius Lukas Bazikas who designed and installed an engraved granite bench honoring our long-term Town Moderator, Lt. Col (ret.) John Wilson at the All Wars Memorial in Southborough which also received some maintenance.

Garrett Evan Goodney who created an outdoor learning area consisting of a stage platform and benches at the Neary Elementary School in Southborough and installed two tetherball play areas.

Eric Christopher Hanson who designed and built several trailhead kiosks for the Southborough Trails Committee.

Brendan Patrick Hermanspan who replaced a railroad-tie bordered garden area at St. Matthews Church in Southborough with a masonry wall and all new plantings.

Adam Rainer Ramondo who refurbished the softball field at the Woodward Elementary School in Southborough including some landscaping and replacing the dugout benches.

Matthew Scott Richardson who designed, built, and placed a series of cedar benches along trails at the Chestnut Hill Farm in Southborough.

Zane J Walter who created a parking area with a kiosk at a trailhead adjacent to the Chestnut Hill Farm in Southborough.

Andrew Alexander Zalev who designed, manufactured, and installed 13 permanent flagpoles at the All Wars Memorial in Southborough.

iii. ARPA funding

Mr. Stivers stated he attended the groundbreaking ceremony for the new dorms at St. Mark's School. He added that they expressed appreciation for the Town's land swap with the Golf Course as it allowed them to place the dorm in an advantageous place.

Mr. Stivers stated that earmarking should not be done but boards and committees could begin to think about potential projects that could be done with funding from ARPA. He added there is value to understanding the details regarding guidelines and how the funding works as updates are released from the Treasury weekly. He stated the faster the Town is able to prepare, the more of an advantage Southborough will have to use some of these funds. Ms. Malinowski agreed that the Board should be aware of the guidelines as they come out. She stated she was disappointed watching the Conservation and subsequent Recreation Committee meeting in the last two weeks. She added that to have a member of the Board endorsing a presentation of a project not even on the radar gives the wrong impression from this Board. She asked the Board to hear department heads and listen to needs and ensure the Board is on the same page before misrepresentations are brought to other boards and committees. Mr. Stivers stated he appreciated the point and said he was responding to a resident request at the Conservation Commission and was not endorsing the project. Ms. McAuliffe gave an overview of the webinar she will be attending tomorrow regarding the ARPA funding. She explained they did apply and she is not aware of anyone who has received funds yet. Ms. McAuliffe explained that she will be continuing to investigate ARPA funding.

Town Administrator's Report

Mr. Purple reminded the public that scholarship applications are due to the Town House on Friday, June 18th by 12:00 P.M.

VI. Consent Agenda

a. Ms. Malinowski asked to hold agenda item "a." She asked that a change be made on page June 7th minutes, row 33. The Board agreed. Mr. Stivers stated that in the April 6th minutes, there should be a change on row 55. He asked for a change in the May 18th meeting minutes on line 205. The Board agreed. Mr. Healey made a motion to approve Open Session Meeting Minutes: April 6, 2021; May 18, 2021; June 7,2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.
b. Ms. Malinowski asked to hold agenda item "b." She informed the Board she is abstaining from this vote. Ms. Malinowski left the meeting while the Board discussed this topic. Chairman Braccio asked the Board to approve the makeup of the group change from seven to five members. She explained that they are losing two members. Mr. Healey stated he is ok with this and asked how the committee feels about it. Chairman Braccio stated she is unsure and added she will ask before the next Board meeting. The approval of new charge for Capital Planning Committee was held until the next meeting.
c. Ms. Malinowski returned to the meeting. She asked to hold agenda item "c." She stated she would like to wait to approve these and reach out to the chair of each committee to ensure that

those identified here would like to be reappointed. She asked for the Selectmen's Office to reach out to the chairs to clarify who may not want to be appointed. Chairman Braccio stated that she knows of at least one person that is on the list that do not want to be reappointed. Mr. Healey stated that before he votes to reappoint anyone on the Historical Commission, there needs to be a conversation with the Board. The Board agreed to hold the appointment Board/Committee members FY22 until the June 22nd meeting.

d. Mr. Healey made a motion to accept donations totaling $135.00 for Fire Department Ambulance Fund. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

e. Mr. Healey made a motion to extend the charge term of the Capital Planning - School Research Subcommittee to December 31, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

f. Ms. Malinowski asked to hold agenda item "f." She informed the Board she will be abstaining. Mr. Healey made a motion to authorize Town Administrator to sign Statement of Commitment for Public Health Shared Services program. Mr. Stivers seconded. The motion passed all in favor (4-0-1) by roll call vote, Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye. Ms. Malinowski abstained.

g. Mr. Healey made a motion to approve departmental expenditures for FY21 per Financial policy. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

VII. Other Matters Properly Before the Board

Draft Charge for Noise Bylaw Ad Hoc Committee

Mr. Stivers walked the Board through the process he took to create the draft charge and why he chose the suggested members. Ms. Malinowski stated the Board of Health would like voting member or ex-officio on this committee. She added she was unsure of the Building Commissioner's role on the committee. Mr. Healey echoed Ms. Malinowski's comments and suggested including the Police Chief and a member of the Board of Health. He added he would not have a Board or Advisory member. He asked to see what was considered and rejected along with what was proposed as there are various ways a noise bylaw could be approached. Mr. Dennington gave his feedback which included having at least three at-large member. Chairman Braccio stated she had the same opinions regarding the Board and Advisory. She suggested the Building Commissioner be removed as she has no enforcement and asked a Board of Health member be added. She said she would approve three at-large members as Mr. Dennington suggested. Mr. Healey stated there should be five at-large members and two ex-officio members. The Board agreed. The Board discussed the timing of fall Town Meeting and suggested removing the language in the charge alluding to that timing. Chairman Braccio asked Mr. Stivers to make revisions based on the feedback for the June 22nd meeting. Mr. Stivers agreed.

Liability insurance for notary services provided by the Town

Ms. Malinowski stated MIIA changed their coverage for additional liability insurance for notarizing residential documents. She explained what will not be covered in the insurance beginning July 1st and the additional fees. She gave a summary of her discussion with those departments that have a notary which included the Town Clerk, Treasurer/Collector and Conservation Commission. Jim Hegarty, Town Clerk gave his thoughts on the matter. He asked the Board to make the policy decision of whether it makes sense for the Town to offer these services when notaries are readily available outside of Town offices. He explained the amount of time it takes to notarize certain documents and the hours it is offered throughout the week. Mr.

Hegarty explained the $1,000 ($250/per employee) increase in liability per year to notarize residential documents. Mr. Healey said he felt that cost was worth offering the service to the public. Mr. Stivers agreed. Ms. Malinowski made a motion to increase the liability insurance for the four employees that proved notary services to the Town with the limitations Mr. Hegarty outlined. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye

Review of Special Municipal Employee designations

Chairman Braccio stated the list of municipal employees are included in the packet and asked the Board review them. Mr. Purple stated he will review the Advisory designation and there was discussion regarding whether the committee members and EDC members should hold the exemption or not. Mr. Healey and Mr. Dennington stated they felt more people should have the designation and explained why. Ms. Malinowski and Chairman Braccio stated they felt the designation should be more restrictive. Mr. Stivers stated he would like to talk to the committees to understand their opinion on the designation. The Board agreed to reach out to the committee chairs to understand the interest of Advisory, Council on Aging and the EDC. This topic will be added to the June 22nd meeting.

Discussion of Counsel review of IMA for Shared Services

Ms. Malinowski reported an update on the Counsel review. MAHB will be conducting a legal review of the IMA document as well as KP Law, Town Counsel from Northborough. She asked the Board if they would prefer Southborough Town Counsel to review this as well. She stated she would like our Town Counsel to review. The Board discussed and Ms. Malinowski requested the IMA be sent to Town Counsel for review. The Board agreed.

Update/discussion of 15 Main Street

Chairman Braccio stated the Historical Commission was invited to attend tonight but could not attend. She stated the chair of the Historical Commission asked that the Board does not have any substantive discussion of 15 Main Street tonight. He requested the item be removed from the agenda. She added that this topic is on their next meeting on June 17th and read the agenda items which included a review of the discussions the Board had this evening, the legal opinion requested by the Board and revisions to the rules and regulations sheet. Ms. Braccio reviewed the timeline of 15 Main Street as included in the packet. She referenced sections of the bylaw that were violated during public hearings held by the Historical Commission regarding 15 Main Street. She shared concerns on the one-page fact sheet being used as rules and regulations by the Commission. She stated the homeowner was being required to sell her house. Chairman Braccio and Town Counsel do not believe the demo delay bylaw can enforce this nor does the Commission have the authority to stop a demolition permit. She stated that only the Building Commissioner can stop a permit. Chairman Braccio reviewed the processes outlined by Town Counsel that could have be done to mitigate issues but the permit was closed by the Commission which is not allowed. She concluded that nine months had passed since the Historical Commission public hearing and the applicant was then issued the demo permit by the Building Commissioner. Chairman Braccio and Mr. Purple support Ms. Livoli's decision to issue the permit. The Chair of the Historical Commission does not agree. Mr. Healey stated that he reviewed previous minutes and he does not think this is an isolated incident and that this was done to other homeowners. He added that the actions of the Historical Commission may have opened the Town to significant liability. Mr. Healey stated he looked at 75 other demolition delay bylaws and it is clear that it is a delay and not a demolition deny. He stated that the Historical Commission created their own law. He added that forcing homeowners to sell their

homes is not what Town Meeting voted on and he is embarrassed as a town official that this behavior has taken place. Mr. Healey committed to reaching out to previous homeowners treated in this way. He outlined more concerns regarding the rules and regulations and the lack of review from Town Counsel after being told it was approved by Attorney Cipriano. Mr. Healey stated it is dangerous to have the Historical Commission continue with this level of authority with the current member composition and it needs to be addressed.

Mr. Stivers stated he reviewed this as well and there are process steps that need to be fixed through education. He stated that he felt that after nine months of review with the Historical Commission, the demolition permit could be issued. He said Town Counsel's involvement is necessary in the demo delay process and reviewing the bylaw itself to correct any issues. Chairman Braccio gave a summary of Town Counsel's multiple offers to work with the Commission to refine their documents. She stated he was never taken up on his offers. Mr. Healey clarified that Attorney Cipriano is at not fault in this situation as he made himself available and made multiple offers to assist the Commission. Mr. Dennington pointed out inconsistencies between the Demo Delay Bylaw and the Historical Commission's fact sheet. Ms. Malinowski stated she was disappointed the actions of the Commission took away from the point of the demolition delay bylaw to preserve the historical nature of homes in Southborough and added it is the responsibility of the Board to ensure residents are being treated appropriately and appropriate processes are followed. She stated that this is very concerning and the Board needs to ensure the Historical Commission has the tools to enforce what is in their purview. There was discussion regarding including this topic on future meetings. Chairman Braccio stated she will invite the Historical Commission to their July 13th meeting.

Selectmen's Representative to SHOPC

Chairman Braccio volunteered to be the Board representative for SHOPC. She added she would like to speak with Mr. Dennington regarding his interests. The Board will discuss and vote at the next meeting. Ms. Jasinski told the Board that SHOPC meet Wednesday mornings at 8:00 A.M.

VIII. Public Comment

Howard Rose (2 Bantry Road) thanked the Board for reviewing the truck exclusion. He encouraged the Board to see the urgency for and to walk the road to see how dangerous it is. He explained the difference between Flagg and Parkerville Roads. Mr. Rose requested the hiring of an environmental noise specialist to work on a noise bylaw.

Tim Litt (148 Woodland Road) stated it is important to find out what the barriers are to board and committee members who are not using town email. He outlined some reasons given in the past. Mr. Litt stated he misses the table that was in the room previously. He stated that he is baffled that Board has not appointed the ex-officio member to the MTC. He asked the Board to do so.

IX. On a motion made by Mr. Stivers, seconded by Mr. Healey and voted all in favor by roll call vote, the meeting was adjourned at 9:51 P.M.

Upcoming Meetings
June 22, 2021
July 13, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the June 15, 2021 BOS Meeting:

- Required Form of Vote to Submit a Statement of Interest
- Draft Transfer Station Rules and Regulations FY 2022
- Draft Regular Session Minutes, April 6, 2021
- Draft Regular Session Minutes, May 18, 2021
- Draft Regular Session Minutes, June 7, 2021
- 6-15-21 Board of Selectmen Appointments
- Donation acceptance request from Chief Achilles 6.1.21
- Capital SRC Subcommittee - Extension of Charge End Date 6.7.21
- Public Health Excellence Grant Program for Shared Services RFR #214333 Municipality Statement of Commitment
- Memo from Jason Montijo re use of salary funds for non-salary items 6.10.21
- Letter from Chief Paulhus to BOS re Police FY21 Budget 6.4.21
- Flagg Road Traffic Counts and Summary for Citizen's Petition
- Draft Noise Bylaw Ad-hoc Committee Charge and Process
- Letter from Chelsea Malinowski to Mark Purple re Notary Info 6.9.21
- Letter from Town Clerk Hegarty to Carolyn Teehan of State Ethics Commission re SMEs 6.5.2020

From: Jason W. Malinowski
To: Mark Purple
Cc: Lisa Braccio; Lori Esposito
Subject: Capital SRC Subcommittee - Extension of Charge End Date
Date: Monday, June 07, 2021 10:43:30 AM

Hi Mark,

Based on the recommendation of the Superintendent, I would like to formally request that the BOS extend the charge of the Capital Planning Committee - School Research Subcommittee to December 31, 2021.

It is currently set to expire on June 30, 2021, so I'd greatly appreciate if you can add this to the Board's agenda on 6/15.

Thanks,

Jason

CAPITAL PLANNING COMMITTEE

The Capital Planning Committee shall be an ad-hoc committee made up of seven (7) members, all appointed by the Board of Selectmen. The positions shall be filled by residents of the community who are willing to volunteer their time in assisting with the review and evaluation of capital items and projects ~~contained within the Town's Capital Plan, and developing strategies to move these projects forward for approval in a financially responsible manner~~brought forth by Departments, Boards, Committees, and Commissions to maintain the town's 10-year Capital Plan. The Finance Director and Town Administrator shall act as ex-officio members of the Committee. As such, these positions will not count toward the quorum, nor will they have a vote on committee matters.

CHARGE

The primary charge of the Capital Planning Committee is as follows:

- Work with Town Finance Team to maintain town's capital plan. This will be achieved by regular meetings and discussions with Town Departments, Boards, and Committees that will put forward requests for Capital Funding as part of an Annual or Special Town Meeting. While this Committee will have no oversight of the annual operating budget, they need to be aware and receive regular updates of the operating budgets to ensure that capital needs are considered in an appropriate order and timing.
- ~~In the immediate term, perform a comprehensive assessment of all owned town facilities and property (including school properties). Work collaboratively with other town boards and committees to provide a plan for construction, remodeling, consolidation, or sale. Provide status report on or before September 1, 2020 to Board of Selectmen and Advisory Committee with a formal report on all initial recommendations by December 31, 2020.~~
- In the absence of a formal building committee for a specific project, this Committee will serve as point of initial approval for all project expenses, change orders, and invoices. Projects falling under the oversight of this Committee will specifically be decided as part of or immediately following any Town Meeting appropriation by a vote of the Board of Selectmen based on a recommendation from the Town Administrator.
- If the Board of Selectmen decide to have a separate Building Committee for any specific project, then a member of this Committee shall be appointed.

TERM

The Capital Planning Committee appointments will be for one year terms.

Approved: February 11, 2020; Amended August 18, 2020

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

Tuesday, June 01, 2021

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Town of Southborough Board of Selectmen,

Enclosed, please find the following donation made to the Town of Southborough Ambulance Fund for your acceptance.

RECEIVED FROM:	AMOUNT:	ACCOUNT SPECIFIED:
Patricia A. Aspinwall	$10	Ambulance Fund (2659-4-220-483-48310)
Kathleen B. Bartolini	$50	Ambulance Fund (2659-4-220-483-48310)
Natalie J. Fantony	$25	Ambulance Fund (2659-4-220-483-48310)
Josephine A. & John B. Shea	$50	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration of this request.

Sincerely,

Steven E. Achilles
Southborough Fire Chief

Noise Bylaw Ad-hoc Committee

Charge and Process

The Noise Bylaw Ad-hoc Committee (the "Committee") is charged with the task of preparing a draft of a proposed Noise Bylaw for Southborough (the "Draft Bylaw") , for consideration at the Fall, 2021, Special Town Meeting.

The work of the Committee is expected to include, but not be limited to, the following:

- Review of the previous versions of noise bylaws prepared for Southborough's Town Meetings;
- Review of the noise bylaw experience of other towns, particularly with respect to measurement of noise levels and flexibility for homeowners and commercial landscapers to maintain properties; and
- Consideration of enforcement issues.

Membership

The Committee shall be made up of seven (7) members, all appointed by the Board of Selectmen, as follows:

- Three (3) "at-large" residents of the Town of Southborough
- One (1) representative from the Board of Selectmen
- One (1) representative from the Advisory Committee
- The Southborough Chief of Police
- The Southborough Building Commissioner

Term, Administration and Organization

- The Committee members shall be appointed in June, 2021, for an initial term ending December 31. 2021;
- All records of the Committee shall be filed with the Town Clerk and open to public inspection in accordance with applicable Open Meeting Law and Public Record statutes;
- Members shall serve without financial compensation; and
- The Committee shall determine what, if any, officers should be elected.

Schedule

The Committee shall perform the work as detailed in the charge to deliver the Draft Bylaw by at least 30 days before the Fall, 2021, Special Town Meeting. The Committee will be expected to provide periodic reports of their progress, as may be requested by the Board of Selectmen. The Committee's work may continue beyond the Fall, 2021, Special Town Meeting, at the discretion of the Board of Selectmen.

DRAFT

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, April 6, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. **Public Comment**
None

I. **Scheduled Appointments**
Volunteer Interview: Alexandra S. Mills, Scholarship Advisory Committee, term 6/30/22
Chairman Healey asked for Ms. Mills to give an overview of her background and interest in the Committee. Ms. Mills stated Isabelle Murphy approached her to join the Committee and felt it was a great opportunity to volunteer. She added that she is a teacher and parent to three children and she understands the importance of student scholarships. Ms. Braccio asked if this were her first time on a Board. Ms. Mills replied it was her first time on a town board but she was involved in Kindergroup and committees within the school system. Chairman Healey made a motion to appoint Alexandra S. Mills to the Scholarship Advisory Committee, term 6/30/22. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Review of FY22 Departmental Budgets
Chairman Healey stated that the Fire and Police Department budgets will be covered in the consent agenda and he gave accolades to Mr. Purple and Mr. Ballantine for their coordination with department heads. Ms. Malinowski praised Mr. Purple, Mr. Ballantine and the Fire and Police Chiefs for their work in the budget process. Ms. Braccio praised the department heads and Mr. Stivers praised the Advisory Committee for their work throughout the budget process.

i. Fire Department

There were no questions or comments from the Board regarding the Fire Department budget.

ii. Police Department

There were no questions or comments from the Board regarding the Police Department budget.

iii. Library

Ms. Malinowski asked for an outline on the short-term staffing projections. Mr. Donovan stated that staffing is consistent and he may add a team librarian position into the SAP. He explained that he is not looking to add a seventh full-time staff member but will add the position through attrition. He plans to engage the Personnel Board in this matter next year.

iv. Information Technology

Mr. Purple informed the Board that the new IT Director will be starting on April 20th. Chairman Healey asked for a summary of staffing for IT and reasons the staffing levels in the FY22 budget are suitable. Mr. Purple stated that currently the budget includes an IT Director and an Assistant IT position at 19.5 hours. He added that a discussion needs to be had for a potential increase for that assistant position from part-time to full-time. He outlined options for increasing the budget and suggested that additional money be added to the contracted services line in the technology budget to give the manager the ability to contract out services. Mr. Purple suggested the IT Manager take some time to understand the role and give a recommendation for his staffing.

Mr. Shea agreed with Mr. Purple's approach and suggested this be reviewed a year after the IT Manager has taken his position. Mr. Stivers stated that the need for IT staff is abundantly clear and suggested adding funds to the budget to increase staffing for January 1st. Ms. Braccio stated that she would like to have the IT Manager review his needs after taking the position and added she is not ready to add another benefitted position. Ms. Malinowski agreed with Mr. Purple's suggestion. Chairman Healey stated the consensus is for the IT Manager to take his position and review his staffing needs for the future.

v. Building Department

There were no questions or comments from the Board regarding the Building Department budget.

vi. Board of Health

Chairman Healey stated that there will not be formal votes on department budgets this evening and gave a summary of previous discussions regarding the proposed Board of Health budget. He asked Mary Lou Woodford if the Board of Health budget request is a 100% increase from one year to another. Ms. Woodford gave reasonings for this increase which include three additional full-time positions. Mr. Stivers stated he supports the request and asked if any items could be funded through the CARES Act or stimulus package aid. Ms. Woodford explained how it could be funded and requested a revolving fund for inspectional fees. Ms. Braccio stated that other departments propose increases such as this through a staggered strategy plan. She outlined her concerns regarding the tax rate increase for FY22. Ms. Malinowski made a motion that the Board commit to holding a fall town meeting to allow for the Board of Health to bring forward their budgetary plan. Chairman Healey seconded for discussion. Ms. Malinowski explained that by holding a fall town meeting, the Board of Health will continue to operate with current staffing levels and any expenses above their budget would be covered by CARES Act funding. She added

that with the shared services grant, the Board of Health will have time to understand their needs on a long-term basis without removing any request at this time. Mr. Purple reminded the Board that budgetary items do not qualify for CARES reimbursement. He explained the impact of waiting until a fall town meeting. Mr. Shea stated that there are advantages to tax payers with this strategy but could also pose hiring challenges for the Board of Health. He said he was not comfortable voting this evening and asked to hear from the Board of Health and Advisory on this option. Ms. Braccio stated that this strategy gives flexibility and that CARES Act funding should be used to fund these positions. Chairman Healey made an amendment to the motion that the Board continue to explore and pursue a fall town meeting and if it is appropriate, to pursue as much CARES Act funding as possible. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye. Ms. Woodford asked for clarity on what is being proposed. Ms. Malinowski stated that the FY21 budget remain intact until a fall town meeting and any overages in the Board of Health budget be covered by the CARES Act. Ms. Woodford outlined her reasons to increase the Board of Health budget as soon as possible. Chairman Healey stated there would be no vote this evening and the Board will speak with Advisory next week.

vii. Public Works

Ms. Malinowski wanted to remind the Board not to lose sight of where the $100,000 should be allotted from and noted the increase in the price of recycling. Mr. Purple stated that when the Board consisted of three members, it was determined that $100,000 was included in the tax rate to fund the Transfer Station and the rest of the costs would be covered by sticker fees. Mr. Stivers stated that the Public Works Planning Board has consistently agreed that this amount is appropriate. Ms. Braccio asked Mr. Stivers if he were bringing information from the Public Works Planning Board regarding this topic. He agreed to look into this.

<u>Review of Annual Town Meeting warrant articles</u>

i. Article 5 – Amend the Personnel Salary Administration Plan

Ms. Rosenbloom stated that all revisions for the SAP were forwarded to the Selectmen's Office and thanked Ms. Esposito for her work implementing it into the warrant. She stated that a summary was supplied to the Board and the Personnel Board has not yet met to approve it. She stated that they plan to proceed with the language and thanked Ms. Hale, Mr. Purple and Mr. Ballantine for their contribution to the SAP. Ms. Braccio shared her thanks to the Personnel Board and the rest of the Board echoed her comments.

ii. Article 19 – CPC – Kallander Field Construction

Chairman Healey asked Mr. Mills from the CPC for clarification on the process to bring these articles forward. Mr. Mills explained. Mr. Davis from Recreation explained the construction needed to bring the Kallander Field online for use. Ms. Malinowski asked about the timing of bids and opening and Mr. Davis stated that there are some stormwater permits that need to be approved and they hope to open the field in spring of 2022.

iii. Article 20 – CPC – St. Mark's Church Bell Tower Renovation

Brad Blanchette and Mark Weiler, representatives of St. Mark's Church, were invited to give an overview of their town meeting proposal. Mr. Blanchette gave a history of the bell tower and the repairs needed to be done which total $750,000. They are asking the Town for $300,000 of CPC funds. He stated that $50,000 was awarded from the Massachusetts Historical Commission and parishioners raised approximately $352,000. Mr. Weiler stated he forwarded documents to

the Board that outlined other congregations that have used CPA funds to repair historical monuments. He stated that they spoke to ten other towns who had successfully used CPA funding for similar projects and none were threatened with litigation. Mr. Weiler outlined sixty active congregations that have been approved for $9.6 million in CPA funding in Massachusetts since the Kaplan case. Mr. Shea stated that CPC articles from last year were held until this year and that State funding has dropped. Mr. Stivers asked about potential amendments to the preservation restriction as outlined by Attorney Cipriano. Mr. Weiler stated that no one had come to them regarding amending the current restriction but they were open to doing so. Chairman Healey stated that seeing as part of this was already state funded the risk of litigation was low. Ms. Malinowski asked what would happen to the tower if this were not funded and Mr. Weiler stated that the current funds generated would go to restoration and a future restoration project would need to be done in the very near future.

iv. Article 21 – CPC – Town House Historical Preservation

Chairman Healey stated that because there is bonding in this article and he has yet to receive clearance from the Ethics Office, he will not be participating in this discussion. Mr. Mills outlined the maintenance that is needed to be done and explained that the it has been deferred in the past and rehabilitation is needed. He stated the project is $2,238,284 and as it is bonding and such an expensive project, it makes sense to do all of the work at once. Mr. Parent stated the engineering firm Spencer and Sullivan were hired to do a full site assessment. He gave a summary of what is needed to be done at the Town House and its historical significance. He stated that the structure has been neglected and all residents benefit from the use of this building. He added that he believes it needs to be preserved in a true historic fashion. Mr. Stivers agreed this is long overdue.

v. Article 22 – CPC – Flagg School Assessment

Mr. Mills gave an overview of the CPC request of $9,950 to repair the Flagg School Building that houses the Southborough Historical Museum. Ms. Deans-Rowe of the Historical Commission gave an overview of the results of the Spencer and Sullivan review. Ms. Braccio asked how old the building was and Ms. Dean-Rowe replied that it is 162 years old.

vi. Article 23 – CPC – Trail on DCR Land

Kathryn McKee of the Trails Committee presented an overview of the project that is included in the packet. She explained the work needed to be done to connect the last major piece of the Boroughs Trail Loop.

vii. Article 36 – Outdoor Illumination

Ms. Hoolahan, Ms. Hoecker from the Planning Board and Mr. Heilman were brought into the meeting. Ms. Hoolahan outlined the document presented this evening and the updates that will be coming to the language. She explained the difference between the bylaw language and the purpose of the rules and regulations. Chairman Healey stated he looked into how other towns approach their illumination bylaw. He asked what steps would need to be taken by a complainant in order to trigger enforcement. Ms. Hoolahan stated that the writing committee would need to address the process. Chairman Healey asked how the violation would get resolved, who has the authority to enforce it and how evidence is collected. Ms. Hoolahan stated the collection of evidence would be defined by the committee and that the enforcement lies with the Building Commissioner. Chairman Healey asked about a potential burden to the Building Department for enforcement. Ms. Hoolahan stated there is no additional burden as it

has been opined by Town Counsel that the current bylaw applies to residences. Chairman Healey noted that the Building Commissioner does not agree. There were no other questions from the Board. Chairman Healey asked that the warrant article proponents forward the illumination bylaws they have been using as references from other towns. Ms. Hoolahan agreed.

viii. Article 37 – Site Plan Review

Ms. Luttrell of the Planning Board stated that this warrant article will bring the bylaw in line with Town Code § 23. There was discussion regarding the ninety-day time period prior to a constructive approval. Chairman Healey stated that Town Counsel's opinion was that the constructive approval should be stricken from the language. He added that if that is taken out, there should be a provision that allows relief for the applicant. Ms. Luttrell explained that projects do not come before the Planning Board solely for site plan review. She stated that there is always another component such as a special permit or building permit. There was discussion on whether a time limit for a Planning Board decision should be included. Mr. Shea stated that the bylaw already stated that the Planning Board shall act within sixty days of receipt of an application. Ms. Luttrell described the challenges with the current language and Chairman Healey stated this language was unnecessarily unclear.

ix. Article 38 – Zoning – Downtown District

Ms. Braccio stated there was a meeting to discuss sending a letter to split lot owners which will be sent at the end of the week. She added that there will be an invitation to homeowners and the goal is to set two dates for opportunities to speak with Attorney Costa. She added she received three additional pieces of correspondence; one from Ms. Quinn of the Planning Board, one from Mr. Hokenson and another from Mr. Parry. She gave an overview of the larger five outstanding issues which include the floor area ratio number, the zoning map, the ability to build a four-story building and the language regarding mixed use on the bottom floor. She added that she hopes to meet with homeowners next week.

Ms. Quinn from the Planning Board asked to speak to the site plan warrant article. She read the legal opinion from Town Counsel regarding the article. She explained that extension requests occur often and have worked very well for the Planning Board and applicants. Ms. Quinn added that regarding the zoning article, any changes of the name of the district or to the map should be included as part of the warrant article.

x. Article 39 – Noise Bylaw

Mr. Purple stated that Mr. Lapine requested through email that any questions from the Board be provided to him in advance and he stated he could not make the meeting this evening. Mr. Purple stated that Mr. Lapine is scheduled to meet with Advisory tomorrow evening.

II. Reports

Chairman's Report

None

Members' Reports

Mr. Stivers stated that the Board of Health is making good progress on the regional vaccination clinic in Westborough.

Ms. Braccio gave her condolences to the Hubley family on the passing of Linda Hubley. She stated Ms. Hubley volunteered at the schools, as an election worker, as a photographer for the Fire Department and she received several awards including being one of the first women to receive the Unsung Heroine Award. She gave her deepest condolences to the family on behalf of the Board.

Town Administrator Report

Mr. Purple thanked Ms. Hale for covering the office while he was out last week.

Mr. Purple stated that the target date for the regional vaccine clinic is April 15th.

Mr. Purple stated that the architect is coming to the Southborough Golf Course for a site visit on Saturday with the goal to have plans for the putting green completed in the next month. The hope is to have the project bid and ready to begin construction in August.

III. Consent Agenda

a. Ms. Malinowski asked to hold agenda item "a." Ms. Malinowski stated she will need to abstain from this vote. Chairman Healey made a motion to approve the Signing of the May 11, 2021 Annual Town Election Warrant. Mr. Shea seconded. The motion passed (4-0-1) by roll call vote, Braccio, aye; Shea, aye; Stivers, aye; Healey, aye; Malinowski, abstained.

b. Chairman Healey made a motion to approve the Town Clerk's fee increase recommendation for fuel storage tanks. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

c. Chairman Healey made a motion to accept donations totaling $275.00 for Southborough Youth and Family Services. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

d. Chairman Healey made a motion to revise the charge for Capital Planning - School Research Subcommittee. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

e. Chairman Healey made a motion to appointment Kathy Cook to Capital Planning - School Research Subcommittee, term 6/30/21. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

f. Chairman Healey made a motion to approve the Arbor Day Proclamation 2021. Ms. Braccio seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

IV. Public Comment

None

V. On a motion made by Chairman Healey seconded by Mr. Stivers and voted all in favor by roll call, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye; the meeting was adjourned at 9:29 P.M.

Upcoming Meetings
April 13, 2021
April 20, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the April 6, 2021 BOS Meeting:

- Citizen Activity Form, Alexandra Mills
- FY22 Department Budgets
- Trails Committee, Community Preservation Funding Application, Boroughs Loop
- Warrant for Annual Town Election
- Letter from Jim Hegarty to Mark Purple re: Suggestion for increase in fuel permit fees - $2290 increase in revenue
- Youth and Family Services Donation approval request
- Letter from Jason Malinowski to Martin Healey re: Capital Planning - School Research Subcommittee
- Arbor Day Proclamation

DRAFT

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, June 7, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Chelsea Malinowski, Sam Stivers, Andrew Dennington (BOS) Don Morris, Andrew Mills, Meme Luttrell, Marnie Hoolahan, Jesse Stein (Planning Board), Town Planner Karina Quinn.

This was a joint meeting with the Planning Board. The preamble was already read by Planning Board Chairman Don Morris, so Vice-Chairman Chelsea Malinowski called the Selectmen to order at 6:07PM. The purpose of the meeting was to discuss the Downtown District bylaw with the Planning Board and with Special Counsel Adam Costa.

Mr. Morris indicated that the Planning Board had reviewed the comments back from Attorney Costa on the ten items on the Downtown District bylaw, and asked if the group wanted to go over them one by one. Attorney Costa gave a brief overview of the bylaw process to date, and hoped to answer any lingering questions that remained regarding the legal aspects of the bylaw. Mr. Morris said that Attorney Costa's answers were helpful and provided clarity. Mr. Mills still has questions about the lot coverage size. Attorney Costa said that those questions are more discretionary to the community, and what the community wants to see for development in the downtown. The lot size in the current version falls about in the middle of what other communities allow in their bylaws for lot size. Mr. Stein asked about the zoning lines cutting through lots, and if that was an issue. Attorney Costa said that was fairly common within municipal governance, and it is almost impossible to have zoning boundaries line up with parcel boundaries. The Town's zoning bylaw already addresses split lots. Mr. Stein asked what the threshold is to be considered part of a zoning district. Attorney Costa said that the portion of the lot in a current district is subject to that district unless otherwise determined in the bylaw. Ms. Luttrell wanted to reiterate on the 2/3 approval requirement for a zoning bylaw. Attorney Costa said that most of the proposed changes would fall under the new State legislation that requires the higher quantum of vote, which is 2/3, if taken all in one article. Separating the changes into multiple articles may change the quantum of vote required. Ms. Luttrell still has an issue with the definition of mixed use, and the use of mixed use in the Code. Attorney Costa said that a subsequent conversation after the meeting could probably clarify Ms. Luttrell's concerns. Ms. Hoolahan shares the same concern with Ms. Luttrell, and can be part of any follow up with Attorney Costa. Thanked Costa for doing a thorough job with his review and answering the questions.

Mr. Morris talked about next steps with regard to the bylaw, and reviewed Attorney Costa's answers to each question individually. Mr. Morris said that if the neighbors have reasonable objections to the bylaws, then Town Meeting will likely support those concerns and the article will have a hard time getting the necessary 2/3 vote. Mr. Morris asked about what the next steps were for making further revisions to the bylaw. Ms. Malinowski said the purpose of this meeting was to get Planning Board's questions answered, and that Selectmen will discuss next steps at their meeting next week. Mr. Healey said that the Selectmen had several meetings in the fall to determine where the common ground fell. The goal remains for Selectmen and Planning Board to identify where they agree on the proposed bylaw. Mr. Healey said that hopefully the legal issues are simply a drafting issue that can be resolved in a straightforward manner. Mr. Healey asked Planning Board if there are issues outstanding beyond legal

issues, then those need to be identified and hashed out. Ms. Quinn said one of the things that has been difficult from the beginning is to have some examples about how certain changes will apply based on a given project; maybe Attorney Costa or Ms. Barrett could help with that. Ms. Luttrell said that the 80% lot coverage is a non-starter for her in supporting the bylaw, as well as building height. Ms. Luttrell also has an issue with the density. Mr. Mills said that the proposed density is also an issue for him, and that it doesn't conform to the downtown. Mr. Healey asked what the preferred density is to be considered acceptable. Mr. Stivers agreed with Ms. Luttrell on the density issue, as well as the height issue and various inconsistencies pointed out by Attorney Costa. Mr. Mills is concerned about having these discussions outside of a public hearing, but Mr. Healey said that these discussions are necessary to come up with a proposal to bring to a public hearing. Mr. Stivers suggested that the Planning Board should come up with a proposal for the Selectmen to consider. Attorney Costa had to leave the meeting to attend another meeting at 7:00PM, but agreed to work with all parties to come up with an acceptable proposal to bring to a public hearing. Mr. Healey said that it has been a focus of Selectperson Braccio as to what the landowners and abutters think about the split lots and zoning changes, and that will have to be taken into account in the process. Ms. Hoolahan said that Planning Board did provide their opinion on the FAR and the density, but that they were not in agreement with EDC. She said that the zoning has to be appropriate to the lots, and take into account the comments of the abutters. Mr. Stein agreed with Ms. Hoolahan, and also said that the affordable housing piece was changed to his liking. Ms. Malinowski said that the comments from tonight will be taken back to the 6/15 Selectmen meeting, and we can circle back as to where everyone stands after that. The hope being that both boards are in agreement heading into a fall town meeting.

Mr. Dennington asked about the process of drawing the map for the article, and was it complicated. Mr. Healey said that it was not.

Ms. Malinowski made a motion to adjourn the meeting at 7:05PM, seconded by Mr. Healey. Roll call vote: Healey – aye; Stivers – aye; Dennington – aye; Malinowski – aye. Motion was approved unanimously, 4-0-0.

Respectfully submitted,

Mark Purple
Town Administrator

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, May 18, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Chairman Healey welcomed and congratulated the newest Board of Selectmen member, Andrew Dennington.

I. **Public Comment**

Timothe Litt (148 Woodland Road) reminded the Board they have not appointed the ex-officio member to the MTC. Chairman Healey suggested adding this item to the June 1st meeting.

II. **Reorganization of the Board**

Chairman Healey nominated Ms. Braccio to be Selectmen Chair for fiscal year 2022. Ms. Malinowski seconded. Chairman Healey stated that as Vice-Chair, Ms. Braccio has been invaluable and Mr. Stivers agreed. The motion passed (4-0-1) by roll call vote, Dennington, aye; Malinowski, aye; Stivers, aye; Healey, aye; Braccio, abstained.

Mr. Stivers stated he was interested in being vice-chair of the Board for fiscal year 2022. Ms. Malinowski stated she was interested in the position as well. Mr. Healey made a motion to appoint Ms. Malinowski as Selectmen Vice-Chair for fiscal year 2021. Mr. Dennington seconded. Mr. Stivers stated traditionally this position rotated and added that as it is his last year of his first term, he felt he would be an appropriate choice. He added Ms. Malinowski will do a great job as well. The motion passed (4-0-1) by roll call vote, Dennington, aye; Stivers, aye; Healey, aye; Braccio, aye, Malinowski, abstained.

III. **Scheduled Appointments**

Kevin D. Miller - Historical Commission, term to expire 6/30/2022

Mr. Miller was brought into the meeting and explained his background and interest in history, architecture and photography. He added that he would like to participate in government after having discussions on multiple town government matters. Chairman Braccio stated she spoke with Mr. Miller regarding the Downtown Initiative. Mr. Dennington asked if Mr. Miller was filling a vacancy. Chairman Braccio stated that Mr. Miller is filling a vacancy for a three-year term. Ms. Malinowski asked what he was most excited about accomplishing on the Historical Commission. Mr. Miller replied that Southborough is rich in history and he would like to be part of educating residents of town history. Mr. Stivers made a motion to appoint Kevin D. Miller to the Historical Commission, term to expire 6/30/2022. Mr. Healey seconded. The motion passed (5-0-0) by roll call vote, Dennington, aye; Malinowski, aye; Stivers, aye; Healey, aye; Braccio, aye.

Brian Ballantine, Finance Director; Carla McAuliffe, Town Accountant - Quarterly Financial update

Mr. Ballantine and Ms. McAuliffe were brought into the meeting. Mr. Ballantine walked the Board through the revenue reports included in the packet. He stated that he felt the town will be ending the year in a more positive financial state than he previously thought. He added that some larger building permit fees were recently submitted which boosted revenues and cautioned that these are one-time fees. Chairman Braccio thanked Mr. Ballantine, Ms. McAuliffe and Ms. Malinowski for all their work creating the reports.

Ms. McAuliffe stated the Town Clerk has moved out $86,000 of expenses into CARES Act reimbursements and the town received $12,500 for early voting reimbursement. She anticipates receiving that revenue after June 30th. She added that Mr. Hegarty should have more reimbursements from town meeting and the elections. Ms. McAuliffe stated that approximately $45,000 was moved out of the Board of Health budget and will be part of a FEMA reimbursement. She summarized staffing changes at the DPW and shifting salary money that will be shifted as outlined in the packet. The next CARES Act reporting application is due in June and she will be doing a reimbursement request. She added the vaccination clinic costs will be a separate application which will be filed after the insurance reimbursement is understood. The American Recovery Protection Act Funds will be upcoming. She stated there were four transfers mentioned in packet to the Reserve Fund and another from Facilities for energy costs. Ms. Malinowski stated she spoke with Ms. Galligan regarding items listed that fall under the capital policy. She added that Ms. Galligan will be reaching out to work with the Capital Committee. Chairman Healey gave an update on PILOT discussions and contributions from Fay School and St. Mark's Schools. He said he suggested to St. Mark's and Fay Schools to summarize their in-kind contributions to the community for the benefit of the public. Mr. Stivers asked about a projection of revenues for 2022. Mr. Ballantine replied that there are a lot of uncertainties and listed options where revenues could rise in the coming year. Mr. Stivers stated he has been researching the ARPA funds and felt they will be flexible and encouraged maximizing the use of these funds. Mr. Purple summarized a webinar regarding these funds and agreed the requirements seem broad. He stated Ms. McAuliffe will be ensuring all requirements are met. Mr. Purple explained the funding for infrastructure projects.

Ms. Braccio asked about current tax accounts in arrears and Mr. Ballantine stated there are approximately six outstanding that are between $10,000 - $30,000. Chairman Braccio asked if the insurance reimbursement from the vaccine clinic will be low as insurance is not required. Ms. McAuliffe replied that she plans to meet with Dr. Alker when the clinic is finished in the end of June. Chairman Braccio stated that the ambulance fund was consistent and Mr. Ballantine

agreed. Chairman Braccio asked if there is an anticipated shortfall in the DPW budget. Ms. McAuliffe replied there was not and explained. Chairman Braccio asked about a possible deficit in the postage line item from the Board of Selectmen. Mr. Purple replied there should be no issues and explained what is done if there are excess fund.

IV. Reports

Chairman's Report

Chairman Braccio stated that the flags will be replaced at the Rural Cemetery on Friday, May 28th at 6:00 P.M. On Monday, May 31st the parade will start at Main Street bank at 9:00 A.M. and proceed to the cemetery ending at the All Wars Memorial. She stated she would be happy to speak at the Memorial Day Ceremony on behalf of the Board. The Board agreed.

Chairman Braccio stated that Attorney Costa supplied feedback on the Downtown District Initiative and in order to keep momentum for the article for a fall town meeting, there will be a joint meeting in June with the stakeholders.

Members' Reports

i. Update on Youth & Family Services strategic plan

Ms. Malinowski summarized the strategic plan process and the strategic plan group has since disbanded. Ms. Cassell is now working on the plan and Ms. Malinowski stated there were four goals and most are planned to be completed in the next six months to five years. She gave details on the report and will be sharing future progress with the Board.

Chairman Healey stated last year was the best revenue year for the Southborough Golf Course and added that this year seems to be even stronger.

Mr. Stivers stated the MTC is working on a town survey and trying to get responses before Town Meeting. He asked the public to go to www.mysouthborough.com and www.bettersouthboro.org to take the survey.

Town Administrator Report

Mr. Purple stated the golf bid for the putting green should be completed by end of this month and should be out to bid by the beginning of June. Work is anticipated to begin in August with the putting green ready for play when the course opens next spring.

Mr. Purple updated the Board regarding the One Stop Grant. He had a virtual meeting with stakeholders last week. He summarized the status of the four projects applied for through the grant. Mr. Purple explained that two of the proposed projects were identified by reviewers from the State as falling under the planning/zoning category and only one can be awarded under the grant. He stated stakeholders discussed the two projects and Mr. Malinowski of the Capital Planning Committee and Ms. Quinn of the Planning Department both highlighted the fact that ARPA funds are available to address the transit orientated overlay studies. They suggested focusing on ARPA funds for this project and the One Stop Grant for the Route 9 Business Corridor District. Mr. Purple suggested submitted the Route 9 Business Corridor District to the grant for the planning/zoning category and to hold off on the Southville Transit Orientated Feasibility Study to apply for funds through ARPA. There was discussion regarding the projects. The Board agreed to the process Mr. Purple described.

Mr. Purple stated the regional vaccination clinic is open to those aged 12-16 and thanked everyone for publicizing this. Mr. Purple stated Mr. Healey pointed out that the Board could be meeting in person next week. He added that Southborough Access Media is coming to the Town House to test their equipment.

V. Consent Agenda

a. Mr. Healey made a motion to accept Brian Shea's resignation from Affordable Housing Trust Fund Committee. Ms. Malinowski seconded. The motion passed (4-0-1) by roll call vote, Malinowski, aye; Healey, aye; Stivers, aye; Braccio, aye, Dennington abstained.

b. Mr. Healey made a motion to appoint Andrew Dennington to Affordable Housing Trust Fund Committee, term 6/30/21. The motion passed (4-0-1) by roll call vote, Healey, aye; Malinowski, aye; Stivers, aye; Braccio, aye, Dennington abstained.

VI. Other Matters Properly Before the Board

Town Meeting preparation

i. Article 7 – FY22 Budget

Chairman Braccio stated the Board of Health budget was the only outstanding issue with the FY22 budget. Ms. Malinowski summarized the latest Board of Health meeting which also included Ms. Cook from Advisory and Ms. McAuliffe, the Town Accountant. She stated the Board of Health re-voted their budget and removed the printer/scanner and added it to the reserve fund as recommended by Advisory. She stated that they also re-voted to reduce their budget to continue to have their administrative assistant role split between the Board of Health and Assessor's Office. Ms. Malinowski summarized the amendments she will be making at Town Meeting regarding the budget. She confirmed that with these amendments, the Board is in alignment with Advisory regarding the FY22 budget. Ms. Malinowski made a motion to support the Board of Health budget in total of $202,692. Mr. Stivers seconded. The motion passed (5-0-0) by roll call vote, Dennington aye; Healey, aye; Malinowski, aye; Stivers, aye; Braccio, aye. Ms. Malinowski made a motion to support the reserve fund, department 132 to increase from $180,000 to $190,000 for the FY22 budget. Mr. Stivers seconded. The motion passed (5-0-0) by roll call vote, Dennington aye; Healey, aye; Malinowski, aye; Stivers, aye; Braccio, aye.

ii. Article 23 – Disposition of 21 Highland Street (South Union School)

Chairman Braccio stated that the Board received a request for permission to withdraw the proposal from Gregory Zurlo of Street Block Development today. She stated that the Board should take a vote to accept the withdrawal of the bid and to indefinitely postpone this warrant article. Mr. Healey made a motion to accept the withdrawal of the bid from Gregory Zurlo of Street Block Development. Mr. Stivers seconded. Ms. Malinowski requested that the process for this bid be discussed at a future meeting. The motion passed (5-0-0) by roll call vote, Dennington aye; Healey, aye; Malinowski, aye; Stivers, aye; Braccio, aye. Mr. Stivers made a motion to indefinitely postpone warrant article 23, the disposition of 21 Highland Street. Mr. Healey seconded. Mr. Healey requested options for this parcel to be discussed at a future meeting. Chairman Braccio agreed. The motion passed (5-0-0) by roll call vote, Dennington aye; Healey, aye; Malinowski, aye; Stivers, aye; Braccio, aye.

iii. Assignment of BOS articles for motions

Mr. Purple overviewed the change he made to the list from the earlier version supplied at the previous meeting. He added that the Moderator will be supplying the consent agenda list soon. Mr. Dennington asked about the amendments for the zoning articles and Mr. Stivers explained

the Planning Board would be presenting the articles and amendments. Chairman Braccio stated the Board will be leaving the assignments of articles as is for now.

iv. BOS positions on articles

Chairman Braccio stated the Board has taken a position on a majority of the articles and asked for Mr. Dennington's votes. Mr. Dennington stated he reviewed the spreadsheet and stated he can update the Board on his votes. Chairman Braccio asked if he agreed with the votes to support and not support on articles. She suggested a general vote leaving off article 19, 34, 36, 38, and 39. She asked Mr. Dennington if he agreed with the Board's vote on the rest of the articles. Mr. Dennington stated that Advisory voted 5-0 to wait for Town Meeting for article 20. He explained that it is a significant amount of money and thought it may make sense to hold off on this article to see if there are other CPC opportunities in the next few years. He stated he agrees with the Board votes on the rest of the articles. Mr. Stivers made a motion to reaffirm the Board's support for articles 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 21, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33 and 35. Mr. Dennington seconded. Mr. Stivers noted he is abstaining to any article pertaining to bonding. The motion passed by roll call vote, Dennington, aye; Healey, aye with the exception of bonding articles where he abstains; Malinowski, aye; Stivers, aye; Braccio, aye.

Mr. Healey made a motion to support article 20 – Town House Restoration. Ms. Malinowski seconded. The motion passed (4-1-0) by roll call vote, Dennington, nay; Healey, aye; Malinowski, aye; Stivers, aye; Braccio, aye.

Mr. Dennington stated that their votes to not support the noise bylaw should not be taken as a sign that the Board or Advisory is against any noise bylaw in the future. Chairman Braccio stated the Board voted not to support the article as written. Mr. Stivers made a motion to not support article 32 – noise bylaw as written. Mr. Healey seconded. The motion passed (5-0-0) by roll call vote, Dennington aye; Healey, aye; Malinowski, aye; Stivers, aye; Braccio, aye.

Chairman Braccio stated that a meeting is not scheduled for Town Meeting and asked the Board if they'd like to leave the rest of the votes for Town Meeting or to discuss this evening. The Board agreed to discuss tonight.

Chairman Braccio stated article 19 – St. Mark's Church Bell Tower was not voted by the Board. She asked if Mr. Dennington took a vote at Advisory and he said he had. Mr. Healey made a motion to support article 19 – St. Mark's Church Bell Tower. Mr. Stivers seconded. The motion failed (2-3-0) by roll call vote, Dennington, nay; Healey, aye; Malinowski, nay; Stivers, aye; Braccio, nay.

Chairman Braccio asked for discussion on article 34 – zoning bylaw – Miscellaneous Provisions, Special Permits, Extensions and Alterations. Mr. Stivers made a motion to support article 34 – zoning bylaw – Miscellaneous Provisions, Special Permits, Extensions and Alterations. Mr. Healey

seconded. Mr. Healey asked if Mr. Stivers' concerns were addressed. Mr. Stivers stated he had no concerns. Mr. Dennington stated that this article needs an additional revision as the language where the cost of an alteration to a pre-existing non-conforming structure cannot exceed X% of the assessed value of the property was no longer enforceable. He added that when he was on the ZBA, they were instructed that case law makes supersedes this provision. This revision is not included in this article and would like this to be brought back to Town Meeting in the future. Mr. Stivers agrees. The motion passed (5-0-0) by roll call vote, Dennington aye; Healey, aye; Malinowski, aye; Stivers, aye; Braccio, aye.

Chairman Braccio asked Mr. Purple to clarify that as the Board is aware of an amendment for article 36 if they must vote on the article as written. Mr. Purple confirmed and stated that the Moderator will ask the Board for their position of the article and after the amendment is presented, the Moderator will ask for the Board's opinion on the article with the amendment. The Board agreed to wait until Town Meeting to vote.

Chairman Braccio asked if an amendment has been submitted for the plastics ban warrant article. Mr. Purple stated that he did receive a notice from Mr. Weishan a month ago was that he fully intended to indefinitely postpone the article until the meeting can be held indoors. He suggested the Board vote at Town Meeting when the motion to indefinitely postpone is made. The Board agreed.

Chairman Braccio stated the last article for discussion is the citizen's petition for a truck exclusion on Flagg Road. She suggested the Board hold this vote until Town Meeting. The Board agreed. Mr. Healey stated he agreed to hold on the vote and suggested the Board take no position as it is an article asking the Board to take an action.

<u>Update on Legal Services RFP proposals; next steps</u>

Mr. Dennington recused himself from this discussion and he left the Zoom room. Mr. Healey stated that recusing means the Board member cannot participate in the discussion and Mr. Dennington could have stayed in the room as a member of the public. Mr. Stivers summarized the RFP review process and application review he conducted with Mr. Purple. Mr. Stivers asked the Board when interviews should be conducted and if West should be included regardless that their application is missing a wet signature. Mr. Healey suggested the Board speak to the four applicants with complete applications but if an applicant did not respond properly to the RFP, an interview should not be conducted. He added that having solely an electronic signature from West complies. Chairman Braccio and Ms. Malinowski agreed. Mr. Purple agreed to invite the four firms to the June 1st meeting for interviews. Mr. Healey suggested each Board member send a list of 2-3 questions for the firms. Mr. Purple agreed to compile a list of approximately 8-10 questions to ask each firm. Mr. Purple asked for some guidelines to give the firms for the interview. Mr. Healey stated that a 5-7-minute introduction followed by 8-10 minutes of questions with the last question being for them to make a statement as to why they are the best option.

VII. Public Comment

Mr. Reed asked if the withdrawal letter sent to the Board the from Gregory Zurlo of Street Block Development today regarding the RFP for South Union was public record. Mr. Purple replied that it was and asked Mr. Reed to email him and he will send the letter. Mr. Reed agreed to do so.

VIII. On a motion made by Mr. Stivers, seconded by Ms. Malinowski and voted all in favor (5-0-0) by roll call vote, the meeting was adjourned at 8:18 P.M.

Upcoming Meetings
Annual Town Meeting, May 22, 2021
June 1, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the May 18, 2021 BOS Meeting:

- FY 2021 Goals- Boards and Committees
- Goals for Town Administrator
- Citizen Activity Form, Kevin D. Miller
- Quarter Report BOS - Quarter 3 FY2021 ending 3.31.2021
- Letter from Jason Montijo to Mark Purple re: justification of full-time employee-additional contracted services
- Resignation Letter from Brian Shea to Jim Hegarty dated 5.12.21
- May 22, 2021 Annual Town Meeting Record
- MOTIONS FOR ARTICLES – MAY 22, 2021 TOWN MEETING

DRAFT

TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS

147 Cordaville Road
Southborough, MA 01772

Tel: 508-485-1210
Fax: 508-229-4444

DATE: June 10, 2021

MEMORANDUM

TO: **Town of Southborough Board of Selectmen**
CC: **Mark Purple, Town Administrator**
FROM: **Karen Galligan, DPW Superintendent**
SUBJECT: **2021-2022 Transfer Station Rules and Regulations**

Attached is a draft version of the transfer station rules and regulations for the coming fiscal+ year, (7/1/21-9/15/22).

Dates were changed and are not noted. Items that were added, or significantly changed are in red.

The items below were removed or replaced:

(replaced)

a) Transfer Station Permit Fees may be waived upon recommendation by the Youth and Family Services Department or the Senior Center Department.
b) Any recommendation will be forwarded to the DPW who currently process payments and issues stickers. Any recommendation will be based on confidential circumstances that the two Departments (above) are familiar with. Recommendations will be based on an inability to pay or an extreme hardship to pay the fee for a permit.
c) Recommendations are valid for one permit year at a time.

(removed)

REPLACEMENT PERMIT	
w/ Return of Original Permit	$0.00
w/o Return of Original Permit	$10.00

Also attached is the summary of the transfer station costs. As you know, the Transfer Station is not an enterprise fund and all money from the permit fees are deposited into the General Fund. However, every year the DPW provides the Selectmen with the costs of running the Transfer Station in order to provide the Board with data to assist in setting the permit costs. The last 2 Harvey bills and the last Wheelabrator bill were estimated for this year and added into the spreadsheet.

In the past the Selectmen had elected to set the permit fees in order to "cover" the costs of the Transfer Station less about $100,000.

TOWN OF SOUTHBOROUGH TRANSFER STATION
LOCATED AT THE JOHN BOLAND PUBLIC WORKS FACILITY
147 CORDAVILLE ROAD, SOUTHBOROUGH, MA 01772

HOURS OF OPERATION: WEDNESDAY THROUGH SATURDAY 8AM-6PM

The SWAP SHOP closes daily at 5:00pm and will be closed if conditions warrant. Gate at entrance & exit will close promptly at 6:00 p.m. All users should plan on coming well before 6:00 p.m., especially if they are recycling materials & brush or discarding large quantities of refuse.

GENERAL

The Southborough Transfer Station is for the disposal of **RESIDENTIAL** refuse and the recycling of **RESIDENTIAL** materials generated in Southborough by Southborough residents. Residents are required to obtain and display a Transfer Station permit, in the form of a sticker, each year to gain access to the Transfer Station. See the Town's website, southboroughtown.com, for further clarification regarding residential versus commercial refuse.

DISPOSAL RULES

a) The attendants on duty have full authority over the disposal and recycling areas. Residents using the transfer station must follow the attendant's directions. If a DPW attendant sees that a permit is not affixed they have the authority to affix it for you, if the registration number does not match your vehicle, they will confiscate your permit and you will be fined.
b) Identification, proof of payment (permit) and temporary passes must be shown upon request of the attendant.
c) Only household trash generated in Southborough shall be disposed.

OBTAINING TRANSFER STATION PERMITS

Please call the DPW at 508-485-1210 with any questions

WHEN TO PURCHASE PERMITS

a) New permits may be purchased starting on July 1; they are valid to use upon purchase.
b) The new permit must be in place by September 15 of each year or the vehicle will be denied access to the transfer station.

HOW TO PURCHASE PERMITS

ONLINE	https://www.southboroughtown.com/stickers	There is a transaction fee of 2.95% for credit or debit card transactions
BY MAIL	City Hall Systems 3 Rosenfeld Drive Hopedale, MA 01747	Please use enclosed mail-in application or the online form. Make checks payable to: **TOWN OF SOUTHBOROUGH**
IN PERSON AT THE DPW	Southborough DPW 147 Cordaville Road Southborough, MA 01772	Check, credit or debit (there is a transaction fee of 2.95%), ***NO CASH***, proof of residency and a copy of your current vehicle registration(s). Monday through Friday 7:30AM to 4:00 PM

Permits CANNOT be purchased at the Transfer Station

PERMIT FEE SCHEDULE

PERMIT FEE IS NON-REFUNDABLE	**Non-Senior Residents**	**Senior Residents ***
	Any time After July 1	**Any time After July 1**
1st Permit	$250.00	$0.00
Additional Permits	$0.00	$0.00
PRO-RATED PERMIT		
New Residents ONLY	$20/mo. includes purchase month thru August 30	

*** SENIOR RESIDENTS** - Residents who are owners of record of a Southborough residence who will turn age 65 on or before 12/31/21

PLACEMENT OF PERMIT



a) The Transfer Station permit must be permanently affixed on the outside of the vehicle on the VERTICAL SURFACE of the driver's side FRONT bumper or driver's side FRONT windshield on the vehicle permitted. Transfer Station permits must be visible at all times. Permits are valid upon purchase so please affix permit to vehicle immediately.

TEMPORARY PASSES

a) Sometimes valid permit holders may require the use of an un-permitted vehicle to transport refuse and other items to the transfer station. In such instances, a temporary pass may be issued. A temporary pass will be valid for not more than two (2) weeks and may be renewed one (1) time, at the discretion of the DPW Office. To receive a temporary pass residents must:
   - Be a valid permit holder
   - Supply the make, model, color, owner's name, address, and registration number of the alternate vehicle
   - Request a temporary permit at the DPW Office

INABILITY TO PAY

a) Transfer Station Permit Fee may be waived upon approval by the Board of Selectmen. Approval will be based on an inability to pay or an extreme hardship. A confidential online application for one (1) free permit is available at:_____
b) The DPW will issue the permit for an approved waiver.
c) Waivers are valid for one permit year at a time.

VEHICLES

Only cars and pickup trucks that have a current Southborough transfer station permit, or a valid temporary pass, and that are carrying **residential household trash** will be admitted to the town transfer station.

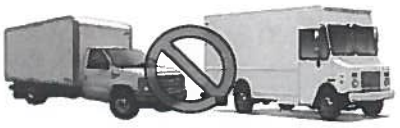
RESIDENTIAL VEHICLE DESCRIPTIONS

a) ***Cars***: All passenger cars, station wagons, SUVs, mini-vans and full-size window vans registered as passenger vehicles.
b) ***Pickups***: All **single** rear wheel pickup trucks and vans with a gross vehicle weight (GVW) rating less than 11,500 lbs., registered to a resident.

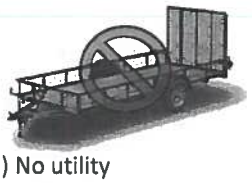
VEHICLES NOT ALLOWED (regardless of GVW or registration)



(1) No pickups with bed hoists or dump



(2) No high cube vans or Delivery Box Trucks



(3) No utility trailer over 10 ft. long

FOR INFORMATION ABOUT DISPOSAL OR FUNDRAISING CALL THE TRANSFER STATION (508) 485-2511 or DPW (508) 485-1210

HOUSEHOLD HAZARDOUS WASTE DAY - CRT COLLECTION DAY – October 23, 2021
YOU MUST HAVE A VALID PERMIT TO PARTICIPATE IN HAZARDOUS WASTE DAY

CRTs WILL BE COLLECTED FOR A FEE

Please note the transfer station is under video surveillance.

GENERAL INFORMATION

- All Permits must have the license plate numbers of the vehicle that they are assigned to written on them.
- Vehicles with permits that do not match the vehicle's plate number will be in violation of the Transfer Station Rules and Regulations.
- Residents whose plate number is on a permit that is attached to a vehicle with a different plate number are also in violation of the Transfer Station Rules and Regulations.
- A permit is only valid if it is affixed in the correct location, to a vehicle whose plate number matches that written on the permit.
- All areas of the Transfer Station, including the Swap Shop and all donation containers, are restricted to use only by current Southborough residents with a valid permit.
- A permit is no longer valid if the resident has moved from Southborough.
- Removing materials from recycling bins, compactors, Goodwill and Habitat ReStore is prohibited.
- Salvaging parts in the metal pile is prohibited.
- Climbing over fences or into or onto bins, compactors or the metal pile is prohibited.
- The Southborough transfer station does not accept cathode ray tubes (CRTs) or flat screen monitors and TVs. CRTs are computer monitors and televisions that have picture tubes. There is a yearly CRT collection at Household hazardous waste day when these can be recycled for a fee. Information regarding other recycling options is available at the DPW.

IT IS AGAINST THE LAW TO DISPOSE OF CRTS AS REFUSE

HOUSEHOLD HAZARDOUS WASTE DAY - CRT COLLECTION DAY – October 23, 2021 -- YOU MUST HAVE A VALID PERMIT TO PARTICIPATE IN HHW DAY– CRTs WILL BE COLLECTED FOR A FEE

2021 - 2022 ALL FINES $250.00

VIOLATIONS AND FINES

In compliance with Article III entitled, "Transfer Station, Violations and Fines" of Chapter 36 of the Code of the Town of Southborough entitled "Selectmen" the following shall apply:

36.6 Pursuant to the duly promulgated Rules and Regulations of the Board of Selectmen, valid transfer station permits will be required for all residents utilizing the transfer station and its related facilities.

36.7 Failure to adhere to the provisions of the Selectmen's Rules and Regulations, as duly posted at the Transfer Station, will result in the issuance of a warning letter from the Superintendent of the Department of Public Works.

36.8 Subsequent violations of the Rules and Regulations at the Transfer Station, after the first warning letter has been issued, will result in a fine for each subsequent violation. Fines are set annually by the Board of Selectmen and shall be paid within thirty (30) days on notification from the Board of Selectmen or their designee.

36.9 The Board of Selectmen will govern the process for administrating the imposition of fines, which may be appealed to the Board of Selectmen or their designee within thirty (30) days of the date of notification by the Town. After due notice and hearing, the Board of Selectmen or their designee shall have the authority to uphold, modify or repeal any such fine imposed. No fine will be delinquent while an appeal is pending before the Board or their designee. Violators shall have ten (10) days to pay said fines if notified by the Selectmen or their designee that the appeal has been denied. No transfer station permit will be issued to residents with delinquent fines.

36.10 The Police Department is further authorized to prosecute any delinquent unpaid fines pursuant to the applicable provisions of state statute.

Open: Wednesday through Saturday 8 a.m. to 6 p.m.

FOR INFORMATION ABOUT DISPOSAL OR FUNDRAISING CALL THE TRANSFER STATION (508) 485-2511 or DPW (508) 485-1210

Please note the transfer station is under video surveillance.

UNACCEPTABLE WASTE

(1) State Waste Ban Law

The following items **MUST** be **RECYCLED** per Massachusetts State Regulations **310 CMR 19.017** and thereby are prohibited from disposal in the Transfer Station Compactor.

Paper	Glass Containers	Recyclable Plastic Containers (Single Polymer Plastics)	Yard Waste	Lead Acid Batteries
Cardboard	Metal Containers		Leaves	White Goods

These recyclables in addition to many others are collected at the Recycling Center. Refer to the Recycling Guide for a complete list of all acceptable items.

(2) Other items in addition to (1) above that **ARE PROHIBITED** from the Transfer Station Compactor per Massachusetts State Regulations or contractual agreement with Wheelabrator Millbury, Inc. are:

• Acids • Ammunitions, Explosives & Ordinance Material • Animal & Human Remains • Asbestos • Asphalt • Bath Tubs • Biological Waste • Brick • Cable • Cathode Ray Tubes (TVs and Computer Monitors) • Caustics	• Cesspool or Other Human Waste • Chemicals Cleaning Fluids • Commercial Food Waste • Concrete • Drugs • Empty Chemical Containers • Fill • Firearms • Flammables • Fluorescent Bulbs • Gravel	• Hazardous Waste • Hot Loads • Home Sharps • Insecticides • Liquid Waste • Loam • Non-burnable Construction Material • Oil Based Paint • Oils-Crankcase, Cutting, Drained • Paints (liquid) • Pathological Waste	• Pesticides • Petroleum Products • Poisons • Radioactive Material • Scrap Metal • Sheetrock • Tree Logs, Stumps • Wallboard • Wire • Wood (GREATER than 2 ft. long or 2 ft. wide and/or 4 in. diameter)

ACCEPTABLE WASTE

ITEMS THAT CAN BE DISPOSED IN TRANSFER STATION COMPACTOR

• Ashes & sawdust (cold & bagged) • Construction Debris (limit 2-32 gal barrels) • Demolition Debris, incl. carpet (limit 2-32 gal barrels) • DRIED LATEX Paint	• Furniture (Some furniture may be left at Swap Shop) (remove springs from sofa beds) • Garbage (wrapped, bagged – discard with household rubbish) • Mattresses and box springs (all types) • Miscellaneous hardware (screws, nails, bolts and nuts)	• Non-recyclable plastics • Plastic toys • Pots and pans • Porcelain sinks	• Small kitchen appliances (may also be left at Swap Shop if useable) • Toilets • Wood LESS than 2ft long and 2 ft wide and 4 in thick (limited to same amounts as construction and demolition debris 2-32 gal barrels)

Town of Southborough
Transfer Station Expenses

Direct Labor (FY22 Rates)

	100% Operator Employee 1	100% Operator Employee 2	Shift Coverage (Sat & wkdy) Various	15% Hauler Employee 4	15% Hauler Employee 5
SALARY*	$ 66,673.00	$ 67,473.00	$ 14,475.00	$ 10,757.00	$ 10,727.00
UNIFORMS	$ 600.00	$ 600.00		$ 90.00	$ 90.00
* inc. longevity	**$ 67,273.00**	**$ 68,073.00**	**$ 14,475.00**	**$ 10,847.00**	**$ 10,817.00**

	2.50% DPW Office Employee 6	0.42% DPW Office Employee 7	15% DPW Office Employee 8
SALARY	$ 1,631.00	$ 500.00	$ 9,492.00
UNIFORMS	$ -	$ -	$ -
	$ 1,631.00	**$ 500.00**	**$ 9,492.00**

TOTAL LABOR ***183,108.00***

Other Labor and Benefit Annual Expenses (FY21 Rates)

Health & Dental	**41,927.00**
Medicare	**2,380.00**
Pension	**7,797.00**
Workers Compensation	**1,415.00**
Treasurer Expense	**2,104.00**
Accounting Expense	**1,524.00**

TOTAL OTHER LABOR AND BENEFIT ***57,147.00***

Town of Southborough
Transfer Station Expenses

Capital Expenses

Tractor: 125K over 20YRS	**6,250.00**
Front End Loader: 125K over 20 YRS	**6,250.00**
Trailers: 50K over 10 YRS (4)	**20,000.00**
Hydraulics: 40K over 20 YRS	**2,000.00**
Roof replacements and paving: 60k over 30 YRS	**2,000.00**
Gen'l Repair and Maintenance	**10,000.00**
TOTAL CAPITAL EXPENSES	***46,500.00***

Departmental Expenses (FY21 Estimates)

Cell phone	**600.00**
Telephone	**1,100.00**
Eagle Box	**-**
Snowmelt, and other misc supplies	**2,450.00**
Other services (Fire alarm and Extermination services)	**3,900.00**
Electricity	**6,300.00**
Heat	**600.00**
Water	**350.00**
Portable Toilet	**1,200.00**
Stickers	**2,000.00**
City Hall Systems (card charges, fulfillment)	**9,000.00**
Postage and Mailings	**3,400.00**
TOTAL DEPARTMENTAL EXPENSES	***30,900.00***

Disposal Expenses (FY21 as of 5/28/21)

Disposal Costs (Refuse, Recycling, HHW, Brush)	261,607.33
(assume $26k for last 2 Harvey and last Wheelabrator)	26,000.00
TOTAL DISPOSAL EXPENSES	***287,607.33***

TOTAL GROSS EXPENSES	**(605,262.33)**
REVENUES FY20	**425,880.00**
VARIANCE (- Shortfall / + Surplus)	**(179,382.33)**

Revenues FY21 (thru 5/28/21)	418,637.05
FY19	424,970.00

Town of Southborough
Transfer Station Expenses

TO COVER COSTS BY PERMIT FEES

Expenses (from above) $ 605,262.33

Permit Fee to cover all expenses $ 354.78
(expenses divided number of paid 1st permits) 1706 (first permits)
825 (2021 Senior Permits)
2531 (households in system)

FY19 white goods cost $1,032

2nd + permits non 1586
2nd + permits sen 541

With Seniors Paying - Various Amounts				
	5%	10%	15%	$50
Non-Senior Rate	$ 346.41	$ 338.42	$ 330.79	$ 330.61
Senior Rate	$ 17.32	$ 33.84	$ 49.62	$ 50.00

		1.00	1.00	1.00	1.00
Charging nominal fee for second permits					
1st Permit - Non Senior		$ 255.00	$ 260.00	$ 250.00	$ 270.00	$ 275.00
2nd Permit - Non Senior		$ 20.00	$ 15.00	$ 10.00	$ 10.00	$ -
1st Permit Senior		$ 45.00	$ 40.00	$ 80.00	$ 30.00	$ 45.00
2nd Permit Senior		$ 10.00	$ 15.00	$ 10.00	$ 10.00	$ -
Revenue		509,285.00	508,465.00	513,770.00	506,640.00	506,275.00

TO COVER COSTS PAYT

Operational Expenses (from above) $ 317,655.00

Permit Fee to cover operations $ 186.20
(operational expenses divided number of paid 1st permits

Disposal Expenses (from above) $ 287,607.33

Bag Fee to cover disposal costs $ 2.19
(disposal expenses divided by number of households in system by 52 weeks)

TRANSFER STATION STICKER FEE WAIVER REQUIREMENTS

To determine if you are eligible to have your Transfer Station sticker fee waived, you must meet the residency and income requirements outlined below.

1. **RESIDENCY:** You must be a Southborough resident, and provide the following to verify residency:

   → Record of **most recent mortgage payment** (if home no longer has a mortgage, a copy of the deed); OR copy of current lease (including HUD leases); AND

   → A **utility bill or work order** dated within the past 60 days, including:
   - Gas bill
   - Electric bill
   - Cable bill
   - Property tax bill
   - Oil bill
   - Home telephone bill
   - Bank statement

2. **INCOME:** You may qualify for an income-based fee waiver if you qualify based on EITHER of the following*:

   a. *Household Income.* Your household income must be at or below an income level standard set by the State, and cannot exceed the limits shown below, according to your household size. Verification of your income must be provided using a copy of your most recent tax return.

Household Size	Maximum Gross Income for the year
1	$39,105
2	$51,137
3	$63,169
4	$75,201
5	$87,233
6	$99,265
7	$101,521

   b. *Automatic Income Eligibility.* Certain applicants can be determined automatically income- eligible based on their current participation in the following programs: individuals:
   - SNAP benefits
   - Medicaid
   - Temporary Assistance for Needy Families (TANF, formerly known as AFDC, Aid to Families with Dependent Children)
   - Fuel assistance
   - SSDI or SSI

To verify your participation in any of the above programs you must provide documentation showing you are receiving these benefits. You, the recipient, must be the owner of the car on which the Transfer Station sticker will be placed and the registration must match the sticker number. Other recipients of these benefits living in your household may not get a sticker on your behalf and must apply on their own.

If you think you are eligible to have your Transfer Station Sticker fee waived, please complete the attached application and send with the required documents to _____, or call to schedule an appointment at 508-485-0710 ext. 3000 and leaving a message.

*If you are not income eligible as defined above but your household has been affected financially by COVID-19, please call 508-485-0710 x.3000 to discuss your eligibility. Assistance may be available.

DRAFT

TRANSFER STATION STICKER FEE WAIVER APPLICATION

Name:_____ Date: _____

Address: _____

Phone 1:_____ Phone 2: _____

Email: _____

1. **RESIDENCY VERIFICATION**

Documentation provided: (attach a copy of each document to this form)

☐ Copy of mortgage or lease documentation is attached: **AND** ☐ Copy of utility bill or work order is attached:

(Choose one) (Choose one)

Select Select

2. **INCOME VERIFICATION**

Automatic Income Eligibility: If you currently participate in any of the following programs, please check one:

☐ SNAP benefits ☐ Medicaid ☐ Fuel Assistance

☐ SSDI/SSI ☐ TANF (formerly AFDC)

☐ Copy of documentation providing current participation inf the above program is attached

Income-based Eligibility: Please complete at least one of the gross income rates below:

Annual Income:

Monthly Income:

Weekly Income:

☐ Copy of most recent tax return is attached *(required)*

By signing below, I certify that all of my information in this document is true and correct to the best of my knowledge. I understand that once the fee waiver is approved, the DPW will be notified to release the Transfer Station Sticker.

_____ _____

Signature Date

INTERNAL USE ONLY:

*Approval Date*_____

*Fiscal Year*_____

DRAFT

TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS

147 Cordaville Road
Southborough, MA 01772

Tel: 508-485-1210
Fax: 508-229-4444

DATE: June 8, 2021

MEMORANDUM

TO: **Southborough Board of Selectmen**
CC: **Mark Purple, Southborough Town Administrator**
FROM: **Karen Galligan, DPW Superintendent**
SUBJECT: **Flagg Road Traffic Counts and Summary for Citizen's Petition**

Attached is a report summarizing the truck counts on Flagg Road. The counts were collected from around 10:30AM on Tuesday May 4th through 11:30AM on Thursday, May 6th.

As you can see from VHB's Memo (attached), Flagg Road carries enough heavy commercial vehicles (HCVs) to meet the State's warrant for a heavy commercial vehicle exclusion (HCVE). However, it is important for people to note that, of the 78 trucks counted, 27 (or 34.6%) were buses, 45 (or 57.8%) were likely delivery or landscape trucks and 6 (or 7.7%) of them were vehicles that were 10-wheelers or larger. As stated in the memo, an HCVE would not exclude most of the 78 HCVs from using Flagg Road.

I have attached, for your reference, a map of the streets in Southborough with HCVEs. As you can see, the HCVE on Route 30 makes it difficult for HCVs to move through town from east to west, or west to east, in order to get from Marlborough or Westborough to Framingham, or vice versa, without using Route 9. It also makes it difficult to set an alternate route for a proposed HCVE because vehicles have to use route 30 as an alternate route for so many roads.

If the Board would like to pursue this exclusion the next step would be for the Selectmen to request that the Selectmen of the Town of Westborough agree to allow East Main Street in Westborough to be used as part of the alternate route.

Once the Southborough Selectmen can get that permission in writing, VHB, the Town's traffic consultant, can prepare the appropriate paperwork to submit to MassDOT for the HCVE approval. The Southborough Selectmen should also vote to agree to use the excluded portion of Main Street, from the Westborough Town line to Deerfoot Road as part of the alternate route.

Mark Purple

From: Chelsea Malinowski
Sent: Wednesday, June 9, 2021 2:00 PM
To: Mark Purple
Subject: Notary Info

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Mark,

There have been some changes in relation to MIIA's coverage for notarizing third party documents. I am including some bullet points below clarifying MIIA's change in coverage. If we decide to obtain additional coverage for third party documents it would be $250 per notary. I did gather some data points for the board's review on the number of documents notarized yearly. (Town Clerk - average of 4 years, Treasurer/Collector - annualized over a 19 month period, Conservation - estimate pre-Covid).

1. MIIA is not requiring Municipalities to obtain additional liability insurance.
2. As of 7/1/2021 MIIA has stated that they will not be covering Third Party claims for notarized documents as this falls outside the umbrella of chapter 258.
3. We are offering an alternative for this coverage for those municipalities who are looking for the coverage but this is not a required coverage. It is each towns decision to cover or to take on the exposure.

Dept	Town Docs	Resident/Other Docs	Total Average Per Year
Town Clerk	5	69	74
Treasurer/Collector	12	28	40
Conservation	0	130	130
Total Per Year	**17**	**227**	**244**

Thanks,
Chelsea

Chelsea Malinowski
Board of Selectmen

Southborough Police Department
32 Cordaville Road
Southborough, Massachusetts 01772
508-485-2121 Fax 508-485-4634

Kenneth M. Paulhus
Chief of Police

Lt. Ryan M. Newell
Executive Officer

To: Board of Selectmen

From: Chief Kenneth M. Paulhus

Date: June 4, 2021

Subject: Police FY21 Budget

Dear Board of Selectmen:

Please be advised that the Computer Equipment Repair Maintenance line item (0100-5-210-000-52540) is projected to be in deficit greater than $5,000. The reason is two-fold, there is an open purchase order to replace a broken cruiser laptop which is currently on backorder and an additional laptop was required to run critical taser updates.

Please feel free to contact me with any questions you might have.

Kenneth M. Paulhus
Chief of Police

TOWN OF SOUTHBOROUGH
OFFICE OF THE TOWN CLERK

Ms. Carolyn Teehan
State Ethics Commission
One Ashburton Place, Room 619
Boston, MA 02108

January 5, 2020

Dear Ms. Teehan,

I am writing to notify the State Ethics Commission that on December 17, 2019, the Southborough Board of Selectmen voted to designate the Special Counsel to the Conservation Commission for the Park Central project as a Special Municipal Employee.

The complete list of Special Municipal Employees now consists of:

- Advisory Committee
- Board of Assessors
- Council on Aging
- Economic Development Committee
- Election/Poll workers
- Special Counsel to the Conservation Commission for the Park Central project
- Tree Warden

If you have any questions, please contact me at 508.485.0710 ext. 3007.

Very truly yours,

James F. Hegarty

James F. Hegarty
Southborough Town Clerk

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 EXT 3007 · FAX (508) 480-0161 · jhegarty@southboroughma.com

MEMO

TO: **CARLA MCAULIFFE, TOWN ACCOUNTANT**
MARK PURPLE. TOWN ADMINISTRATOR
BOARD OF SELECTMEN

FROM: **JASON MONTIJO** JM

SUBJECT: USE OF SALARY FUNDS FOR NON-SALARY ITEMS

DATE: **6/10/2021**

Please be advised that the FY21 IT budget is in need of excess salary funds to cover current and anticipated non-salary expenses through 6/30/2021. We are looking to use up to $8,500 for this purpose.

Should you have any further questions please let me know.

Massachusetts Department of Public Health
Office of Local and Regional Health
Public Health Excellence Grant Program for Shared Services
RFR #214333
Municipality Statement of Commitment

Working Name of Shared Services Arrangement or Name of Lead Municipality or Agency:

_____

Municipality submitting this form:

_____

Each municipality should complete a Municipality Statement of Commitment form and return to the lead municipality or agency. Please see note below if you are unable to submit this form by July 31, 2021.

Check each box below to affirm that your municipality understands and intends to

- ☐ Cooperate with the lead municipality/agency to ensure compliance with the scope of services for the Public Health Excellence Grant Program for Shared Services.
- ☐ Use funds provided under this program only to augment rather than replace current municipal funding for public health staff or services.

Form must be signed by a municipal chief executive and board of health chair (see note below).

Name _____ Title _____ Date _____

Name _____ Title _____ Date _____

Please provide a brief explanation if this form has not been signed by July 31, 2021.

_____
_____
_____
_____

_____

Note for the lead municipality/agency: This form must scanned and sent by e-mail on or before July 31, 2021 by the lead municipality/agency to

local.regionalpublichealth@massmail.state.ma.us

REQUIRED FORM OF VOTE TO SUBMIT A STATEMENT OF INTEREST

REQUIRED VOTES

If the SOI is being submitted by a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen **OR** the Board of Selectmen/equivalent governing body **AND** the School Committee.

If the SOI is being submitted by a regional school district, a vote in the following form is required from the Regional School Committee only.

Current votes for each SOI submission are required.

FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on _____, prior to the SOI submission closing date, the __[Board of Selectmen / School Committee] ____ of Southborough, Massachusetts, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated _____ for the [Margaret A. Neary Elementary School] located at 53 Parkerville Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:
(5) replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs.
(7) replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements;
and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Southborough to filing an application for funding with the Massachusetts School Building Authority.

DOCUMENTATION OF VOTE

Documentation of each vote must be submitted **in hard copy** to the MSBA as follows:

1) For the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body, a copy of the text of the vote must be submitted **with a certification** of the City/Town Clerk that the vote was duly recorded and the date of the vote must be provided.

2) For the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted **with the original signature** of the Committee Chairperson.

Committee Name	Title	First Name	MI	Last Name	Current expiration	Term Length	Response/Action requested
							= volunteer chose not to be reappointed
ADA Committee							
		Sue		Luh	6/30/21	1	reappoint
		Bonnie	J.	Phaneuf	6/30/21	1	reappoint
		William	W.	Sines	6/30/21	1	reappoint
		Vincent		Acampora	6/30/21	1	reappoint
		William	J.	Estrada	6/30/21	1	reappoint
ADA Coordinator							
		Mark	J.	Purple	6/30/21	1	reappoint
Affordable Housing Trust Fund Committee							
		Lisa	M.	Braccio	6/30/21	2	reappoint
		Andrew		Dennington	6/30/21	2	reappoint
		Martin		Healey	6/30/21	2	reappoint
		Doriann		Jasinski	6/30/21	2	reappoint
		Chelsea		Malinowski	6/30/21	2	reappoint
		Sam		Stivers	6/30/21	2	reappoint
		William	J.	Boland	6/30/21	2	reappoint
Building Commissioner							
		Laurie		Livoli	6/30/21	3	reappoint
Cable Television Committee							
		William	B.	Warren	6/30/21	3	reappoint
Community Preservation Committee							
	Recreation Comm Rep	Jennifer	P.	Hansen	6/30/21	3	reappoint
	Planning Board Rep.	Andrew	S.	Mills	6/30/21	3	reappoint
	Con Comm Rep	Benjamin	B.	Smith	6/30/21	3	reappoint
Conservation Commission							
	Comm. Gardens Coord	Isabel	M.	Kerber	6/30/21	3	reappoint
		Judith		Watson	6/30/21	3	reappoint
		Sheri	R	Widdiss	6/30/21	3	reappoint
Council on Aging							
		Joyce		Macknauskas	6/30/21	3	reappoint
		William	W.	Harrington	6/30/21	3	reappoint
		Mary Ann		Anderson	6/30/21	3	reappoint

Committee Name	Title	First Name	MI	Last Name	Current expiration	Term Length	Response/Action requested
Economic Development Committee [EDC]							
		Suzanne	L.	Duca	6/30/21	3	reappoint
		Robert	S.	Anderson	6/30/21	3	reappoint
		Michael	D.	Moorehead	6/30/22	3	reappoint
Golf Course Committee							
		David	A.	Nixon	6/30/21	1	reappoint
		John	W.	Boland, Jr.	6/30/21	1	reappoint
		Jason	M.	Dietz	6/30/21	1	reappoint
		Ira	D.	Schild	6/30/21	1	reappoint
Master Plan Committee							
	Selectmen Rep.	Sam		Stivers	6/30/21	1	reappoint
MetroWest Regional Collaborative							
	Planning Board Rep.	Meme		Luttrell	6/30/21	1	reappoint
	Selectmen Rep.	Martin	F	Healey	6/30/21	1	reappoint
Open Space Preservation Commission							
		Frederica	J.	Gillespie	6/30/21	5	reappoint
Recreation Commission							
		Jennifer		Hansen	6/30/21	3	reappoint
Registrar of Voters							
		Tracy		Navaroli	6/30/21	3	reappoint
Sboro Housing Opportunity Partnership Comm (SHOPC)							
	Private Citizen	Doriann	M.	Jasinski	6/30/21	3	reappoint
	Selectmen Rep.	Chelsea	M.	Malinowski	6/30/21	3	appoint
	Private Citizen	John	M.	Wood	6/30/22	3	reappoint
	Planning Board Rep.	Jesse	T.	Stein	6/30/21	3	reappoint
Southborough Scholarship Advisory Committee							
		Renee		Maiorana	6/30/21	3	reappoint
Southborough Stewardship Committee							
	Citizen-at-large	Jenny	S.	Peet	6/30/21	1	reappoint
	Open Space Preservation	Frederica	J.	Gillespie	6/30/21	1	reappoint
	Citizen-at-large	James	F.	Gorss	6/30/21	1	No
	Citizen-at-large	Joyce	M.	Greenleaf	6/30/21	1	reappoint
	Citizen-at-large	Kathryn		McKee	6/30/21	1	reappoint

Committee Name	Title	First Name	MI	Last Name	Current expiration	Term Length	Response/Action requested
Southboorugh Trails Committee							
		Kathryn		McKee	6/30/21	1	reappoint
		Satyendra		Sharma	6/30/21	1	reappoint
		Luisa		Vargas	6/30/21	1	No
		Isabelle	Q.	Murphy	6/30/21	1	reappoint
		Thomas	M.	Marcoulier	6/30/21	1	reappoint
Taxation Aid Committee							
	Treasurer/Collector	Brian	P.	Ballantine	6/30/21	1	reappoint
	Citizen-at-large	Harold		Kiess	6/30/21	1	reappoint
	Citizen-at-large	Elizabeth	S.	Kesselman	6/30/21	1	reappoint
	Board of Assessors Chair	Jeffrey	W.	Klein	6/30/21	1	reappoint
Youth Commission							
		Susan	A.	Butka	6/30/21	3	reappoint
		Leslie	A.	Hadden	6/30/21	3	No
		Susan	J.	Beyer	6/30/21	3	reappoint
Zoning Board of Appeals							
		Craig	W.	Nicholson	6/30/21	5	reappoint
	Alternate Member	Doris	M.	Cahill	6/30/21	1	reappoint
	Alternate Member	Jamie	M.	Mieth	6/30/21	1	reappoint

6-22-21 Board of Selectmen Appointments FY22-
Capital Planning Committee

Committee Name	Title	First Name	MI	Last Name	Current expiration	Term Length	Response/Action requested
						= volunteer chose not to be reappointed	
Capital Planning Committee							
	ex-officio	Brian	P.	Ballantine	6/30/21	1	reappoint
		Lisa	M.	Braccio	6/30/21	1	reappoint
		Jeffrey		Hark	6/30/21	1	reappoint
		Jason	W	Malinowski	6/30/21	1	reappoint
		Joseph	E	Palmer	6/30/21	1	reappoint
		Andrew	T	Pfaff	6/30/21	1	reappoint
	ex-officio	Mark	J	Purple	6/30/21	1	reappoint
		Steven		Hinterneder	6/30/21	1	No

6-22-21 Board of Selectmen staff reappointments FY22

Committee/Department Name	Title	First Name	MI	Last Name	Current expiration	Term Length	Response/Action requested
Building Commissioner							
		Laurie		Livoli	6/30/21	3	reappoint
Alternate Building Inspector							
		Patrick	E.	Sands	6/30/21	1	reappoint
Municipal Hearing Officer							
		John	E.	Thorburn	6/30/21	1	reappoint
Police Department							
	Part-Time Dispatcher	Daniel		Moreira	6/30/21	1	reappoint
	Officer	Brandan	D	Campbell	6/30/21	2	reappoint
	Officer	Austin		Chapski	6/30/21	2	reappoint
	Officer	Cameron		Chapski	6/30/21	2	reappoint
	Officer	Stephen	B.	Neivert	6/30/21	2	reappoint
	Officer	Jeffrey		Norton	6/30/21	2	reappoint
	Officer	Thomas	R.	Rock	6/30/21	2	reappoint
	Officer	William	J.	Woodford III	6/30/21	2	reappoint
	Sergeant	James	V.	Deluca	6/30/21	2	reappoint
	Sergeant	Sean	P.	McCarthy	6/30/21	2	reappoint
	Sergeant	Timothy	J.	Slatkavitz	6/30/21	2	reappoint
	Sergeant	Michael	T.	Whelan	6/30/21	2	reappoint
	Lieutenant	Ryan		Newell	6/30/21	1	reappoint
	Student Officer	Julia		Fontana	6/30/21	1	reappoint
	Student Officer	Tyler		Lu	6/30/21	1	reappoint
	Special Officer	David		Maida	6/30/21	1	reappoint
	Traffic Constable	Christian		Dano	6/30/21	2	reappoint

RECEIVED
By OB at 12:47 pm, Jul 19, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, June 22, 2021, 6:30 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

I. Chairman Braccio called the meeting to order at 6:30 P.M.

II. Public Comment

Betsy Rosenbloom (5 Strawberry Hill Road) asked if there will be painted crosswalks on Main Street and Route 85. Mr. Healey stated that DPW presented higher end crosswalks at Town Meeting and they were approved. He added that he is not sure when they will be added but it is in the plan.

Chris Robbins stated he is on the EDC but is speaking as resident. He stated that the downtown initiative has been worked on for years and if approved, will be a remarkable legacy for the Town. He stated there should be no more delay and now is the time to set the standard to revitalizing the community as other surrounding towns have. Mr. Robbins stated collaboration is key in order for the downtown initiative to be approved to leave a legacy everyone can be proud of.

Paul Cimino (3 Austin Kelly Lane) asked if there would be an opportunity for public comment during the agenda item regarding the appointment of town, special and labor counsel. Chairman Braccio stated now would be the time to comment. Mr. Cimino said that in his personal opinion, not as Moderator, that absent of a compelling difference between current counsel and those interviewed, the choice should be to keep current counsel. He added he watched all the interviews and did not see a compelling difference. He stated he hoped if a change is made that there would be good substantive reasons articulated for the change.

III. Scheduled Appointments

Brian Ballantine & Carla McAuliffe – Award contract for Town Auditor, effective July 1, 2021

Mr. Ballantine explained that the contract for Town Auditor expires June 30th. An RFQ was released and four responses were submitted. He stated interviews were conducted for all four firms and explained their professional experience and background. He explained the interview process and how each firm ranked. Both Ms. McAuliffe and Mr. Ballantine agreed that a major deciding factor was how much time on site the auditor was willing to make. They explained their reasons for asking to appoint Roselli, Clark and Associates. Ms. Malinowski asked when the Board could meet the associates. Mr. Ballantine stated he would set up a meeting. Mr. Healey stated he supported the recommendation. Mr. Stivers stated he was impressed with the reports this firm had given other towns.

Mr. Stivers made a motion to award the contract for Town Auditor effective July 1, 2021 to Roselli, Clark and Associates. Mr. Healey seconded. The motion passed all in favor (5-0-0).

Jason Montijo – IT Update

Mr. Montijo explained the work he has been doing with the Board of Health which includes installing a new multifunction printer, enabling HIPAA guidelines for the printer and scanner,

email encryption and supplying Ms. Spiri with a laptop. He explained an upcoming penetration test being conducted with the National Guard and the purchase of a DNS filter called Umbrella. Mr. Montijo outlined his meeting with the MTC and his need of a Senior IT Specialist. Chairman Braccio thanked him for putting the steps in place for cyber security. Mr. Healey asked about the process with the National Guard and Mr. Montijo explained. Mr. Healey stated the Board delayed the decision to hire an additional staff member to the IT Department and asked if the Senior IT Specialist is exactly what Mr. Montijo needed. Mr. Montijo stated that after taking the time to understand his goals and weaknesses he believes he needs someone with a high level of understanding of networking and systems. He added he is comfortable with requesting this role. Ms. Malinowski asked if this position was defined in the SAP. Mr. Purple stated it was not but he has had discussions with the Personnel Board. He added that there is potential this role could be hired under an existing position and work towards establishing a Senior IT Specialist job description. Ms. Rosenbloom stated that discussions have been had and the Personnel Board is ready to begin the process to including this into the SAP for fall town meeting. She added the Personnel Board has not taken a position on the role as it has not been presented to them on merit.

Ms. Braccio asked to discuss agenda item "6-E" regarding the continued use of virtual/zoom meetings for boards and committees. She asked for discussion and a recommendation to give boards and committees regarding the use of Zoom moving forward. She suggested permitting boards begin to meeting in person. The Board agreed that the use of Zoom has been very convenient and hopes some capacity could be used for remote participation for those not able to make an in-person meeting. They also agreed that public participation and viewing has increased since using Zoom and YouTube to broadcast meetings. Mr. Purple explained that an integral piece of equipment used by Southborough Access Media has broken and they have been meeting to create a plan to get back up and running. Mr. Purple explained that his expectation is for SAM to record at the same capacity as pre-pandemic schedules. Ms. Malinowski asked about the possibility of using a Zoom environment that is simpler to conduct in order to provide the public to participate remotely. Mr. Montijo explained he has been looking into this in other towns and will continue to do so.

Mr. Healey described a "Zoom Light" approach which included the use of SAM to create a visual record but also enabling Zoom to include those that cannot be present in the room without the entire environment being conducted through Zoom. He suggested a policy be created for this. Chairman Braccio asked if he would like to create a draft policy and Mr. Healey agreed to do so. Mr. Montijo stated that an ambassador for each board and committee would need to be able to handle the setup and breakdown of a hybrid Zoom environment. Chairman Braccio asked Mr. Purple to send an email to all boards and committees the directives of the Board regarding meetings. Mr. Purple agreed.

IV. Reports

Chairman's Report

i. Volunteer Breakfast

Chairman Braccio stated that this was a great turnout with over forty people in attendance. She said that many different boards and committees were able to network. She thanked all volunteers for their dedication and work throughout the year and thanked Ms. Hale for coordinating the breakfast.

Chairman Braccio reminded the Board that input for Ms. Galligan and Mr. Ballantine's reviews are due Friday to Mr. Purple.

Members' Reports

i. Master Plan Update

Mr. Dennington stated he spoke with Bill Sines from the Master Plan Committee and discussed collaborating to meet the goals from the Master Plan. He suggested working with the Planning Board to outline and prioritize objectives that the Board can assist to accomplish.

Mr. Stivers stated that the 2008 Master Plan had 100 objectives and 250 implementation steps. He stated the goal is to narrow the focus with the new Master Plan. He stated the Board should collaborate to identify and focus on priorities.

Town Administrator Report

Mr. Purple stated the vaccination clinic in Westborough closed its doors today after a successful effort to vaccinate the public throughout multiple communities. He thanked the Board of Health, Health Directors, CERT Teams, MRC, staff, Chiefs, volunteers and Ms. Black from Northborough in coordinating and executing the clinic.

V. Consent Agenda

a. Ms. Malinowski asked to hold agenda item "a." She requested that in the paragraph at line 34, include "monthly office hours and three board meetings." She asked to include language regarding infrastructure and funding needs as well as public safety compliance issues in row 52 and 53. The Board agreed to both. Mr. Healey made a motion to approve the Open Session Meeting Minutes: June 8, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

b. Chairman Braccio asked to hold agenda item "b." Chairman Braccio stated that Ms. Duka is not seeking reappointment and asked she be removed from the list. Mr. Healey made a motion to appoint Board/Committee members FY22 as amended. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

c. Mr. Healey made a motion to appoint Capital Planning Committee members FY22. Mr. Stivers seconded. The motion passed (4-0-1). Ms. Malinowski abstained.

d. Mr. Healey made a motion to reappoint staff positions for FY22. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

e. Mr. Healey made a motion to accept Crown Castle Flag Pole Assembly Bill of Sale. Mr. Stivers seconded. The motion passed (4-0-1). Ms. Malinowski abstained.

f. Mr. Healey made a motion to accept a donation of $15.00 for the Fire Dept. Ambulance Fund. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

g. Mr. Healey made a motion to award the contract for Golf Club improvements. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

h. Mr. Healey made a motion to approve the Hazard Mitigation Plan. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

i. Mr. Healey made a motion to approve departmental expenditures for FY21 per Financial policy. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

j. Ms. Malinowski stated she has revisions she would like to make to the Executive Session Meeting Minutes: June 15, 2021. She requested a meeting in Executive Session to discuss and the Board agreed.

VI. Other Matters Properly Before the Board

Discussion of Downtown District bylaw initiative

John Wood of the EDC stated the Committee called their meeting to order at 6:30 P.M. Chairman Braccio outlined the main outstanding issues with the Planning Board regarding the bylaw which included the 2,000-3,000 square feet per establishment, four story height allowance, FAR ground coverage and the zoning map. She explained an email was forwarded to the Board which included a conversation Attorney Costa had with Ms. Luttrell and Ms. Hoolahan of the Planning Board regarding mixed use. She also stated an email from the Planning Board that came in late afternoon was provided at the meeting and is included in the packet posted with the meeting minutes. She explained that Marijke Munsiff, EDC Coordinator, crafted design guidelines and provided them to the Planning Board in November. The feedback from Planning was that the guidelines were a great start. Chairman Braccio read part of the email from the Planning Board which in summary stated the Board consensus was they will be reviewing and not crafting design guidelines and the proposed bylaw should be in final draft and reviewed by a consultant. Chairman Braccio explained that the grant money for this project will expire in eight days which is an incredibly tight schedule. She added that consultant Judi Barrett strongly suggests the guidelines be completed in conjunction with the bylaw for Town Meeting.

Julie Connelly of the EDC gave a timeline summary of the creation of the guidelines in November with a clear message that the grant money was available through June. She explained that the design guidelines were well received by the Planning Board and had heard nothing substantive about them since. She explained the importance of design guidelines and the rationale for the Planning Board to have authority over enforcement. She expressed her concerns regarding funding and timing. Chairman Braccio stated she spoke briefly with Ms. Barrett regarding this issue and she will reach out to her tomorrow regarding next steps. John Wood of the EDC stated he will reach out to other consultants used previously by the EDC in hopes of reaching someone who had time to work with them in the eight remaining funding days.

Mr. Healey expressed his frustration in the timing of the feedback from the Planning Board and lack of support of this initiative from other boards and committees; specifically, the Master Plan Committee. He added that this feedback could have been expressed six to eight months ago. Mr. Stivers stated that the Master Plan Committee has the downtown as an open area of focus. Mr. Healey replied that putting this initiative on a list and collaborating to bring it to Town Meeting are not the same idea. Mr. Stivers stated he is more hopeful and added that the guidelines proposed by the EDC are very good and part of the Planning Board public hearings is to revise and edit the document. Mr. Healey asked Mr. Stivers to commit to discussing this topic at the next Master Plan Committee meeting on June 30th and Mr. Stivers agreed.

Mr. Dennington asked if the design guidelines were discussed at the last joint meeting and Ms. Connelly replied that they were not. He explained that he felt the design guidelines did not have to be done in conjunction with the bylaw for Town Meeting. Ms. Connelly explained why the EDC felt they were an integral part of the bylaw passing at Town Meeting. Chairman Braccio explained why she agreed with Ms. Connelly. Chairman Braccio recommended making every attempt to find a consultant to review the design guidelines drafted by Ms. Munsiff in the last eight days of grant funding. Mr. Belniak of the EDC cautioned both Boards about analysis paralysis with the document. Chairman Braccio asked the Board if they agree to move forward with her suggestion. Mr. Dennington asked if the EDC agreed with that path. Mr. Wood stated he does not think the guidelines are imperative for Town Meeting and added that it was clearly stated these were not under the purview of the EDC. He added that the redesign of the map and the design guidelines should be under the purview of the Planning Board. He expressed his frustration with the timing of the Planning Board feedback and suggested the Board and the EDC

come to agreement on the four outstanding issues in the bylaw. Ms. Connelly asked the opinion of the Board regarding next steps and who will own the design guidelines and map if the Planning Board will not. Mr. Healey agreed that the Board could come to an agreement on the outstanding issues in the proposed bylaw and stated that there is a zoning map. He explained that the current zoning map will work with the bylaw and once all is delivered to the Planning Board, it is their responsibility to hold public hearings. There was lengthy discussion regarding the outstanding issues, next steps and timeframes.

Mr. Healey made a motion that for the purposes of the downtown district final bylaw draft, they Board adopt the 3,000 square feet per establishment under zoning as stated by Chairman Braccio earlier. There was discussion regarding where in the bylaw this motion would be applied. Mr. Healey withdrew his motion. Ms. Malinowski made a motion that the Board adopt under 174-8.12 (B) the 3,000 square feet for permitted use as well as under Section (C) (1) the 3,000 square feet being the lower part of the threshold for a special permit. Mr. Healey seconded. The motioned passed all in favor (5-0-0). Mr. Anderson made the same motion for the EDC. Mr. Robbins seconded. The motion passed all in favor (5-0-0).

Mr. Dennington made a motion that the Board support eliminating Section 174-8.12 (G) from the proposed bylaw together with the portion of Section 174-8.12 (F) (8) (a) after the comma following "three stories." Mr. Healey seconded. The motion passed all in favor (5-0-0). Mr. Anderson of the EDC made the same motion. Mr. Robbins seconded and the motion passed all in favor (5-0-0).

Mr. Dennington made a motion that on the top of page 4, Section 174-8.12 (F) (5) the Board strike the max lot coverage of 80% and replace the language with "max FAR: .35 as of right or max .5 with a special permit from the Planning Board." Mr. Healey seconded. The motion passed all in favor (5-0-0). Mr. Anderson of the EDC made the same motion. Mr. Robbins seconded and the motion passed (4-1-0). Ms. Connelly opposed.

Mr. Stivers made a motion to support the changes made in version eight of the document in blue to clarify several definitional issues as shown in this document. Mr. Stivers withdrew his motion. Mr. Healey made a motion to accept for purposes of transmitting to the Planning Board the downtown bylaw version eight with the blue amendments which were input from Attorney Costa and Planning Board as well as reflecting the votes taken on items 1, 2 and 3 as taken tonight. Mr. Stivers seconded. The motion passed all in favor (5-0-). Mr. Healey made a motion that the Board transmit version eight as voted on and transmit the draft design guidelines to the Planning Board as part of this package with the proviso that the Board designate Ms. Braccio on behalf of the Board to make any changes after input from a consultant between now and the end of the consultancy pay. Mr. Stivers seconded. The motion passed all in favor (5-0-0). Mr. Healey made a motion that the current zoning map as written in the Town of Southborough Zoning Code be transmitted as part of the package. Mr. Stivers seconded. Ms. Malinowski asked the next steps for the map. There was lengthy discussion regarding using the current map, making changes this evening and receiving input from the public. There was discussion regarding the split lots on Latisquama Road. Mr. Healey amended his motion to state that the Board convey to the Planning Board that the proposed zoning article for the Downtown District as voted on tonight along with draft design guidelines as voted on tonight with the message that the Board will continue to review and discuss the zoning map with landowners with the anticipation that the discussion of that map will be part of the public hearing regarding the downtown district bylaw being proposed. Mr. Stivers seconded. The motion passed all in favor (5-0-0). Mr.

Anderson made a motion to send the current zoning map to the Planning Board as a separate discussion from the bylaw. Mr. Robbins seconded. The motion passed all in favor (5-0-0). Mr. Anderson made a motion that the EDC send the downtown district bylaw version eight with the changes made tonight and edits from Attorney Costa along with the design guidelines. Mr. Belniak seconded. Chairman Braccio stated that the Board will not "transmit" but will be sending all documents voted on to the Planning Board. The motion passed all in favor (5-0-0). Mr. Wood made a motion to adjourn the EDC meeting at 9:26 P.M. Mr. Belniak seconded. The motion passed all in favor (5-0-0).

The Board went into recess at 9:27 P.M. The Board returned from recess at 9:34 P.M.

Review and approve Charge for Noise Bylaw Ad Hoc Committee

Mr. Stivers stated he made updates to the charge based on the discussion at the previous meeting. He stated there is a typo in the fifth bullet. Mr. Healey agreed that the proposed charge incorporated the points the Board discussed. Ms. Malinowski described an update on this charge as described at a Board of Health meeting. The concern was that the three Board of Health members are not able to participate on this committee. She suggested that a Board of Health employee and a resident could apply as a resident at large to be a voting member. Ms. Malinowski reminded the Board that the Board of Health owns a portion of the noise bylaw. Chairman Braccio stated she approved that change. She asked that interviews be conducted for the committee appointments at their July 13th meeting. Mr. Healey made a motion to approve the Noise Bylaw Ad Hoc Committee charge as proposed with the single amendment. Mr. Stivers seconded. The motion passed all in favor (5-0-0). Chairman Braccio asked Mr. Purple to advertise volunteer openings on this committee and he agreed to do so.

Review and approve new charge for Capital Planning Committee

The Board discussed a change in membership number for the Capital Planning Committee from seven to five. The Board felt leaving the number at seven will suffice. Chairman Braccio discussed changing the word "oversight" to "collaboration" in the second bullet of the charge. Mr. Healey asked to change the wording in this section to "under the purview." The Board agreed. Mr. Healey made a motion to approve the Capital Planning Committee charge with the discussed amendment and no change in membership. Mr. Stivers seconded. The motion passed (4-0-1). Ms. Malinowski abstained.

Review and approve Capital Planning recommendation for oversight of FY22 Capital projects

Chairman Braccio explained that there is a self-explanatory email from Mr. Malinowski included in the packet. It referenced three projects; the Town House, the Fire tender and Library renovations. Chairman Braccio said the Community Preservation Committee agreed to have some oversight on these projects and is part of the request. Mr. Healey made a motion to approve the recommendation from the Capital Planning Committee regarding oversight of FY22 capital projects. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

Discussion of the continued use of virtual/Zoom meetings for boards/committees

This was discussed under agenda item III.

Discussion of date for Special Town Meeting

Mr. Purple explained the timeline from a finance and assessor's department perspective. He suggested the last week of September or the first week in October for the Board to consider for a fall town meeting. Chairman Braccio summarized her discussion with Town Clerk, Jim Hegarty

and stated that the schools have availability these weeks. She added the Town is not bound to a Saturday. The Town Moderator, Paul Cimino gave his opinion on which weeks and days to hold a fall town meeting. The Board discussed their schedules. Mr. Hegarty explained why the town is not bound to a Saturday to hold a fall town meeting. Mr. Stivers made a motion to set the date of special town meeting for October 4th at 7:00 P.M. at the Trottier auditorium. Mr. Healey seconded. The motion passed (4-0-1). Ms. Malinowski abstained.

SHOPC & Capital Planning Committee Affordable Housing Subcommittee

i. Approve committee charge

Chairman Braccio explained that Andrew Pfaff of the Capital Planning Committee worked with SHOPC Chair, Doriann Jasinski and SHOPC approved the charge with five members. Mr. Dennington asked how this relates to the aftermath of the bid for South Union. Chairman Braccio replied that it does not except that the public response was to continue to explore options for the South Union School. Mr. Healey made a motion to approve the SHOPC and Capital Planning Committee 21 Highland Street Affordable Housing subcommittee as proposed. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

ii. ii. Appointment of committee members

Chairman Braccio updated the Board on board and committee votes to approve Mr. Bhisitkul, Mr. Frisch, Mr. Stein, Mr. Pfaff and Mr. Palmer. She informed the Board that they will need to vote to approve these members to their respective appointments as supplied in the packet. Mr. Dennington moved to approve the above appointments as presented in the packet. Mr. Healey seconded. The motion passed all in favor (5-0-0).

Discussion of Counsel appointments (Town, Special, Labor)

Mr. Dennington left the meeting at 9:59 P.M.

Chairman Braccio summarized that the Board brought in four candidates for bids for legal services and they had the opportunity to interview each. Mr. Healey summarized that the Board has been talking about putting legal services out to bid for two years and how they came to do so this year. He explained he felt the representatives from West Group Law, LLC had more experience in dealing with cities than towns. He stated that the other three representatives would be fine choices. Mr. Healey explained that Mead, Talerman & Costa, LLC stood out with their breadth of experience and the packets that they delivered in their bid. He explained that he felt the size of this firm is advantageous to the Town. Mr. Healey added that there would be a cost savings to the Town if this firm was chosen. He stated his first choice was Mead, Talerman & Costa, LLC.

Mr. Stivers stated Petrini & Associates, P.C. was his first choice based on their municipal law experience and the responses to the interview questions. He stated that he appreciated their firm approach and felt they could offer more than a solo practice. Mr. Stivers added that Petrini & Associates, P.C. were more expensive and Mead, Talerman & Costa, LLC were his second choice.

Chairman Braccio stated that the West Group was not one of her top choices and Petrini & Associates, P.C. were third on her list. She added that she was not impressed with their answers to the interview questions and had the same concerns for covering multiple states. She stated that current Town Counsel is her second choice. She outlined his longevity with the Town, vast experience and workshops provided to Town boards and committees as positives. She outlined

concerns being the amount of turnaround time for a decision, tenor of current emails and the thought that lines could be blurred between being a tax payer and counsel to the Town. She stated that she has chosen Mead, Talerman & Costa, LLC as her first choice due to the experience she has had with Special Counsel and Attorney Costa, her impression of the other attorney brought to the interview, the office hours and availability and team approach they offer.

Ms. Malinowski stated Petrini & Associates, P.C. was her fourth choice as they did not have enough of an understanding of Southborough and she had the same concerns with West Group Law, LLC. She stated that Attorney Cipriano has served the Town well and had many successes here but felt Mead, Talerman & Costa, LLC were a better choice. She outlined the fact that deadlines are driven by the Town with this firm, the option for office hours and their breadth of education as reasons for her choice. She added that Attorney Cipriano is excelllent with tax title issues, dealing with Stockwell Lane and quarterly meetings provided to the Board. Ms. Malinowski stated that she liked the idea of a bigger firm as opposed to a solo practice. Mr. Stivers stated Mead, Talerman & Costa, LLC were second on his list and he would support that appointment.

Mr. Healey made a motion that the Town of Southborough appoint Town Counsel for fiscal year 2022 beginning July 1, 2021 to Mead, Talerman & Costa, LLC under the proposed fee structure "A" of $84,000 annually. Ms. Malinowski seconded. The motion passed all in favor (4-0-0).

Ms. Braccio thanked Town Counsel for his service of the years. Mr. Purple asked the Board if they were appointing labor counsel this evening. Chairman Braccio stated that Labor Counsel's contract would expire on June 30th. The Board decided they would like Mead, Talerman & Costa, LLC to present what they could offer for labor counsel. Mr. Healey made a motion to extend the labor counsel contract for 90 days. Mr. Stivers seconds. The motion passed all in favor (4-0-0).

VII. Public Comment

None

VIII. On a motion made by Mr. Healey, seconded by Mr. Stivers and voted all in favor, the meeting was adjourned at 10:24 P.M.

Upcoming Meetings
July 13, 2021
August 17, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the June 22, 2021 BOS Meeting:

- Memo from Jason Montijo to Mark Purple dated 6.17.21
- Draft Regular Session Minutes 6.8.21
- Letter from Brian Ballantine to BOS dated 6.16.21
- 6-22-21 Board of Selectmen Appointments FY22
- 6-22-21 Board of Selectmen Appointments FY22- Capital Planning Committee

- 6-22-21 Board of Selectmen staff reappointments FY22
- Letter from Attorney Cipriano re Crown Castle Flag Pole Assembly Bill of Sale
- Donation acceptance request to Ambulance Fund from Chief Achilles
- Summary of Bid Results for Southborough Golf Club New Practice Putting Green
- Southborough Hazard Mitigation Plan 2021
- Letters from Carla McAuliffe to Karina Quinn, Paul Cibelli and BOS re end of year budgets
- Draft Noise Bylaw Ad-hoc Committee Charge
- Draft Capital Planning Committee Charge
- Draft SHOPC/ CAPITAL PLANNING COMMITTEE- 21 HIGHLAND ST. AFFORDABLE HOUSING SUBCOMMITTEE Charge
- Letter from Jason Malinowski to BOS dated 6.21.2021
- Downtown District Bylaw, Planning Board re Design Guidelines 6.22.21

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

Tuesday, June 17, 2021

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Town of Southborough Board of Selectmen,

Enclosed, please find the following donation made to the Town of Southborough Ambulance Fund for your acceptance.

RECEIVED FROM:	**AMOUNT:**	**ACCOUNT SPECIFIED:**
Marie A. Kensinger	$15	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration of this request.

Sincerely,

Steven E. Achilles
Southborough Fire Chief

Additional Packet information for 6-22-21 Board of Selectmen Meeting

Downtown District Bylaw/ Planning Board re: Design Guidelienes

---

From: Karina G. Quinn <kquinn@southboroughma.com>
Sent: Tuesday, June 22, 2021 2:56 PM
To: Lisa Braccio <lbraccio@southboroughma.com>
Subject: RE: Downtown District --FW: design guidelines

Hi Lisa:
The Planning Board asked me to follow up with you. At last night's 6/21/21 Planning Board meeting, the members discussed the timing for review of the Design Guidelines associated with the proposed Downtown District bylaw (DD). Sam Stivers was present at the in-person meeting, provided some insight, but emphasized that you are the BOS point person for the DD.

The PB members in consensus want to clarify that they will be reviewing the Design Guidelines but not creating them, in their opinion a task best left to a consultant. They also indicated that since the Design Guidelines are predicated on the DD bylaw, the proposed bylaw should be in *final* draft version prior to Design Guideline review. They anticipate providing review and feedback of Design Guidelines once it is understood what the *final* draft DD bylaw is, which should also address the Zoning Map. Then when ready, a complete *final* draft package would be submitted to the Planning Board to initiate the required Planning Board public hearing process of the proposed zoning amendment.

Please let me know if you have any questions.
Thanks,

Karina G. Quinn, P.E.
Town Planner
Town of Southborough
17 Common Street
Southborough, MA 01772
T: (508) 485-0710 ext.3028
www.southboroughtown.com

Be advised that the MA Secretary of State considers email a public record.

From: Donald Morris <dmorris51@verizon.net>
Sent: Friday, June 18, 2021 10:05 AM
To: Lisa Braccio <lbraccio@southboroughma.com>
Cc: mills.asm@gmail.com; jessestein07@gmail.com; kemekema@verizon.net; marniehoolahan@gmail.com; Karina G. Quinn <kquinn@southboroughma.com>
Subject: Re: Downtown District --FW: design guidelines

[EXTERNAL]

Hi Lisa
I think the PB agrees that the design guidelines are an essential part of the proposed zoning revisions. It may not be productive to work on the guidelines until a final draft of the Downtown District zoning change is ready. I will recommend that we discuss this at our PB meeting on Monday so you can update the BOS on Tuesday.

I hope all is well and thank you for your hard work.
Don

From: Lisa Braccio
Sent: Wednesday, June 16, 2021 4:04 PM
To: Donald Morris <dmorris@southboroughma.com>; Karina G. Quinn <kquinn@southboroughma.com>
Cc: John M. Wood <jwood@southboroughma.com>
Subject: design guidelines

Hi Don,

Thank you for hosting the joint meeting last week. I think it was extremely helpful and is another step in moving much needed changes Downtown forward. As we continue to progress with the zoning change, I think the importance of the design guidelines for the Downtown District are pretty clear. I was wondering if you had any thoughts on when the Planning Board will continue the discussion? I would like to update the BOS/EDC next Tuesday as we talk about next steps.

As always, much thanks for all you do,

Lisa

Lisa M. Braccio
Board of Selectmen

CAPITAL PLANNING COMMITTEE

The Capital Planning Committee shall be an ad-hoc committee made up of seven (7) members, all appointed by the Board of Selectmen. The positions shall be filled by residents of the community who are willing to volunteer their time in assisting with the review and evaluation of capital items and projects ~~contained within the Town's Capital Plan, and developing strategies to move these projects forward for approval in a financially responsible manner~~brought forth by Departments, Boards, Committees, and Commissions to maintain the town's 10-year Capital Plan. The Finance Director and Town Administrator shall act as ex-officio members of the Committee. As such, these positions will not count toward the quorum, nor will they have a vote on committee matters.

CHARGE

The primary charge of the Capital Planning Committee is as follows:

- Work with Town Finance Team to maintain town's capital plan. This will be achieved by regular meetings and discussions with Town Departments, Boards, and Committees that will put forward requests for Capital Funding as part of an Annual or Special Town Meeting. While this Committee will have no oversight of the annual operating budget, they need to be aware and receive regular updates of the operating budgets to ensure that capital needs are considered in an appropriate order and timing.
- ~~In the immediate term, perform a comprehensive assessment of all owned town facilities and property (including school properties). Work collaboratively with other town boards and committees to provide a plan for construction, remodeling, consolidation, or sale. Provide status report on or before September 1, 2020 to Board of Selectmen and Advisory Committee with a formal report on all initial recommendations by December 31, 2020.~~
- In the absence of a formal building committee for a specific project, this Committee will serve as point of initial approval for all project expenses, change orders, and invoices. Projects falling under the oversight of this Committee will specifically be decided as part of or immediately following any Town Meeting appropriation by a vote of the Board of Selectmen based on a recommendation from the Town Administrator.
- If the Board of Selectmen decide to have a separate Building Committee for any specific project, then a member of this Committee shall be appointed.

TERM

The Capital Planning Committee appointments will be for one year terms.

Approved: February 11, 2020; Amended August 18, 2020

Noise Bylaw Ad-hoc Committee Charge

Charge and Process
The Noise Bylaw Ad-hoc Committee (the "Committee") is charged with the task of preparing a draft of a proposed Noise Bylaw for Southborough (the "Draft Bylaw").

The work of the Committee shall include, but not be limited to, the following:

- Review of previous versions of noise bylaws prepared for Southborough's Town Meetings;
- Review of the noise bylaw experience of other towns, particularly with respect to measurement of noise levels and flexibility for homeowners and commercial landscapers to maintain properties;
- Consideration of enforcement issues;
- Consideration and evaluation of other approaches to selected aspects of the Draft Bylaw, and providing a report describing the "pros" and "cons" of these other approaches and the reason(s) that these alternatives were not recommended; and
- Providing periodic reports progress, as may be requested by the Board of Selectmen.

Membership
The Committee shall consist of five (5) "at-large" voting members, and two (2) ex-officio, non-voting members as follows:

- Five (5) "at-large" residents of the Town of Southborough, appointed by the Board of Selectmen;
- The Southborough Chief of Police, as an ex-officio, non-voting member; and
- One member of, or designee of, the Southborough Board of Health, as an ex-officio, non-voting member.

Term, Administration and Organization

- The Committee members shall be appointed for a term ending June 30, 2022;
- Ex-officio, non-voting Committee members shall not be counted for purposes of determining a quorum;
- Members shall serve without financial compensation; and
- The Committee shall determine what, if any, officers should be elected.

Schedule

- The Committee shall perform the work as detailed in the charge to deliver the Draft Bylaw and related reports by no later than 30 days before the printing deadline for the warrant for a Town Meeting (regular or special, as applicable) where the bylaw will be considered.
- The Committee shall work to produce a Draft Bylaw for consideration by Town Meeting as soon as reasonably possible, with the timing objective of no later than the 2022 Annual Town Meeting.

DRAFT

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, June 8, 2021, 6:30 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough
Present: Marty Healey, Chelsea Malinowski, Sam Stivers, Lisa Braccio, Town Administrator Mark Purple. Ms. Braccio was participating remotely by Zoom. Mr. Dennington had previously recused himself from participating in the counsel interviews, and was not present.

Ms. Malinowski called the meeting to order at 6:31P.M., and read the preamble. She noted that Ms. Braccio was participating remotely and had filled out the required paperwork.

Ms. Malinowski said that the Board is interviewing four firms for town counsel, and one firm is not available this evening. She said the Board will be conducting that interview next Tuesday, and then will schedule a special meeting to make a determination. Ms. Malinowski said that the meeting is being recorded this evening on Zoom, and it will be made available to the public after the last interview is complete. She directed the counsel candidates that in order to speak, you had to hit the spacebar to unmute and mute again. The Board has allocated 30 minutes for the interview: 3-5 minutes for an introduction, and 25 minutes to answer 8 questions; the eighth question is a wrap-up question, and should be 3-4 minutes. Mr. Purple will signal when there is 5 minutes remaining. Ms. Malinowski recommended that the candidates pace themselves with the questions and the time requirements.

DRAFT

Mead, Talerman & Costa, LLC

Attorneys Jay Talerman and Katherine Feodoroff were present. Attorney Talerman introduced the firm, which grew out of the firm Blatman, Bobrowski & Mead. He noted that they are offering different billing options, as billable hours is not always the best fit for a community. Attorney Talerman noted that he and his firm are responsive, available, and has a passion for municipal law. He also noted that he currently does special counsel work for Southborough. Attorney Feodoroff addressed the firm's team approach to counsel services.

On the question of policy, Attorney Talerman said that he tries to get as close to the policy line without crossing it in his opinions. Opinions can be by phone or email, and expectations are defined up front. He noted that with flat or hybrid fee options, decision are more defensible and litigation is shown to decrease. The issues that he sees coming for Southborough in the future are managing expenses, regional school, land use, and town/gown relations.

Attorney Feodoroff reiterated the firm's passion for municipal law, and their collaborative approach to finding solutions. Attorney Talerman noted his prior work in Southborough, including town meeting issues, and the successful financial resolution to a regional school issue.

West Group Law, PLLC

Ms. Malinowski repeated her earlier introduction and instructions to the firm for the interview.

Attorneys Steven Torres and Jillian Jagling were present. Attorney Torres began by congratulating the Town on its response to the COVID-19 pandemic. He said that is firm consists of a team of lawyers with small town and international experience; big experience with local commitment.

Attorney Torres outlined his process for issuing opinions, and said that no advice on policy is given until it is asked for. He tries to provide options for the Town to consider, and places a price tag on risk. Attorney Jagling said that in almost all cases, the firm would issue written legal opinions. Attorney Torres said that education is vital to mitigate liability, and sets up trainings for employees and volunteers on OML, ethics, and public records, both annually and as-needed. He noted the Park Central issue, and that his firm has 40B experience. Attorney Torres identified public safety and compliance issues as those impacting Southborough moving forward. He said that when special counsel needs to be retained for an issue, that it would be negotiated at the same rates as his firm had with the Town. Attorney Jagling said that they issue monthly status and summary reports on current cases, by category.

Attorney Jagling said that the Town deserves a suite of legal services, and that their firm is the best choice because of their depth and experience.

Petrini & Associates, P.C.

Ms. Malinowski repeated her earlier introduction and instructions to the firm for the interview.

Attorneys Christopher Petrini, Christopher Brown, Amanda Zuretti, and Michael Terry were present. Attorney Petrini introduced his firm and the attorneys present. The Framingham firm was established in 2004 as a boutique firm to represent cities and towns with expertise, accessibility and a team approach.

Attorney Brown said that he leaves policy decisions to the Board of Selectmen. Opinions are rendered in a number of ways, through email, memo, or in person. He noted that ethical issues are not always straightforward. Attorney Petrini said that risk is mitigated by legal advice being given in advance of decisions being made. He suggested that there be a policy to control the use of counsel, and has templates available to that effect. The attorneys identified development, growth, and labor issues as the biggest issues facing communities in the future. While most legal issues are handled in-house, Attorney Petrini noted that tax title and cable are two things that outside counsel services would be engaged, and that would be done in collaboration with the Board. Attorney Brown noted that their firm is a "green firm" for the most part, meaning paperless. Cases are tracked through a management system to index matters, including cloud storage. Attorneys work through the Town Administrator, keeping the Board apprised as needed. With regards to litigation, Attorney Brown said that their firm tries to find ways to effectively end the litigation. Attorney Petrini said that the best cases are resolved through mediation and pleadings. Cases must be assessed based on cost and likelihood of success to control the impact on the budget.

Attorney Brown said that he prides himself on municipal representation, and that he finds legal work rewarding. He cares about his clients, and limiting their liability. He also stressed the importance of the educational aspect of counsel to employees and volunteers. Attorney Petrini reiterated the firm's legal expertise and team approach, as well as their knowledge of local issues.

Mr. Healey made a motion to adjourn the meeting at 8:26PM, seconded by Mr. Stivers. Roll call vote: Healey – aye; Stivers – aye; Braccio – aye; Malinowski – aye. Motion was approved unanimously, 4-0-0.

Respectfully submitted,

Mark Purple
Town Administrator

DRAFT

Lori Esposito

From: Doriann Jasinski
Sent: Thursday, June 17, 2021 4:25 PM
To: Lisa Braccio
Cc: Lori Esposito; Jason W. Malinowski; Mark Purple; Sarah Hoecker
Subject: SHOPC & Capital Planning Committee Affordable Housing Subcommittee Charge (Draft) 6-10-21.docx
Attachments: SHOPC & Capital Planning Committee Affordable Housing Subcommittee Charge (Draft) 6-10-21.docx

Ms. Braccio,
After meeting with the Capital Planning Committee we decided to join together and create a sub-committee to research the affordable housing possibilities for Southborough. One possibility discussed was the South Union School.
At our SHOPC Meeting on Wednesday morning, the Board voted to approve the sub-committee charge and voted two members to participate on the sub-committee.
Our two representatives will be Tom Bhisitkul and Alex Frisch. Jesse Stein said he would volunteer to be the Planning Board member as well.
The Capital Committee voted to include two members to the sub-committee. Those two members are Andrew Pfaff and Joe Palmer.
Let me know if you have any other questions or if there is anything else I can do to help move this along.
It Looks like we have our five member sub-committee all set as soon as Planning votes to approve Jesse Stein.
We are hoping the board of Selectmen will approve the sub-committee charge at their June 22nd meeting.
We are all looking forward to working together to accomplish our commitment to bring more affordable housing to Southborough.

Thank you for your consideration and time.

Best Regards,
Doriann Jasinski
Chair/ SHOPC

Sent from my iPhone

SHOPC/ CAPITAL PLANNING COMMITTEE- 21 HIGHLAND ST. AFFORDABLE HOUSING SUBCOMMITTEE

The 21 Highland Street Affordable Housing Subcommittee shall be an ad-hoc committee of the Southborough Housing Opportunity Partnership Committee (SHOPC) made up of five (5) members. Two (2) members will be from the Southborough Housing Opportunity Partnership Committee (SHOPC), two (2) members will be from the Capital Planning Committee, and one (1) member will be from the Planning Board. Each committee will recommend members for the respective membership positions, subject to appointment by the Board of Selectmen.

Town administration and facilities members may participate in the meetings in an advisory manner, but do not count towards a quorum, nor will they have a vote.

CHARGE

The primary charge of the 21 Highland Street Affordable Housing Subcommittee is as follows:

- Work collaboratively to assess the property at 21 Highland Street (former South Union School) owned by the Town for potential redevelopment into affordable/market rate housing.
- To explore the creation of a transit-oriented overlay district near the train station to comply with the section 3A of chapter 40A (by right multifamily housing for MBTA communities)
- The subcommittee will report to SHOPC, with ongoing communication with the Capital Planning Committee for support.
- Provide formal read-out and recommendation to SHOPC and Capital Planning Committee; and
- Upon votes from 21 Highland Street Affordable Housing Subcommittee and SHOPC, make presentation to joint meeting of Board of Selectmen and Advisory Committee.

TERM

The 21 Highland Street Affordable Housing Subcommittee appointments will be through June 30, 2022.

DRAFT

Approved by Board of Selectmen XX-XX-2021

ALDO A. CIPRIANO
ATTORNEY AND COUNSELLOR AT LAW

277 MAIN STREET
VICTORIA BUILDING
SECOND LEVEL • ATRIUM SUITE
MARLBOROUGH, MASSACHUSETTS 01752
TEL. (508) 485-7245
FAX (508) 485-2304
E-MAIL: AldoC.ESQ@comcast.net

June 2, 2021

Lisa Braccio, Chairperson
Board of Selectmen
c/o Mark Purple
Town Administrator
Town of Southborough
Town House
17 Common Street
Southborough, MA 01772

Re: Crown Castle Flag Pole Assembly Bill of Sale

Greetings Madam Chairperson and Board Members,

Enclosed herewith please find the negotiated proposed Bill of Sale for the Select Board's consideration of acceptance. Once this has been duly executed and filed with the Town, this would conclude the legal issues relative to the replacement flag pole.

Thank you for your attention in this regard.

Very truly yours,

Aldo A. Cipriano, Esq.
Town Counsel

AAC/fc

Enclosures

BILL OF SALE

This Bill of Sale (this "**Bill of Sale**") is made and entered into as of the ____ day of May, 2021 (the "**Effective Date**"), by Crown Castle USA Inc., a Pennsylvania corporation ("**Seller**"), in favor of the Town of Southborough, a duly organized and existing municipal corporation in the County of Worcester, Commonwealth of Massachusetts ("**Buyer**").

1. For and in consideration of the sum of One and 00/100 Dollars ($1.00) and other good and valuable consideration, the receipt and sufficiency whereof are hereby acknowledged, and intending to be legally bound hereby, Seller hereby sells, assigns and transfers to Buyer all of Seller's right, title and interest in and to Seller's owned personal property and/or real estate fixtures identified in Exhibit A (collectively, the "**Property**"), at the former telecommunications site(s) identified in Exhibit A (the "Site(s)").

2. The Property is transferred "AS IS and WHERE IS." Seller hereby covenants with, and represents and warrants to, Buyer that, as of the Transfer Date:

a. Seller is lawfully seized and possessed of the Property;
b. Seller has the right to sell, transfer and convey the Property to Buyer;
c. the Property at the Site(s) is, and will be transferred to Buyer, free and clear of all security interests, liens, and other encumbrances of any type or description; and
d. Seller will forever defend the right and title to the Property unto Buyer against the claims of all persons claiming otherwise by, through or under Seller.

SELLER OTHERWISE MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY except as provided by applicable law. Seller hereby transfers and assigns to Buyer any and all warranties or guarantees Seller has received with respect to the Property and such warranties are attached hereto as Exhibit B. Furthermore, Seller and Buyer hereby incorporate by reference the Final Construction Control Affidavit dated April 14, 2021 together with the Final Construction Control Document from ETS Engineered Tower Solutions, PLLC dated May 5, 2021 with Modification Inspection Report dated April 19, 2021, all of which are attached hereto respectively as Exhibits C, D and E, and the parties hereto affirm said documents conclusively establish the propriety of the installation of the Property and the acceptance of this installation by the Buyer.

3. This Bill of Sale supersedes all prior discussions and agreements between Buyer (and Buyer's affiliates) and Seller with respect to the purchase and sale of the Property and other matters contained herein, and this Bill of Sale contains the sole and entire understanding and agreement between Seller and Buyer with respect thereto.

4. This Bill of Sale shall be governed by and construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, regardless of conflict of law principles.

[Remainder of Page Intentionally Left Blank, Signature Page Follows]

IN WITNESS WHEREOF, this Bill of Sale has been executed by the parties hereto as of the date first set forth above.

Seller:

Crown Castle USA Inc.,
a Pennsylvania corporation

Hereunto duly authorized

By: Jason T. Smith

Name: Jason Smith

Title: Regional Manager

Buyer:

Town of Southborough, a municipal corporation
in the Commonwealth of Massachusetts

Hereunto duly authorized

By: _____

Name: _____

Title: _____

EXHIBIT A TO BILL OF SALE

Transferred Property

The Property consists of the following items located at the following site, which was previously leased by a certain affiliate of Seller and operated as a wireless communications facility:

That certain flagpole installed on or about April 7, 2021 on the Town House grounds at 17 Common Street, Town of Southborough, County of Worcester, Massachusetts 01772 together with all related equipment, fittings, accessories and materials associated with the installation of said flagpole.

Town of Southborough

FINANCE DIVISION: TREASURER AND COLLECTOR

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 x3010 · FAX (508) 480-0161 · bballantine@southboroughma.com

DATE: June 16, 2021

TO: Honorable Board of Selectmen
Mark J. Purple, Town Administrator

FROM: Brian Ballantine, Finance Director T/C
Carla McAuliffe, Town Accountant

RE: Audit Services FY21-FY23

As the Board may be aware, the Town issued an RFP for audit services for a three-year term beginning in FY22. The Town received four responses to this bid. The four firms that issued responses were:

- Clifton Larson Allen
- Robert E. Brown II CPA
- Hague, Sahady & Co.
- Roselli, Clark and Associates

The proposed pricing for these were as follows:

	AUDIT FY21	AUDIT FY22	AUDIT FY23	SINGLE FY21	SINGLE FY22	SINGLE FY23
CLA	37,000	38,000	39,000	6,000	6,000	6,000
Brown	27,000	27,000	27,000	5,000	5,000	5,000
Sahady	25,000	26,000	27,000	7,000	7,000	7,000
Roselli	27,000	27,000	27,000	5,000	5,000	5,000

During the week of June 14th the Town Administrator, Finance Director, and Town Accountant met with all four respondents. Three of the four were held by Zoom, per request. The RFP's were also ranked as received and the following were those results:

	A. Auditor Level Experience	B. Audit Manager / Partner Level Experience	C. Firm Municipal Audit Experience
Clifton Larsen Allen	Highly Advantageous	Highly Advantageous	Highly Advantageous
Robert E. Brown II, CPA	Advantageous	Highly Advantageous	Highly Advantageous
Hague, Sahady & Co, P.C.	Highly Advantageous	Highly Advantageous	Not Advantageous
Roselli, Clark & Assoc.	Highly Advantageous	Highly Advantageous	Highly Advantageous

After meeting with all respondents and asking various questions, we are recommending to award the three year contract to Roselli, Clark & Associates. The major reasons for this are:

- In-person review was positive, courteous, and the partner showed a willingness for flexibility for on-site visits and organizing the fieldwork;
- Well known in the industry and maintains a close relationship with the finance associations for Treasurers and Accountants (MCTA & MMAAA) as well as the MGFOA;
- The firm is based in Woburn, so it is geographically advantageous;
- The firm dedicates 80% of its services to municipal audits, thereby indicating a broad range of knowledge in this area;
- Currently performs audits for 65 Cities and Towns in Massachusetts. Comparable communities to Southborough include Holliston, Hull, Lincoln, Salisbury and Upton;
- References provided for the firm all proved to be indicative of a firm that is knowledgeable and positive to work with;
- Cost and ranking were both competitive.

Should you have any further questions please do not hesitate to contact us.

Lori Esposito

From: Mark Purple
Sent: Monday, June 21, 2021 1:44 PM
To: Lori Esposito
Subject: FW: Capital Planning - Requests for Collaboration on 2021 Annual Town Meeting Capital Items

From: Jason W. Malinowski <jmalinowski@southboroughma.com>
Sent: Monday, June 21, 2021 1:40 PM
To: Mark Purple <mpurple@southboroughma.com>
Cc: Lisa Braccio <lbraccio@southboroughma.com>; Andrew Mills <amills@southboroughma.com>; John Parent <jparent@southboroughma.com>; Steven Achilles <sachilles@southboroughma.com>; Tim Davis <tdavis@southboroughma.com>
Subject: Capital Planning - Requests for Collaboration on 2021 Annual Town Meeting Capital Items

Mark,

As you are aware, the Capital Planning Committee charge currently has an oversight section in its existing charge. With the 2021 Town Meeting now in the rear view mirror, Capital Planning has had the chance to meet publicly, as well as join a few other Committee meetings.

We would like to formally request the BOS authorization to collaborate with the Department Heads on the following projects:

Town House (CPA Funded)* - Overseen by John Parent
Fire Tender - Overseen by Chief Achilles
Library Renovations - Overseen by John Parent

If approved, Capital would appoint a member to collaborate with the Department Head throughout the project and be able to report on status regularly at our public meetings. The nature of the collaboration would likely vary by project/item, but it has primary goals: 1) enhancing the transparency on how approved funds are used, 2) providing a sounding board for the department head throughout the process, 3) assisting with any unforeseen change orders, and 4) helping to inform future Capital Planning Committee recommendations on similar articles in the future specific to scope, timing, and cost.

* I attended the CPC meeting on 6/16 to specifically discuss this given their oversight process already in place. We discussed the pros and cons of the approach and view this as a collaboration to add to the process before invoices actually coming to CPC for their normal review. We also stressed the need for feedback from them on what is and is not working as we collaborate.

Capital has also discussed the Kallander Field article but given that we have only had a chance to discuss that with CPC and not the full Recreation Commission, we are not requesting anything related to that article at this time but may come back after a discussion with the Recreation Commission.

We are not planning to request formal collaboration on the Town House bathrooms or IT Server Infrastructure upgrades, but plan to be made aware of expenses to inform future recommendations to Town Meeting related to similar projects scheduled in the near term.

If you or other members of the Board have any questions, please let me know.

Respectfully Submitted,

Jason Malinowski
Chair, Capital Planning Committee

Town of Southborough

PLANNING BOARD

17 COMMON STREET
SOUTHBOROUGH, MASSACHUSETTS 01772-1662
508-485-0710

Interoffice Memorandum

TO: Carla McAuliffe, Town Accountant
Brian Ballantine, Treasurer
Board of Selectmen

FROM: Karina Quinn, Town Planner

DATE: June 15, 2021

RE: **FY21 Misc. Contracted Services 0100-5-175-000-53880**

Please be advised that Planning anticipates the Misc. Contract Services line item of the Planning Budget FY21 to be increased by $5,800.00. The Misc. Contract Services line item adjustment will be covered within the Planning Budget for FY21. The line item increase is due to the following:

Recording Secretary Services for PB/SHOPC/MPC	+ $ 1,200.00
Open Space Monitoring Services	+ $ 1,900.00
Master Plan Update Assistance	+ $ 200.00
Outdoor Illumination Bylaw/Rules & Regs Review	+ $ 2,500.00
Total:	$ 5,800.00

It is my intent to utilize the $334.14 remaining in the Salaries Full-Time 0100-5-175-000-51100 line item for an office supply order, with an anticipated remaining overall budget amount of $76.76.

Should you have further questions please let me know.

Thank you,

Karina G. Quinn

Karina G. Quinn, P.E.
Town Planner

Cc: Donald Morris, Planning Board Chair

MEMO

PTC

TO: CARLA MCAULIFFE, TOWN ACCOUNTANT
MARK PURPLE, TOWN ADMINISTRATOR
BOARD OF SELECTMEN

FROM: PAUL CIBELLI

SUBJECT: USE OF IN-STATE TRAVEL FUNDS FOR CONTRACTED SERVICES

DATE: 6/16/2021

Please be advised that the FY21 Assessors budget used approximately $2,350 in excess funds from the in-state travel line item to cover a shortage in management consulting. This was caused by a need in additional personal property valuation services.

Should you have any questions please contact me at your earliest convenience.

MEMO

TO: **BOARD OF SELECTMEN**
MARK PURPLE, TOWN ADMINISTRATOR
BRIAN BALLANTINE, FINANCE DIRECTOR

FROM: **CARLA MCAULIFFE, TOWN ACCOUNTANT**

SUBJECT: USE OF IN STATE TRAVEL FOR ACCOUNTING

DATE: **6/16/2021**

Please be advised that I spent $133.87 of the department's instate travel line to pay for an additional training opportunity via Zoom back in the Fall and covered a portion of the audit banking confirm cost that was unbudgeted this year. Of the $540.00 budgeted for instate travel in FY 21, I plan to turn back $406.13.

Should you have any further questions please let me know.

memo

To: Board of Selectmen

From: Jason Montijo

CC: Mark Purple, Town Administrator

Date: 06/17/2021

Re: Information Technology Update

Thank you for allowing me some time to update you on where the IT department is and the many changes coming to the town employees. Below is a list of some of some key items I will be discussing at your June 22nd meeting.

1. Board of Heath
    a. New multi-function printer;
    b. PaperCut License;
    c. Access to BOH portion of town website;
    d. Email encryption.
2. Cyber-Security updates
    a. Massachusetts Army National Guard Cyber Scans;
    b. Multi-factor authentication;
    c. Umbrella DNS website security.
3. Full-time employee job description
    a. MTC meeting;
    b. High-level overview of expectations.

Town of Southborough
Emergency Management
ENHANCING COMMUNITY SAFETY THROUGH EDUCATION AND PREPAREDNESS

June 1, 2021

Board of Selectmen
Town of Southborough
C/O Mr. Mark Purple, Town Administrator
17 Common Street
Southborough, MA 01772

Mr. Purple,

I am pleased to notify you that the Federal Emergency Management Agency (FEMA) has approved the 2021 update to the Town of Southborough's Local Hazard Mitigation Plan (HMP). Final FEMA approval is contingent upon the Board of Selectmen voting to approve and accept the HMP. *Accompanying this letter is the standard HMP acceptance form letter to be signed by the Chair of the Board of Selectmen. The original should be returned to me to be filed with the HMP.*

The Local Hazard Mitigation Plan (HMP) is a document developed through the input of multiple town, local, regional, state and federal partners to identify various natural and technological hazards that threaten Southborough and associated potential mitigation actions to eliminate/reduce the impacts from these hazards. The HMP is used to jointly identify the most significant threats that the Town should focus mitigation in planning, action and funding. The HMP compliments serval areas of the Southborough Municipal Vulnerability Program (MVP) plan, recently completed by the Conservation Commission.

The HMP update process and final document was coordinated though a third-party vendor and managed locally through a joint effort of the Town Emergency Management Director of Operations and Town Conservation Agent. The third-party vendor costs were funded through a federal mitigation grant awarded to the Town, with the required Town match of 25% funded through the MVP grant award.

In addition to the hazard mitigation benefits of the updated HMP, final approval by FEMA will reinstate Southborough's eligibility to apply for State/Federal Hazard Mitigation Grant Program (HMGP) funding opportunities.

An unofficial copy of the FEMA approved HMP and Appendices, as well as the FEMA review checklist accompanies this letter. Please note, these are not the public versions of the HMP. Upon the Board of Selectmen signing and returning the approval/acceptance form letter, the final version of the 2021 Southborough Local Hazard Mitigation Plan (HMP) will be distributed to the public and applicable town departments/entities.

The HMP is valid until 2026 and should be reviewed/updated annually by those having vested interest.

Regards,
Neal P. Aspesi
Neal P. Aspesi
Director of Operations, SEMA
508-485-3235 (o) / 508-922-6641 (m)
naspesi@southboroughma.com

TOWN OF SOUTHBOROUGH

OFFICE OF THE BOARD OF SELECTMEN
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectmen@southboroughma.com

WHEREAS, the Town of Southborough established a Committee to prepare the Town of Southborough Hazard Mitigation Plan 2021; and

WHEREAS, the Town of Southborough Hazard Mitigation Plan 2021 contains several potential future projects to mitigate potential impacts from natural hazards in the Town of Southborough, and

WHEREAS, duly-noticed public meetings were held by the Town of Southborough on June 4th, 2020 and October 15, 2020 and

WHEREAS, the Town of Southborough authorizes responsible departments and/or agencies to execute their responsibilities demonstrated in the plan, and

NOW, THEREFORE BE IT RESOLVED that the Town of Southborough adopts the Town of Southborough Hazard Mitigation Plan 2021 Update, in accordance with M.G.L. 40 §4 or the charter and bylaws of the Town of Southborough.

ADOPTED AND SIGNED this Date _____

_____
Lisa M. Braccio
Board of Selectmen, Chair

TOWN OF SOUTHBOROUGH

OFFICE OF THE BOARD OF SELECTMEN
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectmenoffice@southboroughma.com

June 18, 2021

Lisa Braccio, Chairman
Board of Selectmen
17 Common Street
Southborough, MA 01772

Dear Chairman Braccio:

Please be advised that on Wednesday, June 16, 2021, a bid opening for **Southborough Golf Club New Practice Putting Green** was held. The summary sheet of bid results is attached.

Architect Stephen Kay has reviewed the low bid, and having worked with the contractor on previous projects, has given a favorable recommendation for approval.

I therefore recommend that the contract for the sum of $64,700.00 (comprised of the base bid, plus alternate option for a practice sand bunker) be awarded to the lowest bidder, Bowditch Excavating Inc., PO Box 527, Andover MA.

This contract will be funded from the CPA General Unreserved Fund as voted at the April 9, 2018 Annual Town Meeting, Article #29 for Golf Course Improvements.

Sincerely,

Lori Esposito
Executive Assistant

BID RESULTS

Awarding Authority: Board of Selectmen **Due: June 16, 2021 4:00pm**

Agency: Town of Southborough

Project: Golf Club Putting Green IFB

Contact: Mark Purple, Town Administrator

508-485-0710 FAX: 508-480-0161 EMAIL:lesposito@southboroughma.com

BID RESULTS	Name of Firm	Contact Name	Base Bid	Alternate	Total BID $
	Bowditch Excavating Inc. PO Box 527 Accord MA 02018	William Drake 617-974-4004	$ 62,600.00	$ 2,100.00	$ 64,700.00
	George Ley Company 130 Devereux Road Glenmoore PA 19343	Brian Ley 484-883-2947	$ 98,893.00	$ 3,800.00	$ 102,693.00
	Weed & Feed, Inc. d/b/a DHT Golf Services 8 Meadow Park Road, Unit #3 Plymouth, MA 02360	Dahn Tibbett 617-799-7762	$ 76,580.00	$ 3,000.00	$ 79,580.00
	US Pitchcare, LLC 18 Evergreen Road Northbord, CT 06442	Paul Boyd, Jr.	$ 79,380.00	$ 5,000.00	$ 84,380.00

Clear Area
as Shown

New Tar & Chip
Walking Path

Parking

Possible
New Practice
Sand Bunker
(bid alternate)

2,200 s.f.

Existing Path

Existing Walls

Plant 3
Dogwoods

Clubhouse

Tee

#1
Tees

Tee

New Practice
Putting Green

#9
Green

97

NORTH

Scale: 1" = 50'

0 50' 100' 150'

FEET

Google

Stephen Kay
GOLF COURSE ARCHITECT, LLC
665 Saint Andrews Drive
Egg Harbor City, N.J. 08215
cell: 609/703-3500

SOUTHBORO GOLF COURSE
Town of Southborough, Massachusetts

Site Plan
New Practice Putting Green

REVISIONS

DATE: 5/24/21
SCALE: 1" = 30'
DRAWN BY: SK
CHECKED BY: DPS

SHEET 3 OF 8

RECEIVED
By Town Clerk/amb at 4:41 pm, Sep 16, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, July 13, 2021, 6:00 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

I. Chairman Braccio opened the meeting at 6:01 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via both in-person and remote participation to the greatest extent possible. Members of the public and/or parties with a right and/or requirement to attend this meeting may do so in-person. They also may watch or participate in the meeting remotely by finding the meeting at: https://www.southboroughtown.com/remotemeetings. Specific information and the general guidelines for remote participation can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. In the event that, despite best efforts, the public is not able to access the proceedings in real time via those technological means, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Public Comment

None

Chairman Braccio moved agenda item "m" to accommodate Town Clerk Jim Hegarty who was in attendance to notarize the document. Chairman Braccio made a motion to approve the Halloran Property Conservation Restriction. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

III. Scheduled Appointments

Volunteer Interviews

i. Matthew Berger – Economic Development Committee, term through 6/30/24

Chairman Braccio asked Mr. Berger to give his professional background and to describe his interest in this committee. Mr. Berger did so and highlighted his relevant expertise that would benefit the EDC. Chairman Braccio stated EDC Chair John Wood is supportive of this appointment. Ms. Malinowski asked about his goals with the EDC. Mr. Berger explained his interest in opportunities for small business in Town. Mr. Stivers asked if he had any specific suggestions for small businesses to form and foster in Southborough. Mr. Berger replied that he would like to educate himself regarding limitations with downtown and opportunities to meet the needs of small business owners. Mr. Dennington asked if he had thoughts on how to address vacancies in office buildings on Route 9. Mr. Berger described the vacant buildings on Route 9 by Parkerville Road and explained potential opportunity for a small retail facility. Mr. Stivers made a motion to appoint Matthew Berger to the Economic Development Committee, term through 6/30/24. Mr. Healey seconded. The motion passed all in favor (5-0-0).

ii. Isabelle B. Bogdanski – Stewardship Committee & Trails Committee, terms through 6/30/22

Chairman Braccio asked Ms. Bogdanski for a brief background and to describe her motivation for volunteering for these committees. Ms. Bogdanski outlined her educational background in environmental studies and environmental restoration and her desire to help connect residents with the trails available in Southborough. She outlined some initiatives she would like to undertake for both committees. There was discussion regarding appointing her to the Stewardship Committee and promoting the opening for the Trails Committee. Mr. Dennington stated he knew of someone who may be interested who would also be a good fit. Chairman Braccio asked Ms. Bogdanski for her preferences and she responded that she would like both but would choose the Stewardship Committee first. Mr. Healey made a motion to appoint Isabelle B. Bogdanski to the Stewardship Committee, term through 6/30/22 and the Board will promote the opening on the Trails Committee to appoint at the August 17th meeting. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

iii. Karen Wheeler – Capital Planning Committee

Chairman Braccio stated that Jason Malinowski, Chair of the Capital Planning Committee supported Ms. Wheeler. She asked Ms. Wheeler to give her professional background and reason for applying. Ms. Wheeler gave her background in finance and outlined how her skills could help contribute to the committee. Mr. Stivers asked about prospective initiatives she might have for the committee and she replied that she reviewed minutes and agendas but did not have enough information to recommend a path. Mr. Dennington asked about her opinion regarding historic preservation and investing in repairs of older buildings. She responded that there needs to be a balance to preserving historic structures and applying an economic element to the decision. Mr. Healey made a motion to appoint Karen Wheeler to the Capital Planning Committee, term through 6/30/22. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

iv. Noise Bylaw Ad-Hoc Committee

Chairman Braccio laid out the process for the interviews. She invited Mr. Lapine to the podium.

a. Peter Lapine

Chairman Braccio asked why he would like to join the committee. He stated he brought the previous bylaw to Town Meeting and gave background of the process he took to create the first warrant article. Chairman Braccio asked how restrictive he felt a noise bylaw should be. Mr. Lapine stated at a minimum hours and day limitations and noise types should be identified and restricted. Mr. Dennington asked for Mr. Lapine's professional background. Mr. Lapine stated he was retired and described his career in software and development. Mr. Healey clarified that the mandate of the committee is to create a proposed noise bylaw from scratch.

b. Betsy Rosenbloom

Chairman Braccio stated Ms. Rosenbloom withdrew her application.

c. Doris Cahill

Ms. Cahill gave her professional background as a CPA. She explained why she would like to be on the committee and that a bylaw should provide balance. She stated that she does believe in quiet enjoyment and explained her experience on the ZBA. Chairman Braccio asked about her thoughts regarding noise restrictions. Ms. Cahill replied that on a scale of one to ten, she is at an eight. Mr. Healey asked how she would have voted on the previous bylaw and she replied that she felt it needed development and would have voted against it. Mr. Stivers asked how she would interpret balance between rights of peace for residents and rights of small businesses like landscapers. Ms. Cahill explained how she interprets balance between the two including hours for higher volumes and hours for lower volumes.

d. Tabitha Bennet

Chairman Braccio stated Ms. Bennett withdrew her application.

e. Jake Hashash

Mr. Hashash gave background on his skills and expertise with noise measurement and control. He added that his desire to be on the committee is to assist the Town in their first noise bylaw and not to infringe on daily activity for residents or small businesses. He explained his views regarding balance between homeowner rights and small businesses. Mr. Healey asked how he would have voted on the previous bylaw and Mr. Hashash responded that he was not aware of the previous bylaw.

f. Lisa Dunderdale

Ms. Dunderdale gave her background as a health promotion specialist and her interest in the committee regarding health repercussions with loud noises. She stated she was a proponent of the previous noise bylaw brought to Town meeting. She explained her prior issues with construction noise and her challenge for enforcement. Chairman Braccio asked how restrictive she thought the bylaw should be and Ms. Dunderdale stated the Attorney General could provide guidance. Mr. Healey explained the Attorney General's role.

g. Cynthia Foster

Ms. Foster gave her professional background in project management for high-tech companies. She explained her work in Town departments. She said she currently works at a landscaping company and explained the concerns landscapers had with the previously proposed bylaw. She stated she would not support the original bylaw as it was too restrictive, complicated and not enforceable. Ms. Foster stated because of her jobs, she is skilled at conducting research and felt that much research should be done to ensure this bylaw is enforceable. Chairman Braccio asked her how she felt about restrictions and she replied that the homeowners should be allowed to use their property how they like and small business owners should be able to conduct their businesses as well.

h. Karen Muggeridge

Ms. Muggeridge gave a summary of her professional background as a nurse and her interest in public health. She explained that she has experience with construction near her home and why she feels a noise bylaw is important. Ms. Muggeridge gave an outline of her ideas for restrictions and stated she was leaning towards supporting the previously presented bylaw.

i. Krishna Kandarpa

Mr. Kandarpa was not present at the meeting.

Chairman Braccio explained her desire to have a diverse and balanced committee. Mr. Dennington said he felt balance and experience on other committees were important. He stated he is interested in hearing from Dr. Kandarpa as he felt he would make a good member of the committee. He asked the Board hold on a decision until he is heard from. Ms. Malinowski stated balance, understanding of financial impacts and understanding of Open Meeting Law should be a large factor in the layout of the bylaw. There was discussion regarding the candidates and the Board agreed to wait for appointment until they heard from Dr. Kandarpa on the July 22nd meeting. Mr. Healey made a motion to table the appointments for the Noise Bylaw Ad-Hoc Committee until July 22nd to give Dr. Kandarpa the opportunity to appear for an interview. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

The Board went into recess at 7:15 P.M. The Board returned from recess at 7:20 P.M.

Update on new IT position

Chairman Braccio asked to move this item to accommodate IT Manager Jason Montijo. Ms. Hale gave an overview of the job description. There was discussion regarding qualifications and Mr. Montijo described how the description would attract a candidate with the skills he requires. Mr. Purple stated that with Town Meeting scheduled for October, Mr. Montijo plans to outsource services to bridge the gap. Mr. Stivers made a motion to approve the Senior IT Specialist job description as presented. Mr. Healey seconded. The motion passed all in favor (5-0-0).

7:30 P.M.: ADA Hearing – CMRPC presentation of Draft Self-Evaluation and Transition Plan

Chairman Braccio opened the public hearing at 7:33 P.M. She stated that the ADA Committee has called their meeting to order. Mike Kennedy of the Center for Living and Working, Jim Mazik of James M. Mazik, AICP and Connor Robichaud of CMRPC joined the meeting and introduced themselves. Mr. Mazik informed the Board that the self-evaluation and transition plan should be a resource for the Town and provide guidance to the community. He explained the format of the plan and addressed the feedback from the Board that was provided to them. Mr. Mazik outlined the next steps for their review which included the schools. There was discussion regarding funding the projects and changes outlined in the review. Chairman Braccio opened the discussion to the ADA Committee. There was discussion regarding timeframes for changes, waivers, expectations and next steps. Mr. Robichaud and Mr. Mazik outlined many of the suggested updates and changes for the Town to undertake to be more compliant. Issues with Mr. Kennedy's technology were addressed as he was unable to be heard through his remote connection. Chairman Braccio informed the public that the entire document is on the Town website. Mr. Purple asked if Southborough is inline with other similar Towns. Mr. Mazik described other towns that had many more improvements to make and stated that Southborough is better than most towns when it comes to current ADA compliance. Ms. Phaneuf of the ADA Committee asked for the Board's support in asking for CPC funding for many of the suggested projects. Mr. Healey gave his full support and stated the Town may need to rethink the way they currently use CPC funds. Mr. Purple stated that through the MOD process, Complete Streets grants, the funding of the facility maintenance articles and CPC funding, the Town can aggressively work on the suggested list.

Mr. Mazik reminded the Board that the costs listed are estimates and he outlined less costly options for various suggested projects. Ms. Malinowski asked if there were remaining funds from the article for the self-evaluation to put towards this work. Mr. Purple replied that the school study needs to be completed to understand the needs and costs. Bill Sines, Chair of the ADA Committee asked about next steps. Chairman Braccio replied that prioritizing the list of suggested updates would be the first step. Mr. Healey stated that this will be a topic for the Board's August goal setting meeting.
Tim Litt (148 Woodland Road) stated that he made a lot of comments on the report and it was not distributed. He asked that they be distributed and reviewed.

Chairman Braccio moved agenda item "p." Ms. Malinowski gave an update on the shared IMA for Health shared services. She said both Town Counsel from Southborough and Northborough have reviewed and made minor revisions. She hopes that the Board and the Board of Health will sign off on the document soon. Mr. Healey made a motion to approve the Approval of Revised Health Shared Services IMA as written and presented. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

IV. Reports

Chairman's Report

j. Downtown District bylaw update

Chairman Braccio stated that Judi Barrett reviewed the draft design guidelines and she will continue to work with Ms. Connelly and Ms. Barrett to improve upon these. She added that Mr. Wood is comfortable with funding two hours of Ms. Barrett's time through the EDC consulting budget. Chairman Bracco informed the Board that the Planning Board will hold its first public hearing on this matter on July 19th.

k. July 22 meeting

Chairman Braccio informed the Board that the Historical Commission is unable to attend the July 22nd meeting but will have Town Counsel present to answer process questions. She stated they will discuss the Noise Bylaw Ad-Hoc Committee on the 22nd as well.

Members' Reports

i. Halloran property access update

Mr. Stivers informed the Board that a request was sent to MASSDOT and they are awaiting a response.

ii. Master Plan Committee update

Mr. Stivers updated the Board on the Master Plan Committee's position on the Downtown District bylaw. He said that as a board made up of representatives of other committees, they are not comfortable taking a position without the support of those respective boards and committees. He added that the Downtown District bylaw is inline with a major goal of the Master Plan Committee and he believes most boards and committees will be in support.

iii. YFS Strategic Plan presentation

Ms. Malinowski informed the Board that a strategic plan was done for Youth and Family Services by Ann Budner of ABudner Strategy Consulting. She stated the plan will be presented this evening through Zoom and she encouraged the public to watch.

Town Administrator Report

i. Update on new IT position

Mr. Purple stated this was taken care of and thanked the Board for their support.

ii. Police grant award

Mr. Purple stated that Chief Paulhus applied for the Executive Office of Public Safety and Security Competitive Grant and received $7,500.

iii. EOY update

Mr. Purple stated that the budgets are not yet finalized for fiscal year 2021 as there is another warrant but added that it will be included in the next quarterly update. He outlined the reserve fund transfers of $30,498.47 for fiscal year 2021. He explained each request which included $8,445 for the Board of Health, $997.81 for the Town Clerk, $7,759.47 for Facilities Department, $2586.19 for the school court judgement and $1,700 for Advisory. Ms. Malinowski asked if there were any interdepartmental transfers and Mr. Purple replied that there were not.

Mr. Purple updated the Board regarding SAM recording the Board meetings. He said the SAM Board has voted and approved the equipment needed to repair their system and an additional quote for Zoom integration. He explained that it can be used with or without SAM recording the meeting and

once that is setup they will look to duplicate the same system in the training room at the Public Safety Building.

Mr. Purple informed the Board that the Senior Tax Work-Off applications have been coming in and the submission deadline is open through the end of the week. He advised those submitting applications to do so through the drop box at the Senior Center.

V. Consent Agenda

a. Chairman Braccio asked to hold agenda item, "a." Chairman Braccio thanked Ms. Barry for her diligence in completing the meeting minutes. Chairman Braccio, Ms. Malinowski, Mr. Dennington and Mr. Stivers provided revision requests for the meeting minutes listed. Ms. Malinowski asked to hold the approval of the May 10, 2021 minutes to confirm a line regarding the Board of Health budget. The Board agreed. Mr. Healey made a motion to approve the May 4, 20201 regular session minutes as amended. Mr. Stivers seconded. The motion passed all in favor (4-0-1). Mr. Dennington abstained. Mr. Healey made a motion to approve the June 1, June 15 and June 22, 2021 regular session meeting minutes as amended. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

b. Mr. Healey made a motion to accept Luisa Vargas' resignation from Trails Committee, effective June 17, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

c. Mr. Healey made a motion to approve 1-day Alcohol License Application on behalf of RxAdvance events:

i. Flora's Wine Bar / Andrew Li, July 16, 2021 Employee Appreciation
ii. Latitude Beverage, July 23, 2021 Company Outing

Mr. Stivers seconded. The motion passed all in favor (5-0-0).

d. Chairman Braccio asked to hold agenda item, "d." She stated she would like Mr. Healey to speak to items "d, e and f." Accept donations from St. Mark's School totaling $88,050.00.

e. Chairman Braccio asked to hold agenda item, "e." Accept donations from Fay School totaling $20,000.00.

f. Chairman Braccio asked to hold agenda item, "f." Accept Recreation Department donations totaling $7,000.00 to support 2021 Southborough Summer Nights event.

Mr. Healey stated that he felt this was a successful year working with Fay and St. Mark's Schools. He spoke to past commitments from both schools compared to what is being contributed this year. He added both schools stated they appreciated the process and are amenable to ongoing discussions regarding contributing to the funding of the Town. Mr. Healey stated that they funded part of the Summer Nights event. He explained in-kind payments that both schools have contributed. Mr. Healey stated that Fay School and St. Mark's School would like to attend a meeting to speak to the Board. Mr. Healey made a motion to accept agenda items d, e, and f. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

g. The Board discussed the changes made to the remote participation form and the reasons for the changes. Mr. Healey voiced his concerns regarding meeting remotely and encouraged all boards and committees to meet in person if possible. Mr. Dennington made a motion to approve the revised policy and form for Remote Participation. Mr. Healey seconded. The motion passed all in favor (5-0-0).

h. Mr. Healey made a motion to appoint new Constables: Jonjy Ananth, Rajoo Ananth. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

i. Mr. Healey made a motion to appoint Student Officer Tyler Lu to Probationary Police Officer, effective July 2, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

j. Mr. Healey made a motion to appoint Jason Montijo, IT Manager:

i. Southborough Emergency Planning Committee, IT Representative (unlimited term)
ii. Municipal Technology Committee, IT Manager, Ex-Officio (unlimited term)

Mr. Stivers seconded. The motion passed all in favor (5-0-0).
k. Mr. Healey made a motion to appoint Marty Healey as MWRTA representative, term to expire 6/30/2022. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
l. Mr. Healey made a motion to appoint Police Chief Paulhus to the Noise Bylaw Ad-hoc Committee, Ex-Officio member, term 6/30/22. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
m. The approval of the Halloran Property Conservation Restriction was addressed at the beginning of the meeting.
n. Mr. Healey made a motion to award FY22 Heating Oil Contract to Falconi Energy as recommended by John Parent, Director of Facilities. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
o. Mr. Healey made a motion to award the contract for Space Needs Study. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
p. This item was addressed earlier in the meeting.
q. Mr. Healey made a motion to appoint the Facilities Maintenance position. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
r. Mr. Healey made a motion to accept the resignation of Chelsea Malinowski from SHOPC. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
s. Mr. Healey made a motion to approve departmental expenditures for FY21 per Financial policy. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

VI. Other Matters Properly Before the Board

Assignment of Board members as Department Liaisons

Chairman Braccio asked if the Board had any issues or concerns regarding the liaison assignments. Mr. Stivers asked about liaisons with the schools. There was discussion and it was agreed to review this item at the goal setting meeting in August.

Review of Special Municipal Employee designations

Chairman Braccio stated that in order for Andrew Pfaff to continue on the Advisory Committee, he would require this designation. She summarized the decision for EDC members to hold the designation. The Board agreed to leave the designations that are in place and to remove the designation for Special Counsel to the Conservation Commission for the Park Central project. Mr. Purple stated he will inform the Town Clerk of this decision.

Request to raise the Indian flag to commemorate India's 75th Independence Day celebration

Chairman Braccio stated that the Veterans submitted the section of the Massachusetts General Laws that outlines the requirements for flying another country's flag. Chairman Braccio suggested creating a proclamation instead of flying the Indian flag. The Board agreed and Chairman Braccio asked Mr. Purple to begin working on the creation of a proclamation for the July 22nd meeting.

Discussion of potential items for ARPA funding

Ms. Malinowski stated that Ms. Hale reached out to department heads and boards and committees for suggestions regarding the spending of the ARPA funding allotted to Southborough. She said she is looking for high priority projects and changes to guidelines are anticipated. She stated that Carla McAuliffe, Town Accountant suggested the Board reach out to DPW Superintendent Karen Galligan regarding infrastructure needs. Ms. Malinowski stated the needs must be prioritize and asked the Board if a working group should be created. Mr. Stivers and Mr. Healey agreed that a working group would not be needed and may slow progress. Mr. Dennington suggested the Board look at a larger and more ambitious project as he views this funding as once in a lifetime. Ms. Malinowski cautioned the Board to ensure they followed the four Connors of the Federal guidelines. The Board agreed to put this item on the June 22nd goal setting agenda.

Discussion of Special Town Meeting date

Chairman Braccio stated that concerns were raised from the Chair of the Planning Board regarding timing of required public hearings for warrant articles for the October 4th date. She added that there could be potential timing issues from the Assessor with setting the tax rate. Chairman Braccio proposed a new Town Meeting date of November 1st. Mr. Healey made a motion to reset the date for Special Town Meeting from October 4, 2021 to November 1, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0). Chairman Braccio stated she will speak to the Town Moderator before the July 22nd meeting.

VII. Public Comment

None

At 10:26 P.M. the Board entered into Executive Session per M.G.L. Chapter 30A, Section 21, and not returning to Open Session, to comply with, or act under the authority of, any general or special law (Exemption 7) to review and approve the Executive Session minutes of May 10, 2021 and June 15, 2021; and to discuss strategy with respect to litigation (assignment of pending legal cases), as the Chair has determined that an open meeting may have a detrimental effect on the Town's litigating position (Exemption 3) by roll call vote, Malinowski, aye; Healey, aye; Dennington, aye; Stivers, aye; Braccio, aye.

Upcoming Meetings
August 17, 2021
September 8, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the July 13, 2021 BOS Meeting:

- Citizen Activity Form, Matthew Berger
- Citizen Activity Form, Isabella Bogdanski
- Citizen Activity Form, Karen Wheeler
- Noise Bylaw Ad-hoc Committee Charge
- Citizen Activity Form, Peter LaPine
- Citizen Activity Form, Beth Rosenbloom
- Citizen Activity Form, Doris Cahill
- Citizen Activity Form, Tabitha Bennett
- Citizen Activity Form, Jake Hashash
- Citizen Activity Form, Lisa Dunderdale
- Citizen Activity Form, Cynthia Foster
- Citizen Activity Form, Karen Muggeridge
- Citizen Activity Form, Krishna Kandarpa
- Feedback from ADA Self-Assessment draft report
- SEMA Info Summary Sheet - Edited Version for ADA Compliance Planning
- Letter from Vanessa Hale to Personnel Board re_Senior IT Specialist 7.8.21
- Draft Regular Session Minutes, May 4, 2021
- Draft Regular Session Minutes, May 10, 2021

- Draft Regular Session Minutes, June 1, 2021
- Draft Regular Session Minutes, June 15, 2021
- Draft Regular Session Minutes, June 22, 2021
- Letter of Resignation, Luisa Vargas
- Application for One-Day Alcohol License, RxAdvance
- Letter to Lisa Braccio from St Mark's School re: Donations
- Letter to Mark Purple from Fay School re: Donation
- Letter from Tim Davis to BOS re: Consent Agenda Request — Donation Acceptance
- Remote Participation Request Form
- Remote Participation Policy, Draft 210625
- Town of Southborough Constable Application Requirements
- Application for Constable Appointment, Jonjy Ananth
- Application for Constable Appointment, Rajoo Ananth
- Letter from Chief Paulhus to BOS re_Officer Tyler Lu, Pay Status 6.30.21
- Boards and Committees Detail View, MTC and SEPC
- Letter to Lisa Braccio from MWRTA re_MWRTA Advisory Board
- Halloran CR - Approved for Signatures
- Conditions for quoting, quote summary sheet, subject bid for purchase of num. 2 fuel oil fy22
- IMA for Local Public Health Services
- Letter from John Parent to BOS re: Consent to Hiring of New Employee
- Chelsea Malinowski, Letter of Resignation from SHOPC
- Letter from Chief Paulhus to BOS re: Police FY21 Budget
- BOS Liaison List
- Letter from Jim Hegarty to Carolyn Teehan, Ethics Commission
- Letter from John Wood of the EDC to BOS 6.21.21
- Letter from Sutanuka Basu to BOS re: Indian and US Flag Raising Event 2021
- Letter from Representative Dykema re: ARPA Funding
- Local Input Requests - Federal Stimulus Funding
- Transition Plan Estimate Costs
- MGL Part IV, Title I, Chapter 264, Section 8

TOWN OF SOUTHBOROUGH
Application to the Selectmen for
Constable Appointment

Authority governing the appointment of Constables in the Town of Southborough is found in Massachusetts General Laws, Chapter 41, § 91B. Please return application to the Board of Selectmen's Office, 17 Common Street, Southborough MA 01772. Incomplete applications will not be considered.

1. Name JONJY ANANTH D.O.B. 07/31/1985

2. Permanent Residence 14 LAMPLIGHTER DRIVE, SHREWSBURY, MA 01545

3. Telephone: 617-543-6366 Email: jonjy.ananth@jonjy.com

4. Social Security Number: 0 1 1 - 7 6 - 9 4 4 4

5. I am legally authorized to work in the U.S.: Yes [X] No [ ]

6. Statement of reasons for seeking appointment as a Constable (please indicate whether you will be working independently or plan to be employed by another constable, attorney or other organization). Use extra pages as necessary:

My aim is to serve senior and diverse communities to help them connect to resources to avoid eviction while protecting the rights of community members as an independent constable.

7. Statement of your qualifications to fulfill duties of Constable:

Constable for the Town of Shrewsbury for 5 yrs

8. Statement of your experience in duties of a Constable – Describe specific types of service and fee schedule:

We serve civil notice, process, and warrant orders in cases related to: Notice to quit, Eviction, Child Support, Divorce, Summons-Process Subpoena, Lawsuit Complaint, Warrants, Guardianship, Conservatorship, Child visitation and Adoption

General Fee Schedule per MGL part VI ch 262 sec 8: $ 20 for original summons; $30 complaint for divorce; $30 Attachment on mesne process of land or of any leasehold estate plus recording fee; $10 writ of replevin

9. Availability for service as Constable – indicate specific times, days, weeks or months:

24/7

10. Municipalities where you currently serve or have served recently as Constable (please include dates): Town of Shrewsbury--June 2016 to June 2021

11. Additional information you would like to supply: Testimonial from client-posted in Google reviews

"Our California firm needed a subpoena issued and served in Massachusetts. I highly recommend Johjyi Jonjy was a one stop shop! Very professional kept us apprised at every step and most importantly got it done correctly! In the past we had used other services in the area and it was a mess! So glad we found Jonjy. Hire Jonjy if you want your work done correctly and efficiently!"
-Rose G. V.

NEW APPLICANTS ONLY:

I understand that the Police Chief shall review my application and conduct a background check prior to making a recommendation to the Board of Selectmen as to whether I am suitable for appointment as a Town of Southborough constable. I agree to fully cooperate with this process.

Appointees understand that violation of any of the Town of Southborough Qualifications for Constables may result in immediate disqualification from the position of constable.

I further understand that appointment as a constable does not constitute employment with the Town of Southborough or the Southborough Police Department or the Commonwealth.

I certify, under pains and penalties of perjury, that I have completed this application truthfully.

Applicant's Signature _____ Date June 9, 2021

Jonjy Ananth

This certifies that the Southborough Police Department has investigated the reputation and character of the above named applicant and finds him/her _____(suitable)_____unsuitable for appointment as constable.

K. Paulhus
Chief of Police

6/23/21
Date

Pursuant to M G L. Chapter 41, §91B, this application must be accompanied by the signatures of five reputable citizens of the City or Town where the Applicant resides, one of whom shall be an attorney at law currently licensed to practice in the Commonwealth.

We, the undersigned, hereby attest to the good moral character and integrity of said applicant and that the applicant is possessed of sufficient qualifications and abilities to discharge the duties of the office of constable:

(For <u>new applicants</u>, letters of reference from the below signed must also be enclosed).

1. SRINIVASA PENUBARTHI 2 Stonybrook Ln, Shrewsbury 8475726 — Name (Please Print) | Residential Address (NO P.O. Box) | Phone | Signature

2. NIRMALA K SARVEPALLI 2 Stonybrook Ln Shrewsbury 508-904-8536 — Name (Please Print) | Residential Address (NO P.O. Box) | Phone | Signature

3. MANI MARIAPPAN 1 Bayberry Circle Shrewsbury, MA 01545 508-842-2817 — Name (Please Print) | Residential Address (NO P.O. Box) | Phone | Signature

4. PRIYA R. SUBRAMANIAN 1 BAYBERRY CIRCLE SHREWSBURY, MA 01545 508-842 2817. — Name (Please Print) | Residential Address (NO P.O. Box) | Phone | Signature

5. CHRISTOPHER G MEHNE 8 WILTSHIRE DR. SHREWSBURY, MA 01545 508-517-2333 — Name (Please Print) | Residential Address (NO P.O. Box) | Phone | Signature

(ATTORNEY)

BOWDITCH

Bowditch & Dewey, LLP
311 Main Street PO Box 15156 Worcester, MA 01615
508-791-3511 bowditch.com

Christopher G. Mehne
Direct telephone: 508-926-3421
Direct facsimile: 508-929-3080
Email: cmehne@bowditch.com

June 8, 2021

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

Re: Jonjy Ananth, MD

Dear Members of the Board of Selectmen:

I am pleased to recommend Dr. Jonjy Ananth for appointment as a Constable for the Town of Southborough. In my opinion he is an individual of good moral character, and I would recommend him to my law partners and other attorneys to employ his services as a Constable if he is appointed to this position.

Very truly yours,

Christopher G. Mehne

CGM:hs

C: Jonjy Ananth, MD (via email)

Nirmala K Sarvepalli
2 Stonybrook Ln
Shrewsbury MA 01545
Date: 06/08/2021

To Whom it may Concern.

Re: **Personal Reference - Jonjy Ananth**

I have known **Jonjy Ananth who lives In 14 Lamplighter Drive, Shrewsbury, MA 01545** for over seven years as a neighbour and kind harted man who is committed to help and serve the community. He has been helping senior citizens and the community actively since I have known him. He is is well known in the community for his courteous, dependable and conscientious characteristics.

If you have any questions regarding Jonjy, Please feel free to reach out to me.

Sincerely,
S. Nirmala Kumari

Nirmala K Sarvepalli
2 Stonybrook Lane
Shrewsbury 01545
Ph : (508) 904 8576

Srinivasa Rao Penubarthi
2 Stonybrook Ln
Shrewsbury MA 01545
Date: 06/08/2021

To Whom it may Concern,

Re: **Personal Reference - Jonjy Ananth**

I have known **Jonjy Ananth who lives in 14 Lamplighter Drive, Shrewsbury, MA 01545** for over seven years as a neighbour and kind harted man who is committed to help and serve the community. He has been helping senior citizens and the community actively since I have known him. He is is well known in the community for his courteous, dependable and conscientious characteristics.

If you have any questions regarding Jonjy, Please feel free to reach out to me.

Sincerely,

Srinivasa Rao Penubarthi
2 Stonybrook Lane
Shrewsbury 01545
Ph : (847) 571 7362

Mani Mariappan

1 Bayberry Circle, Shrewsbury, MA 01545 – 508-842-2817

mani_mariappan@townisp.com

June 6, 2021

Town of Southborough

To whom it may concern:

I am writing this letter to recommend Jonjy Ananth for the position of Constable in the Town of Southborough, MA. I have known Jonjy since he was born. He lives in 14 Lamplighter Drive, Shrewsbury MA 01545. He is a highly qualified candidate for the position of Constable for the town of Southborough and will be a big asset to the community.

If you have any questions, please feel free to contact me.

Thanks,

Mani Mariappan

Mani Mariappan

Priya R. Subramanian

1 Bayberry Circle, Shrewsbury, MA 01545

508-842-2817

priya@townisp.com

June 6, 2021

Town of Southborough

To whom it may concern:

I am privileged to write this letter of recommendation for Jonjy Ananth for the position of Constable in the Town of Southborough, MA. I have known Jonjy for over twenty years. He lives in 14 Lamplighter Drive, Shrewsbury MA 01545. He is a highly qualified candidate for the position of Constable for the town of Southborough and will be a big asset to the community.

Please feel free to contact me, if you have any questions.

Sincerely,

Priya R. Subramanian

Priya R. Subramanian

CORI CHECK ACKNOWLEDGMENT

I, JONTY AINANTH residing at

14, LAMPLIGHTER DR, SHREWSBURY, MA-01545

Massachusetts, acknowledge that a Criminal Offender Record Information (CORI) check will be performed as part of the Town of Southborough appointment process. I further acknowledge that a refusal to allow the CORI check to be performed will cause my application to no longer be considered.

Signature

June 9, 2021

Date

TOWN OF SOUTHBOROUGH
Application to the Selectmen for
Constable Appointment

Authority governing the appointment of Constables in the Town of Southborough is found in Massachusetts General Laws, Chapter 41, § 91B. Please return application to the Board of Selectmen's Office, 17 Common Street, Southborough MA 01772. Incomplete applications will not be considered.

1. Name RAJOO ANANTH D.O.B. 10/11/1947

2. Permanent Residence 14 LAMPLIGHTER DRIVE, SHREWSBURY, MA 01545

3. Telephone: 774-232-6251 Email: rajoo.ananth@gmail.com

4. Social Security Number: 220-92-3570

5. I am legally authorized to work in the U.S.: Yes [X] No [ ]

6. Statement of reasons for seeking appointment as a Constable (please indicate whether you will be working independently or plan to be employed by another constable, attorney or other organization). Use extra pages as necessary:

   Aim to serve seniors and diverse communities with particular expertise in Indian-American communities, crisis management and domestic violence prevention-Independent Constable

7. Statement of your qualifications to fulfill duties of Constable:

   Constable for the Town of Shrewsbury for 20 plus yrs

8. Statement of your experience in duties of a Constable – Describe specific types of service and fee schedule:

   We serve civil notice, process, and warrant orders in cases related to: Notice to quit, Eviction, Child Support, Divorce, Summons-Process Subpoena, Lawsuit Complaint, Warrants, Guardianship, Conservatorship, Child visitation and Adoption
   General Fee Schedule per MGL part VI ch 268 sec 8: $ 20 for original summons; $30 complaint for divorce; $20 Attachment on mesne process of land or of any leasehold estate plus recording fee; $10 writ of replevin

9. Availability for service as Constable – indicate specific times, days, weeks or months:

   24/7

10. Municipalities where you currently serve or have served recently as Constable (please include dates):Town of Shrewsbury--June 1992 to June 2021

11. Additional information you would like to supply:

NEW APPLICANTS ONLY:

I understand that the Police Chief shall review my application and conduct a background check prior to making a recommendation to the Board of Selectmen as to whether I am suitable for appointment as a Town of Southborough constable. I agree to fully cooperate with this process.

Appointees understand that violation of any of the Town of Southborough Qualifications for Constables may result in immediate disqualification from the position of constable.

I further understand that appointment as a constable does not constitute employment with the Town of Southborough or the Southborough Police Department or the Commonwealth.

I certify, under pains and penalties of perjury, that I have completed this application truthfully.

Applicant's Signature _____ Date June 05, 2021

Ratoo Ananth

This certifies that the Southborough Police Department has investigated the reputation and character of the above named applicant and finds him/her ____(suitable)____unsuitable for appointment as constable.

_____ 6/23/21

Chief of Police Date

Pursuant to M.G.L. Chapter 41, §91B, this application must be accompanied by the signatures of five reputable citizens of the City or Town where the Applicant resides, one of whom shall be an attorney at law currently licensed to practice in the Commonwealth.

We, the undersigned, hereby attest to the good moral character and integrity of said applicant and that the applicant is possessed of sufficient qualifications and abilities to discharge the duties of the office of constable:

(For <u>new applicants</u>, letters of reference from the below signed must also be enclosed).

Name (Please Print)	Residential Address (NO P.O. Box)	Phone	Signature
1. SRINIVASA PENUBARTHI	2 Stonybrook Ln, Shrewsbury	8475 7362	
2. NIRMALA K SARVEPALLI	2 Stonybrook Ln Shrewsbury	508-904-8576	S. Nirmala Kumari
3. MANI MARIAPPAN	1 Bayberry Circle Shrewsbury, MA 01545	508-842-2817	Mani Mariappan
4. PRIYA R. SUBRAMANIAN	1 BAYBERRY CIRCLE SHREWSBURY, MA 01545	508-842-2817	Priya R. Subramanian
5. Brian Murphy	25 winchester dr Shrewsbury, MA 01545	508-409-3124	

MURPHY & RUDOLF, LLP
1 Mercantile Street, Suite 740 Worcester, MA 01608
Tel: (508) 425-6330 Fax: (508) 536-0834
www.murphyrudolf.com

VIA ELECTRONIC DELIVERY

July 9, 2021

Board of Selectman
Town of Southborough
17 Common Street
Southborough, MA 01772

RE: CONSTABLE APPLICATION FOR RAJOO ANATH

Dear Board of Selectman,

I write to enthusiastically recommend Dr. Rajoo Anath for appointment as Constable for the Town of Southborough. In my opinion he is of excellent moral character and would be an asset to the town as an Constable.

Very truly yours,

Brian E. Murphy

Mani Mariappan

1 Bayberry Circle, Shrewsbury, MA 01545 – 508-842-2817

mani_mariappan@townisp.com

June 6, 2021

Town of Southborough

To whom it may concern:

I am writing this letter to recommend Rajoo Ananth for the position of Constable in the Town of Southborough, MA. I have known Rajoo for the last 30 years. He lives in 14 Lamplighter Drive, Shrewsbury MA 01545. He is a highly qualified candidate for the position of Constable for the town of Southborough and will be a big asset to the community.

If you have any questions, please feel free to contact me.

Thanks,

Mani Mariappan

Mani Mariappan

Priya R. Subramanian

1 Bayberry Circle, Shrewsbury, MA 01545

508-842-2817

priya@townisp.com

June 6, 2021

Town of Southborough

To whom it may concern:

I am privileged to write this letter of recommendation for Rajoo Ananth for the position of Constable in the Town of Southborough, MA. I have known Rajoo for over thirty years. He lives in 14 Lamplighter Drive, Shrewsbury MA 01545. He is a highly qualified candidate for the position of Constable for the town of Southborough and will be a big asset to the community.

Please feel free to contact me, if you have any questions.

Sincerely,

Priya R. Subramanian

Priya R. Subramanian

Nirmala K Sarvepalli
2 Stonybrook Ln
Shrewsbury MA 01545
Date: 06/08/2021

To Whom it may Concern,

Re: **Personal Reference - Rajoo Ananth**

I have known **Rajoo Ananth who lives in 14 Lamplighter Drive, Shrewsbury, MA 01545** for over seven years as a neighbour and kind harted man who is committed to help and serve the community. He has been helping senior citizens and the community actively since I have known him. He is is well known in the community for his courteous, dependable and conscientious characteristics.

If you have any questions regarding Rajoo, Please feel free to reach out to me.

Sincerely,

Nirmala K Sarvepalli
2 Stonybrook Lane
Shrewsbury 01545
Ph : (508) 904 8576

Srinivasa Rao Penubarthi
2 Stonybrook Ln
Shrewsbury MA 01545
Date: 06/08/2021

To Whom it may Concern.

Re: **Personal Reference - Rajoo Ananth**

I have known **Rajoo Ananth who lives in 14 Lamplighter Drive, Shrewsbury, MA 01545** for over seven years as a neighbour and kind harted man who is committed to help and serve the community. He has been helping senior citizens and the community actively since I have known him. He is is well known in the community for his courteous, dependable and conscientious characteristics.

If you have any questions regarding Rajoo, Please feel free to reach out to me.

Sincerely,

Srinivasa Rao Penubarthi
2 Stonybrook Lane
Shrewsbury 01545
Ph : (847) 571 7362

CORI CHECK ACKNOWLEDGMENT

I, RAJOO ANANTH residing at

14, LAMPLIGHTER DR, SHREWSBURY, MA-01545

Massachusetts, acknowledge that a Criminal Offender Record Information (CORI) check will be performed as part of the Town of Southborough appointment process. I further acknowledge that a refusal to allow the CORI check to be performed will cause my application to no longer be considered.

Signature

JUNE 08, 2021

Date

Login

Town of Southborough Massachusetts

Boards and Committees Information System

Notice of Mandatory Conflict of Interest Law Requirements

Main Menu | Boards & Committees | Members | New Citizen Activity Form | Reports

Boards & Committees Detail View

Name: MUNICIPAL TECHNOLOGY COMMITTEE

Active Members: 7

Vacant Terms: 1

Appointed By: SELECTMEN / LIBRARY TRUSTEES/SCHOOL COMMITTEE

Charge: THE MTC SHALL, AS MORE FULLY DESCRIBED IN THE ENTIRETY OF THIS ARTICLE VIII , ADDRESS MATTERS OF TECHNOLOGY IN THE TOWN, INCLUDING BUT NOT LIMITED TO: INFORMATION DELIVERY; ENSURING ACCESS TO COMMUNICATIONS TECHNOLOGY; INCREASING THE EFFICIENCY OF TRANSACTIONS INVOLVING THE TOWN; AND ENSURING THE EFFECTIVE DEPLOYMENT OF INFRASTRUCTURE FOR THE TOWNS OPERATIONS AND THE TOWNS CITIZENS.

THE MTC SHALL WORK TO ENSURE THAT ALL TOWN ENTITIES UTILIZE TECHNOLOGY IN A COMMON, EFFECTIVE AND COST EFFECTIVE MANNER FOR THE BENEFIT OF THE TOWN, ITS OPERATIONS AND ITS RESIDENTS.

List Terms

	Label	Include in Quorum	Initial Length	Normal Length	Current Member	Position	Current End Date	Next Expiration Date
1.	IT MANAGER - EX OFFICIO	☐	Unlimited Term	Unlimited Term	**Vacant** Apply Here			No Expiration Date
2.	LIBRARY TRUSTEES APPOINTMENT	☑	3 Year(s)	3 Year(s)	Matthew Jared Probst	CHAIR	06/30/2021	02/05/2024
3.	SCHOOL COMMITTEE APPOINTMENT	☑	3 Year(s)	3 Year(s)	Jeffrey Bradbury		06/30/2021	04/25/2023
4.	BOARD OF SELECTMEN APPOINTMENT	☑	3 Year(s)	3 Year(s)	Larry S. Samberg		06/30/2022	04/25/2023
5.	BOARD OF SELECTMEN APPOINTMENT	☑	3 Year(s)	3 Year(s)	Angela K Varner		06/30/2022	06/30/2022
6.	SCHOOL COMMITTEE APPOINTMENT	☑	3 Year(s)	3 Year(s)	William B. Warren		06/30/2020	04/25/2023
7.	LIBRARY DIRECTOR - EX OFFICIO	☐	Unlimited Term	Unlimited Term	Ryan Donovan	EX-OFFICIO	No Expiration Date	No Expiration Date
8.	SCHOOL DISTRICY TECHNOLOGY MANAGER	☐	Unlimited Term	Unlimited Term	Andrew Mariotti	EX-OFFICIO	No Expiration Date	No Expiration Date

Login

Town of Southborough Massachusetts

Boards and Committees Information System

Notice of Mandatory Conflict of Interest Law Requirements

Main Menu | Boards & Committees | Members | New Citizen Activity Form | Reports

Boards & Committees Detail View

Name: SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE(SEPC) - SARA TITLE III

Active Members: 30

Vacant Terms: 6

Appointed By: SELECTMEN

Charge: THE SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE – SEPC – IS AN ASPECT OF THE SOUTHBOROUGH EMERGENCY MANAGEMENT AGENCY (SEMA) CHARGED WITH ALL-HAZARDS EMERGENCY PLANNING FOR THE TOWN OF SOUTHBOROUGH.

UNDER 49 CFR SARA TITLE III, THE SEPC IS ALSO RESPONSIBLE FOR MAINTAINING INFORMATION ON AND DEVELOPING EMERGENCY RESPONSE PLANS FOR LOCALLY USED/STORED HAZARDOUS MATERIALS AND THOSE THAT TRAVEL THROUGH TOWN VIA ROAD AND RAIL.

THE MISSION OF SOUTHBOROUGH EMERGENCY MANAGEMENT AGENCY (SEMA) IS TO IMPROVE COMMUNITY SAFETY, REDUCE INJURY & DAMAGE AND ENHANCE THE COMMUNITY'S ABILITY TO QUICKLY RETURN TO NORMAL FUNCTIONS FOLLOWING DISASTERS AND SIGNIFICANT EMERGENCIES. THIS IS ACCOMPLISHED THROUGH THE COORDINATED EFFORTS OF TOWN DEPARTMENTS; LOCAL, STATE, FEDERAL AND NON-GOVERNMENTAL ORGANIZATIONS; PRIVATE BUSINESSES AND VOLUNTEERS FOLLOWING THE EMERGENCY MANAGEMENT CYCLE OF: PREVENTION/EDUCATION, PREPAREDNESS, RESPONSE, RECOVERY & MITIGATION.

"ENHANCING COMMUNITY SAFETY THROUGH EDUCATION & PREPAREDNESS"

List Terms

	Label	Include in Quorum	Initial Length	Normal Length	Current Member	Position	Current End Date	Next Expiration Date
1.	COMMUNICATIONS OFFICER	☑	Unlimited Term	Unlimited Term	**Vacant** Apply Here			No Expiration Date
2.	GIS/ENGINEER REP	☑	Unlimited Term	Unlimited Term	**Vacant** Apply Here			No Expiration Date
3.	ANIMAL PROTECTION LIAISON	☑	Unlimited Term	Unlimited Term	**Vacant** Apply Here			No Expiration Date
4.	NSTAR LIAISON	☑	Unlimited Term	Unlimited Term	**Vacant** Apply Here			No Expiration Date
5.	PUBLIC SCHOOLS REP	☑	Unlimited Term	Unlimited Term	**Vacant** Apply Here			No Expiration Date
6.	IT REPRESENTATIVE	☑	Unlimited Term	Unlimited Term	**Vacant** Apply Here			No Expiration Date
7.	EMERGENCY RESPONSE COORDINATOR	☑	Unlimited Term	Unlimited Term	Neal P. Aspesi	CHAIR	No Expiration Date	No Expiration Date
8.	FIRE CHIEF AND DEPUTY EMERGENCY MGNT DIRECTOR	☑	Unlimited Term	Unlimited Term	Steven E. Achilles		No Expiration Date	No Expiration Date
9.	HAZARDOUS MATERIALS REP	☑	Unlimited Term	Unlimited Term	Dana Amendola		No Expiration Date	No Expiration Date
10.	BOS REP	☑	Unlimited Term	Unlimited Term	Lisa M. Braccio		No Expiration Date	No Expiration Date
11.	RECEPTION CARE	☑	Unlimited Term	Unlimited Term	Lisa M. Braccio		No Expiration Date	No Expiration Date
12.	COMMUNITY EMERGENCY RESPONSE & MRC	☑	Unlimited Term	Unlimited Term	Matthew F. Braccio		No Expiration Date	No Expiration Date
13.	MARLBORO HOSPITAL LIAISON	☑	Unlimited Term	Unlimited Term	Annette Casco		No Expiration Date	No Expiration Date
14.	YOUTH & FAMILY SERVICES REPRESENTATIVE	☑	Unlimited Term	Unlimited Term	Sarah A. Cassell		No Expiration Date	No Expiration Date

Liaison List

Marty Healey
Current: Building, Personnel, Historical, Arts Council
New: Building, Trails, Police

Chelsea Malinowski
Current: Youth & Family Services, Council on Aging, Finance
New: Youth & Family Services, Council on Aging, Finance

Sam Stivers
Current: Fire, Board of Health, IT
New: IT, Board of Health, Conservation Commission, Personnel Board, ADA Committee

Andrew Dennington
Current: N/A
New: EDC, DPW, Planning Board

Lisa Braccio:
Current: Police, EDC, Recreation
New: Fire, Recreation, Library

Added Depts/Committee:
Conservation Commission
Planning Board

Lori Esposito

From: Mark Purple
Sent: Thursday, July 08, 2021 10:49 AM
To: Lori Esposito
Subject: FW: SHOPC Resignation

For the packet. Thx.

Mark

From: Chelsea Malinowski <cmalinowski@southboroughma.com>
Sent: Thursday, July 8, 2021 10:45 AM
To: Lisa Braccio <lbraccio@southboroughma.com>
Cc: Jim Hegarty <jhegarty@southboroughma.com>; Mark Purple <mpurple@southboroughma.com>; Doriann Jasinski <djasinski@southboroughma.com>
Subject: SHOPC Resignation

Dear Chairperson Braccio,

Please accept this as my resignation from SHOPC. I have enjoyed my time on the committee and appreciate the opportunity to have worked with a wonderful group over volunteers over the past year. I look forward to supporting affordable housing initiatives that they will bring forward in the future.

Thank you,

Chelsea Malinowski

Board of Selectmen

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: June 27, 2021

Name: Beth A (Betsy) Rosenbloom

Home Address: [redacted]

Mailing Address:

Phone Number(s):

Email Address:

Current Occupation/Employer: Homemaker/Artist-Craftsperson/Retired Attorney/Retired Regulatory Professional

Narrative: I have availability to serve on this committee. My legal skills and experience would be beneficial in drafting a Noise Bylaw. My Town government experience would be beneficial in working with other citizen volunteers and employees, as well as complying with Open Meeting Law in the conduct of the Committee's business. Thank you.

Board(s) / Committee(s): NOISE BYLAW AD-HOC COMMITEE CHARGE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: July 4, 2021

Name: Cynthia R Foster

Home Address: [redacted]

Mailing Address:

Phone Number(s):

Email Address:

Current Occupation/Employer: Retired

Narrative: I am concerned that the original proposed by-law was far too restrictive and impossible to enforce. I am a Town of Southborough retiree and am familiar with the requirements of committee members and the Town Meeting process. I currently work part time for a landscape company and would like to participate in a committee that works to develop a bylaw that Southborough needs, is enforceable, and will still allow landscape vendors to operate in Town.

Board(s) / Committee(s): NOISE BYLAW AD-HOC COMMITEE CHARGE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: July 1, 2021

Name: Doris Cahill

Home Address: [redacted]

Mailing Address:

Phone Number(s):

Email Address:

Current Occupation/Employer: Self/semi retired

Narrative: I serve as alternate on Southborough Zoning Board of Appeals and would like to bring this perspective to the committee. I am a resident of Southborough for 21 years and am dedicated to well thought out, manageable bylaws. My writing skills a very good and am an experienced licensed CPA on MA. Professionally I have project client work on an adhoc basis, typically with Engineering firms or non profits. My availability is 8 to 10 hours a month.

Board(s) / Committee(s): NOISE BYLAW AD-HOC COMMITEE CHARGE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: June 17, 2021

Name: Isabella B Bogdanski

Home Address: [redacted]

Mailing Address: [redacted]

Phone Number(s): [redacted]

Email Address: [redacted]

Current Occupation/Employer: Bigelow Nurseries

Narrative: I have open availability afternoons past 4pm as well as weekends. I am a current college graduate from Saint Mike's in Vermont with experience in agriculture and perennial production as well as environmental restoration techniques. I have a strong background in outdoor activities which is relevant to both the Trails and Stewardship Committees.

Board(s) / Committee(s):
___STEWARDSHIP COMMITTEE
___TRAILS COMMITTEE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: July 7, 2021

Name: Karen Muggeridge

Home Address: [redacted]

Mailing Address: [redacted]

Phone Number(s): [redacted]

Email Address: [redacted]

Current Occupation/Employer: Atrius Health

Narrative: I work part-time and have a flexible schedule, so am able to devote as much time as is needed to the Noise Bylaw Ad Hoc Committee.

I have many years of experience working on town committees, including: Town Governance Study Committee, Open Space Commission (which I chaired), and the Advisory Committee where I was the liaison to the SPD for several years. During our 26 years in town I have attended most other board and committee meetings.

I have been a member of the American Public Health Association as well as the Massachusetts Public Health Association. Both organizations have put out policy statements on the importance of addressing noise issues as they can significantly impact community members' health and quality of life.

I think it's time for Southborough to research and develop a noise bylaw to provide guides for achieving noise levels ALARA (As Low as Reasonably Achievable) that would be easily understandable and enforceable. I appreciate your consideration of my candidacy for this Committee.

Board(s) / Committee(s): NOISE BYLAW AD-HOC COMMITEE CHARGE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: June 24, 2021

Name: Peter LaPine

Home Address: [redacted]

Mailing Address: [redacted]

Phone Number(s): [redacted]

Email Address: [redacted]

Current Occupation/Employer:

Narrative: Noise Bylaw ad hoc committee. As a person who has spearheaded this initiative I feel it is highly appropriate that I participate in this committee. I have researched Noise Bylaws for several MA towns and spoken with at least half a dozen law enforcement officers. I have met with dozens of Southborough residents and heard their concerns about noise issues in Southborough.

Board(s) / Committee(s):

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: July 1, 2021

Name: Tabitha E Bennett

Home Address: [redacted]

Mailing Address: [redacted]

Phone Number(s): [redacted]

Email Address: [redacted]

Current Occupation/Employer: Attorney

Narrative: 2-5 hours per week.

Attorney familiar with legal writing and research

Board(s) / Committee(s): ___NOISE BYLAW AD-HOC COMMITEE CHARGE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: July 1, 2021

Name: Karen Wheeler

Home Address: [redacted]

Mailing Address: [redacted]

Phone Number(s): [redacted]

Email Address: [redacted]

Current Occupation/Employer: Finance/Second Nature Inc.

Narrative: I estimate that I have 8-10 hours per month to devote to this committee.
I've had 3 decades worth of experience in financial management including capital planning and management of large capital projects and related financing.

Board(s) / Committee(s): CAPITAL PLANNING COMMITTEE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: June 24, 2021

Name: Krishna Kandarpa

Home Address: [redacted]

Mailing Address:

Phone Number(s):

Email Address:

Current Occupation/Employer: Physician Scientist; National Institutes of Health

Narrative: I can devote an hour every other week to the NOISE Bylaw Ad Hoc Committee; preferably not between 8am and 5pm, but will try to be flexible. Tuesdays and Thursdays are preferable. I have a PhD in engineering and am a Massachusetts-licensed physician (MD); CV attached.

Board(s) / Committee(s):

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: June 25, 2021

Name: Lisa L Dunderdale

Home Address: [redacted]

Mailing Address:

Phone Number(s):

Email Address:

Current Occupation/Employer: Health promotion/ Optum

Narrative: Noise Bylaw Ad Hoc Committee
Can meet weekly and provide addition time for related tasks

Board(s) / Committee(s):

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: May 17, 2021

Name: Matthew Berger

Home Address: [redacted]

Mailing Address:

Phone Number(s):

Email Address:

Current Occupation/Employer: Financial Advisor

Narrative: I am a CPA, MBA, and series 65 investment license holder, with 25+ years experience in Asset management, Private Equity, Real Estate, and renewable energy

Board(s) / Committee(s): ECONOMIC DEVELOPMENT COMMITTEE

TOWN OF SOUTHBOROUGH

FACILITIES DEPARTMENT
CORDAVILLE HALL · 9 CORDAVILLE ROAD · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-8175 · FAX (508) 485-7189 · jparent@southboroughma.com

July 13, 2021

Town of Southborough
Board of Selectmen
17 Common Street
Southborough, MA 01772

Dear Chairperson Braccio,

Please be advised that pursuant to M.G.L. c. 30B, the Southborough Facilities Department recently solicited quotes for the purchase of #2 Fuel Oil for FY22. Attached is a copy of the specification - conditions for quoting, a quote summary sheet, and the subject bid.

I recommend that the contract be awarded to the lowest quoting firm, Falconi Energy.

Funding for this contract will be paid out of the Other Operations Budget, Line Item: 0100-5-159-***-52110.

Sincerely,
TOWN OF SOUTHBOROUGH
FACILITIES DEPARTMENT

John A. Parent
Director of Facilities

JP/sw
Enclosures

TOWN OF SOUTHBOROUGH

FACILITIES DEPARTMENT
CORDAVILLE HALL · 9 CORDAVILLE ROAD · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-8175 · FAX (508) 485-7189 · jparent@southboroughma.com

Specification

Supplying and Delivery of #2 Fuel Oil

CONDITIONS FOR QUOTING

GENERAL
Town of Southborough shall herein be referred to as the "Town".

ACCEPTANCE OF QUOTATIONS
Completed Quotation Forms shall be returned by mail to John Parent, Director of Facilities, 9 Cordaville Road, Southborough, MA 01772 or emailed to swood@southboroughma.com on or before 9:00 a.m. on June 22, 2021. The Town reserves the right to accept or reject any or all quotes or any part thereof.

INSURANCE
Contractor to provide certificates of insurance indicating statutory worker's compensation coverage in addition to $1,000,000 CSL minimum general liability/property damage/bodily injury coverage and $1,000,000 CSL automobile coverage. Certificates of insurance confirming that the Town of Southborough is named as additional insured and acceptable to the Town of Southborough shall be addressed to and filed with the Town of Southborough prior to commencement of the work. Renewal certificates shall be addressed to and filed with the Town of Southborough at least thirty (30) days prior to the expiration date of the required policies. The failure of the insurance policies to name the Town of Southborough as an additional insured will constitute a breach of this contract and will be a defense to any claim against the Town for payments under this contract.

QUOTATION FORM
All quotes must be submitted on the attached Quotation Form.

LENGTH OF CONTRACT
This specification shall cover the period from July 01, 2021 through June 30, 2022.

MINIMUM QUALIFICATIONS

Contractors submitting quotations must:

- Have a minimum of three (3) years of experience supplying and delivering #2 fuel oil to government entities.
- Be able to keep to an automatic delivery schedule in order to ensure that no delivery location will run out of fuel oil.
- Be able to routinely deliver fuel oil to any delivery location listed during normal business hours (M-F 6:30 AM to 4:00 PM).
- Be able to make emergency deliveries of fuel oil to any delivery location listed during all times outside of normal business hours.
- Be able to make deliveries of fuel oil within 24 hours of receiving notice.

NONDISCRIMINATION

The Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, sex, age or ancestry in connection with the performance of the services under Agreement. The Contractor further agrees that it will comply with all laws, local by-laws, rules and regulations of the Massachusetts Department of Labor and all other regulatory bodies having jurisdiction.

INDEMNIFICATION

The Contractor agrees to guarantee and indemnify the Owner against all damages or loss the Owner may incur or sustain by or through the misconduct or negligence of any agent, servant or employee of the Contractor during the performance of services required by this contract. The Contractor further agrees to maintain adequate insurance to ensure compliance with the above provision.

The Contractor shall, to the maximum extent permitted by law, indemnify and save harmless the Political Subdivision, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the work being performed or to be performed by the Contractor, his/her employees, agents, subcontractors or material persons. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further agrees to reimburse the Political Subdivision for damage to its property caused by the Contractor, his/her employees, agents, subcontractors or material persons, including damages caused by his/her, its or their use of faulty, defective or unsuitable material or equipment, unless the damage is caused by the Political Subdivision's gross negligence or willful misconduct.

INQUIRIES CONTACT

Contact John Parent with any questions regarding this specification at (508) 485-8175 or jparent@southboroughma.com

CONTRACT AWARD

In accordance with M.G.L. c. 30B, the contract will be awarded to the responsive and responsible quoting entity with the lowest overall price to supply and deliver #2 fuel oil as specified.

CONTRACTS

The contractor will be required to execute a proper contract. A Sample contract form is available upon request.

FUEL OIL SPECIFICATIONS - #2 Fuel Oil

SPECIFIC - #2 Fuel Oil

1. The oil shall be distillate oil.
2. The gravity shall not be lower than 30 degrees APO at 60 degrees F.
3. The flash point shall not be lower than 150 degrees F. (Pensky-Martens closed cup tester).
4. The heating volume shall not be less than 137,000 BTU's per gallon at 60 degrees F.
5. The BS & W shall not exceed 0.05 percent

All grades of fuel oil with regard to sulfur content must conform to regulations of the Commonwealth of Massachusetts, and its subdivisions.

QUANTITIES

Quote pricing shall be based on fixed pricing per gallon. The gallon usages listed are estimated amounts to be to be purchased. The quote pricing listed on the contractor's Quotation Form shall be used for additional gallons purchased if needed. Additional quantities shall not exceed fifteen percent of the estimated gallons.

Town of Southborough
Metered: approximately 10,000 gallons

Town of Southborough

DELIVERY LOCATIONS and TANK SIZE

Building	Location	Capacity in Gallons
Cemetery	11 Cordaville Road	330
Cordaville Hall	9 Cordaville Road	2 / 275
Cultural Arts Building	21 Highland Street	2 / 330
DPW Station 2	2 Harrington Street	275
Historic Building	25 Common Street	275

TOWN OF SOUTHBOROUGH

FACILITIES DEPARTMENT
CORDAVILLE HALL · 9 CORDAVILLE ROAD · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-8175 · FAX (508) 485-7189 · jparent@southboroughma.com

QUOTATION FORM

To: John Parent
Director of Facilities
Town of Southborough
9 Cordaville Road
Southborough, Massachusetts 01772
swood@southboroughma.com

The undersigned proposes to supply and deliver #2 Fuel Oil in accordance with the accompanying specifications entitled "Supplying and Delivery of # 2 Fuel Oil".

#2 Fuel Oil Metered per gallon: $_____.

Certification of Non-collusion: The undersigned certifies under penalties of perjury that this quotation has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Company Name: _____

Address: _____

_____

Telephone: _____ Fax: _____

E-mail: _____

Name (print): _____

Signature: _____

Title: _____ Date: _____

FY20 #2 Fuel Oil Quote Summary Sheet
Contractor Results

	Company Name/ Address	Contact	Phone/ Fax	E-Mail	Bid Amount
1.	**Coan Oil Company**		508-368-1009		
	196 West Central Street Natick, Ma 01760		508-368-1159	service@coanoil.com	No Response
2.	**Jamie Oil Company Inc.**	Nicholas Guerra	508-231-1400	nicguerra@jamieoil.com tomcarey@jamieoil.com	$2.1975
	171 Main Street Ashland, Ma 01721		508-231-4716		
3.	**Falconi Energy**	James Falconi	508-485-0377		
	29 Boston Road Southborough, Ma 01772		508-624-4580	james@falconienergy.com	$1.95
4.					
5.					
6.					

TOWN OF SOUTHBOROUGH

FACILITIES DEPARTMENT

jparent@southboroughma.com

QUOTATION FORM

To: John Parent
Director of Facilities
Town of Southborough
9 Cordaville Road
Southborough, Massachusetts 01772
swood@southboroughma.com

The undersigned proposes to supply and deliver #2 Fuel Oil in accordance with the accompanying specifications entitled "Supplying and Delivery of # 2 Fuel Oil".

#2 Fuel Oil Metered per gallon: $ 1.95 .

Certification of Non-collusion: The undersigned certifies under penalties of perjury that this quotation has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Company Name: Falconi Brothers Inc

Address: 29 Boston Road
Southborough, MA 01772

Telephone: 508-485-0377 Fax: 508-624-4580

E-mail: james@falconienergy.com

Name (print): James W Falconi

Signature: James W Falconi

Title: President Date: 6/16/21

Lori Esposito

From: Mark Purple
Sent: Friday, July 09, 2021 9:00 AM
To: Lori Esposito
Subject: FW: Capital Planning - Recommendation for Space Needs RFQ

From: Jason W. Malinowski <jmalinowski@southboroughma.com>
Sent: Friday, July 9, 2021 8:06 AM
To: Mark Purple <mpurple@southboroughma.com>
Cc: Lisa Braccio <lbraccio@southboroughma.com>
Subject: Capital Planning - Recommendation for Space Needs RFQ

Hi Mark,

For the Board's agenda on 7/13/2021, Capital Planning voted unanimously to recommend award of the Space Needs Designer Contract to Drummey, Rosane, Anderson Inc. (DRA), pending successful contract negotiation.

The Committee initially received five proposal responses, of which four were selected for interview based on the scoring matrix included in the RFQ. The interviews were conducted on July 7, 2021, in an open public meeting which is available for review.

Please let me know if you need anything further.

Thanks,

Jason Malinowski
Chair, Capital Planning Committee

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, June 1, 2021, 6:30 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA and via Zoom
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

I. Chairman Braccio called the meeting to order at 6:30 P.M. and read the following announcement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via both in-person and remote participation to the greatest extent possible. Members of the public and/or parties with a right and/or requirement to attend this meeting may do so in-person. They also may watch or participate in the meeting remotely by finding the meeting at: https://www.southboroughtown.com/remotemeetings. Specific information and the general guidelines for remote participation can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. In the event that, despite best efforts, the public is not able to access the proceedings in real time via those technological means, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Chairman Braccio welcomed everyone and asked for patience as we move forward with our first in-person and Zoom meeting in a year.

II. Public Comment

None

III. Scheduled Appointments

Scholarship Committee – update

Ms. Braccio stated that a quorum of the Committee was not available for tonight, and she wanted to reiterate the deadline of Friday June 28th at noon for scholarship applications. She noted that the more information was available on the Town website under the Southborough Scholarship Advisory Committee page.

Draft IMA for Shared Services Health grant

Ms. Malinowski asked for Dr. Heather Alker to come over speak to the grant and how it will be implemented amongst the four communities of Southborough, Northborough, Westborough and Boylston. Ms. Malinowski explained that an IMA needed to be executed by all four communities to participate in the grant award, and the CMRPC had been helping to navigate the administrative requirements. Any comments on the draft IMA need to be sent to received prior to the next meeting on Monday; Selectmen in each community will need to executive the final IMA document. Each community has a representative on this shared services committee that will make decisions on how the grant is implemented.

Dr. Alker gave some background on the shared services grant, and noted that the grant was actually the culmination of work stated by the State to establish a blueprint for public health excellence in MA in 2019. The intent was to enhance, not supplement, existing health services, specifically to advance staffing in the key areas of nursing and inspectional services. The grant is for three years, and could be renewed for three additional 3-year terms. It was not the intent of the grant to create a regional health authority.

Ms. Malinowski said that the gentleman coordinating this effort is soliciting feedback on what the nursing needs were for each town, and how it fit within the 1.5FTE nurse position funded by the grant. She said that if we can get any questions or comments from this Board by end of week to bring them to our joint meeting with our other towns next Monday, that would be preferred. She also suggested that we have our town counsel review the IMA document.

Mr. Healey asked if decisions on the grant are being made collaboratively, and if the process was still ongoing. Dr. Alker said that the services under the grant are per the itemization that was submitted in the grant application. Regarding nursing, Mr. Healey asked how the decisions are being made. Dr. Alker said the four representatives for the towns will make the decisions.

Mr. Stivers questioned the required insurance coverage, and wanted to confirm that it was in place before we moved forward with the IMA. Mr. Purple confirmed that it was.

Mr. Dennington said that he had reviewed the draft IMA, and had some questions about the financial obligations imposed on the Town. He encouraged more clarity in the document before it is finalized. Dr. Alker said that she interprets it that if an inspector performs a service in Southborough, then the cost allocation from the grant would be to Southborough. The point of the grant is to hire staff to enhance public health services.

CB – one and ahalf for a nurse – what are the anticipation for inspectional side – DHA – my understanding is it is listed in the budget its basically the current food inspector I nnorthbooro – part time – 8 hour inspector who does food in northboro – hiring this inspector includes I belive 30 hours – that amt of hours will have same inspector for northboro, soubhtobor and Boylston for food and hosuing inspectiosn – northboro food inspector is incing their hours – cover the three towns for food and housing. CB if we don't have a great of need for inspectional services piece can we get more hours on nursing side. DHA – it's not what the four towns are looking for.

DHA with nursing and inspectional – we will look to get coverage for when someone's away on vacation . CM – on the 15th we will have final version to set off on. Please send comments to MP.

IV. Reports

Chairman's Report

i. Eagle Scout ceremony

CB for troop 1 on 13 – time and location forthcoming – 8 young men receiving this honor – any volunteer from board to attend and present procolimation – same day firefighter memorial form noon – 1 – great oppty – I've done it – SS I've done it previously – have conflict but can resolve that MH I've done it in past as well – I voluneteer to do it. CB Vanessa will forward info to MH as we get it.

ii. Board liaisons

From goal setting meeting – asking everyone send to mark up to 5 depts to liaison with – get new list – great oppty to better understand needs and workings of other comm – req by Tuesday the 8th. MH my initiation or the initiation of the dept or committee was a lot – do you have sense for depts think this a good idea – seems to be good idea from our perspective – any feedback. MP I think it's well received – helpful from your end – boots of ground undestasnding – impt for dept to give insights of what they do – you hear second or third hand – beenfits both ways. CB teamed up with liaison from advisory - - dept head woulnt have to meet with a bunch of us at the same time.

iii. Town Administrator contract

IF Board receptive – think chair and vice chair take this up or up for broader discussion – if anyone wants to step foreward – Board agrees for chair and vice chair to head this discussion.

iv. South Union – next steps

CB broader discussion at first step – path currently being exploring – capital comm discussed next steps – not substantitive – topic of afford housing – CAP COMM and SHOPC brief discussion – brief meeting on thrusday – discuss wethather subcommittee should be made – chairs of those talked. Just update – feedback that I have heard and other sources – something ppl wanted to explore – one path we're going to take – braoder discussion of bid process at next meeting MH is part of the discussion going to include someone from the Plannign Board – recent legislation that focuses on the zoning aspect – make sense to tie those together – probably bubble to surface at some point. CB good idea – the possibility of doing that – part of discussion – new grant oppty that re avail – creating new zonin district part of this ipieces CM Jesse Stein from Planning on SHOPC – overlap there.

v. 15 Main Street

CB Mr. Purple reached out to prior chair and healty to review process for demo delay process after concerns reaised by Building Commissioner and something – only building commissioner can do a bunch of stuff – draft update that discussed on historical commission on jan 12 to demo delay – not a discussion item – just an update – like to have hisotircal commission to a future meeting to help them fufuill their charge -

vi. Memorial Day recap

CB – weather held out – great thanks to public – unbelievable turnout – nice to see ppl for first time in over a year – over 150 ppl – great tribute for such a solumn day.

<u>Members' Reports</u>

SS – pleasure of listening on the sobo stewardship comm meeting recently – Jim DOrris longimte member of committee decided to leave town and not reviewing membership on committee – recognize jim's 40+ eyars of stewardships – key role in trail creation and maintaentnace mantjr forde int erms of use and appreciation of open space – greatituted and suggest we write a letter of thanks from board- will work with Lisa to get that done – thanks to Jim for many years of dedicated services

<u>Town Administrator Report</u>

i. MMA/Suffolk Program graduation

MP – acknowledyge – couple employees in past participated in MMA Suffolk program – cert of management progr – Tim Davis just graduated recently – he is now officially a Suffolk Grad – up to 12 credits towards master degree – human resources, budgeting and gen municipal

mamanangement – Tim did well – met with me couple occasions – job well done – good to have another Suffolk grad in town –

ii. One Stop grant update

MP – Marijke putting together info for rte 9 improvemet – getting to Ms. Hale tomorrow to upload – Mr. Healey can helpt to wordshmith was he did with expression of interested – met with Andrwe Pfaff from Capital and Karen Galligan to talk about Cordavilel Rd Project – we would not apply for it at this time it specifidally said if not immentent private development supported by this project – you wont get fudning – if something diff happened with south union – maybe could have tied that in – keep in queue and look to move forwad – grant submitted by deadline on June 1

V. Consent Agenda CM holds a and c SS holds a and b. AD hold g motion to accept d, e,f h by SS seconded by Healey all in favor roll call.

a. Approve Meeting Minutes: April 20, 2021 Open Session

CM – row 164 and 173 – the amount of town house – 200,030 not 2million 30$. SS line 92 – aid has extra e on it. Motion to approve with amendments by SS seconded by MH. All in favor roll call. By AD abstains!!

b. Reappointments of staff positions for Fiscal Year 2022

SS – says reappointment terms ending 6/30/2021 – should that be 22? MP yes. SS why are we reappointing Ms. Galligan – her contract runs through 6/20/22 – MP this is not for her specific positions as DPW superintentendt – but her memevership on these various committees – more committee work than it is her contract position – SS is line for DPW Super MP acknowledged – SS performance reviews for all ppl here we are reappointing as may be appropriate – disappointed in past – asked for perf review for BB ask about performance appraisal done verball and not written – perf appraisals for all these ppl as employees – great thing t o have in personnel file – history to go back to file and follow up on paperwork – sense there are gaps in that process – hope everyone here appraised as strong performaer and worthy of reappointment – structure that we have prerf appraisal fiel for everyone annually – MP – I know we did talk as Board in terms of my review of contracted pos - board indicated to make sure done in writing – the other piece of it was the board have oppty to provide comments – believe both of those things have been done for employees reviewed since then – CA and CP – now working on Mr. Ballantine's review – getting req for comments out and Ms. Galligan – both July 1 renewals. MH – in terms of – superintenednet of public works and Chief Paulhus – remembering back – that sort of belt and susupenders – statutory requirement -contract is the controlling doc for purpsoes of their employement – legal designations – we have to do titon an nanual basis. MP agrees. AD – site plan review comm – basically site plan review comm got abolished – maybe article at town meeting needs time to put into effect. SS yes. Motion of reappointments minus site plan review committee. AD keep it in there – would make sense to appoint ppl onto committee until new law comes into effect. CB reappointment for staff positions fy 22 – SS moves MH seconds. All in favor roll call.

c. Appoint Traffic Constables as recommended by Chief Paulhus, term ending June 30, 2023

CM – going ot abstain from this. Motion to appoint – SS MH seconds all in favor but CM ABSTAINS!!

d. Accept resignation from Police Officer John Officer, effective May 21, 2021

e. Accept resignation from Communications Officer John Terranova, effective June 4, 2021

f. Accept donation of $25.00 for Fire Department Ambulance Fund

g. Approve expenditure from Engineering article for Breakneck Hill work

AD – I'm supportive of the recommendation – work being proposed – just to survey and then another phase to actually remove it. MP – Danza had report it – this is the first step – just doing survey plan in area and delineating imits of dumping area – the next phase some clearing – just at the beg – we have an engineering article – Board ceded 25K – this amt going to finish that off- don't have anything else plan to do – concom paying for some of these expensis – trading on and off – last tradeoff we can d o- keep ball rooliing – some point have enough info are we capping – excavating? Real expense coming in – prelimeniry work done up fromnt. Motion SS second MH all in favor roll call.

h. Approve departmental expenditures for FY21 per Financial policy

VI. Other Matters Properly Before the Board

Town Meeting recap/next steps

i. Noise bylaw

CB great discussion at TM – direction that TM gave us to bring back to discuss – creating a committee to work on creating noise bylaw to braing forth to future TM – ppl that volunteered – my ask of board – if we agree with that path – we have someone step forward and craft a charge to bring back for discussion and potential approval on 15th – Mr. Stivers you've been atively invovlied – would like to see you come up with something and bring back to board on 15th. SS my int connection is unstanble – I'd be hapy to do that – tried this twice and failed both times – not sure I'm the best candidate – happy to try it though and come back with a charge.

ii. Illumination bylaw

CB – this was something we had discussed prior to TM and may be other discussion points – focusing on enforcement piee and how we're going to move fowrad with thise – one points made by Mr. Colleary – having right person with right equipment being able to go out to document and measure the light – something we really need to think about – as I talked to BI briefly – she can tell you where to put the light and type and trespass of what can come from that light and measuring – not really qualified to do – BI and assitants – try to put some sort of schedule putting together- don't expect a lot of enforcement – is working with homeowner – they may not allow access to the property as well – can start discussion tonight – path to right answer – get thoughts.

CM – I agree with comments that Mr. Colleary made at TM – think about how we would enforce this – like to see how other towns do it – do they hire ppl on ctract to investigate complaints as we receive them – what are other ppl doing –

MH – think this is going to be complicated – because of some things Chief Paulhus said – raised at our earlier meetings because of 4th amendment concerns – someone right to go on someone's property – what was said by PB and WPI professor are not only largely true – 99.9% of time case it will be relatively straightforward process – when not straightforward process that its going to get complicated – I don't have good idea right now – strikes me as working group might be best path with Chief, Mr. Colleary – he person at TM knew the most about it – BI and get her input – thought from PB – difficult cases are going to be complicated – layer on top that the applicability is floating – doesn't kick in until for most ppl until there's an event – putting toeghet plan for enforcement is going to take some work.

SS – CM and Marty make good point – sim between noise and illumintation – tech aspect as well as submective aspect – one suggestions – we are not reinventing the wheel -towns who have done this – getting aid of Hoolahan and Destin – get practical feedback – what experience – what

equip nec and not so nec – learn from ppls' experience – head start – first step – working group deals with not only more tech aspects – recommendatiosn for enforcement – how do you trade off thos things? Balance between reasonable – recommendation that applies to both noise and light.

AD – encouraging the Building Dept to start informing ppl – way to send out mailer to ppl to summarize what the new bylaw requires and stressing it doesn't become effective until luminare no longer operational – informing ppl – pieces of literature that article proponenets head out with visual – pretty effective – as dept put together budget – budget item for postage – simple mailer – then may get some calls – better to get info out sooner than later. SS have DPW include in water bill.

CB between now and next meeting – even in July – put together something – CM I was VOLUNTOLD – CB we move foreward from there to decide what setpes – educating and doing domsetimg along lines of education is smart. CM agreed.

iii. Flagg Road HCVE request

CB I spoke with Mr. Linden – no action on this tonight – think Ms. Galligan working on traffic counts – we'd like to get those – mentioned to Mr. Linden – invite back 15th and invite Karen – brief convo with Ms. Phaneuf- more info from her as well – my recommendation – acknowledge work Mr. Linden has done -

MH – Latisquama tossed around a lot – way to figure out CB that was for the 15 – Ms. Phaneuf will update on that and will have more concrete info prior to 15th SS – my recollection that there is a state standard for that – get detaisl on that for ppl to see and understand – heard Ms. Glaligan talk about this in past – regardless of what ppl want or thing -analygitical basis to be met – to qualify – if unlikely to – does it make sense to spend money on traffic study for that. MP agrees.

AD – Mr. Healey was saying part of info to look at how did the truck exclusion on l atisquama come to be and there's one on Gilmore too? LB I will have the info on Gilmore included as well. Summer schedule for Board meetings/office hours

<u>Summer Schedule</u>

CB September 7 is Jewsih Holiday – no school – can we do the 8th instead? MH a lot depend on legislature for remote meetings – I will be out o fstate for both meeting dates on Sept – hopefully I will be able to participate from afar – hopefully the revised legislation talked about will make it esasy to participate remotely. MP we can go old school with remote policy – fill out form – and participate by phone – or inZoom method - SS and AD agree to change to sept 8 – LB Nov 2 is ecltion date – may want to consider 3rd – tentateivle y set it and as we get closer and if issues we can address them – SS is epctecattion that aug meeting – special meting to do goals meeting or wrapped into aug meeting MP we had a special meeting – SS we could wrap it into august 17th. No tother comments of concerns – will be tentative dates.

VII. Public Comment

Lisa Dunderdale – I can reach out to you at your BOS email be in contact – ohpe that we can work great convo on TM part of committee for noise want to be on that committee – LB also atty general has to approve with all changes – enforcement goes through and BC – based on bylaw wondering if just knowing what type of light bulbs they should be using and how strong they are

– should be having convo with someone using – if light trespass – they an at least reach out – esp if reaching out to neighbor and not willing to make change - CB thank you for your feedback -on noise bylaw -solicitug participate – first have to create charge and once we get to that point – will be able to get that group.

CB Ms. Rosenbloom stated that the 8th is a two day holiday for some Jewish ppl – CB we will keep this and send out to board and we will go from there.

VIII. On a motion made by Ms. Stivers, seconded by Mr. Malinowski and voted all in favor by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye the meeting was adjourned at 7:37 P.M.

CB I want to thank our amazing IT director – thank you for putting this together and making sure we can be here tonight.

Upcoming Meetings
June 8, 2021
June 15, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the June 1, 2021 BOS Meeting:

- Procedural proposal from School Committee re: MTC appointments
- Salary Administration Plan Proposed Revisions for 2018
- Citizen Activity Form, Suzanne L. Duca

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, June 15, 2021, 6:00 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Chelsea Malinowski, Marty Healey, Sam Stivers, Town Administrator Mark Purple

I. Chairman Braccio called the meeting to order at 6:00 P.M.

II. At 6:00 P.M. the Board entered into Executive Session per M.G.L. Chapter 30A, Section 21, and returning to Open Session, to discuss strategy with respect to pending litigation (Exemption 3) for the following: (I) Huang vs. ZBA, et al.; and (2) Paul A. Dwiggins vs. Kenneth Paulhus, Chief of Southborough Police, as the Chair has determined that discussion in an open meeting may have a detrimental effect on the Town's litigating position.

III. Scheduled Appointments

Town Counsel Interview: Aldo Cipriano, Esq.

Ms. Malinowski read the information consistently presented to all interviewees outlining the process. Attorney Cipriano gave a brief background of his education and professional history. He introduced assistants Attorney James Lampke, Attorney James Scanlon and Attorney Michael Tromblay and gave a brief background on their education and professional history. He added that each of these attorneys act as a team along with Attorney Leger when needed and all have done work with the Town of Southborough. Ms. Braccio read the first question and Attorney Cipriano replied that his role is to give legal advice and guidance and not creating policy. Mr. Stivers read the second question and Attorney Cipriano described his most compelling ethical issue with the City of Marlborough. Ms. Malinowski read question number three and Attorney Cipriano explained that education is key for boards and committees to avoid risk of litigation. He explained the free workshops and seminars he provides for citizen volunteers. Mr. Healey asked the fifth question and Attorney Cipriano explained the challenges the Town has and will have in the future. He described issues with development and zoning, growth and the restatement of use of parcels and protection and preservation of assets of the Town. Ms. Braccio asked the sixth question and Attorney Cipriano explained his approach to determining whether he needs assistance with additional counsel as needed. Mr. Stivers asked the seventh question and Attorney Cipriano explained his system of organizing documents and informing the Town and boards and committees of decisions and litigation. Ms. Malinowski asked the eighth question and Attorney Cipriano gave examples of cases in the City of Marlborough and Town of Southborough regarding zoning and affordable housing. Mr. Healey asked for a closing argument for why he wants the Town Counsel position and why he would be the best fit along with what would be expected for the first year if selected for the position. Attorney Cipriano explained his deep understanding, passion and compassion for the Town. He stated he is not just a lawyer of the day and he takes pride in representing his Town and he has qualified backup if it is needed.

Chairman Braccio requested the Board take a two-minute recess at 6:55 P.M. and returned at 6:57 P.M.

IV. Public Comment

None

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Supt. Of Schools Greg Martineau – SOI for Neary School

Mr. Martineau explained the District's interest in submitting a statement of interest to the MSPA. He explained the two programs the MSPA applied for by the District which included the Finn boiler which was successful. Another statement of interest was submitted for roof replacements at Neary, Finn and Trottier Schools. Mr. Martineau explained the CORE program and the grant he wishes to apply for in order to support the renovation of Neary School. He requested support to submit a statement of interest to the MSPA which is due June 21st. Mr. Martineau explained that this will not commit the schools to any work but opens the door for the possibility of funding for a town supported building project. Ms. Braccio asked if the School Committee supported the submittal of an SOI to the MSPA and Mr. Martineau replied they voted to support at the last meeting. Mr. Healey asked about the timeline for next steps after submitting the SOI and Mr. Martineau described the four to six-month eligibility review process from the MSPA. Mr. Martineau explained how and when a cost would be determined for the project. Mr. Stivers stated that he has reviewed the information and the work needs to be done. The right decision is to move forward. Chairman Braccio read the motion to authorize the Superintendent to submit to the Massachusetts School Building Authority the statement of interest form dated June 25, 2021 for the Margaret E. Neary Elementary School. Ms. Malinowski moved the motion. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Healey, aye; Dennington, aye; Stivers, aye; Braccio, aye.

Transfer Station Rules & Regulations for Fiscal Year 2022

DPW Superintendent, Karen Galligan gave an update on the fiscal year 2022 Transfer Station rules and regulations. She outlined the changes to the needs-based free sticker and the removal of replacement transfer station stickers fees. She explained the budgetary allotment for the funds from the sticker fees. Mr. Stivers stated usually there is a chart outlining options for fees. He said he felt that the Town should subsidize $100,000 for the Transfer Station, spoke to ideas about senior stickers, fees for replacement stickers and fees for multiple stickers which were not included. Ms. Galligan stated there was a fee for a third sticker and that came out and became unlimited. She added because the funds go to the general fund, it is a decision of the Board. She explained the reasons for the changes that were made previously. She added that the DPW will enforce any amendments by the Board. Mr. Dennington stated under the proposal that the senior sticker fee is free and asked if that is how it is currently and Ms. Galligan replied that it was. There was discussion regarding Town income if there was a $50 senior sticker fee. Ms. Malinowski stated she agreed with Mr. Stivers with the $100,000 coming from the general fund and suggested a fee for a second sticker or increasing the initial fee and having an additional sticker to be fee. She would like to steer away from having a senior sticker free. She explained a suggested streamlined process from Youth and Family Services regarding assistance for sticker fees. Ms. Malinowski explained a process similar to the Rent and Mortgage Assistance Plan. She added that the applications should not be discussed in a public meeting but it would be an electronic application. Ms. Malinowski volunteered to work with Youth and Family Services. Mr. Healey stated he agreed with this process and asked Ms. Galligan if there were many households with four or more stickers and she replied there was not. Chairman Braccio stated she was not in support of a senior sticker fee. She suggested instituting a $25-$50 fee for a second sticker. There was discussion regarding increasing fees. The Board agreed to not increase Transfer Station sticker fees. Mr. Stivers made a motion to accept the Transfer Station Rules & Regulations for Fiscal Year 2022 as written. Mr. Dennington seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio,

aye. Mr. Stivers made a motion to accept transfer sticker fee waiver form as shown in the packet with Ms. Malinowski representing the Board to review the paperwork submitted. The motion was econded by Mr. Healey. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Discussion of Flagg Road HCVE request

Mr. Linden walked the Board through his PowerPoint presentation as included in the packet. He asked the Board to begin submitting this to the State to have a truck exclusion on Flagg Road. Mr. Healey asked what the alternate route would be for the trucks to take instead of Flagg Road. Ms. Galligan stated that it would not be optimal for the trucks to turn further down to the end of Deerfoot Road and said the alternate route would be through Westborough. She explained that they would need to ask permission from the Town of Westborough to use their road as an alternate route. She explained that Route 30 is already excluded and how truck exclusions work. She explained the difference between Gilmore and Flagg Roads. Ms. Galligan then gave a summary of her report provided to the Board as included in the packet. Chairman Braccio asked for clarification on the process to begin and Ms. Galligan described the steps. Mr. Dennington stated that the truck exclusion would be aimed at only extremely large trucks and explained the options they had on Route 9 and 85 for use. He felt there is merit to a truck exclusion. Ms. Malinowski clarified that there were six trucks over a three-day period which she felt were not that many. She asked if there would be more trucks on Parkerville and if the problem will be diverted to another road if the truck exclusion were done on Flagg Road. She added she did not want to make a safety issue elsewhere. Ms. Galligan stated that is a concern. She explained current truck traffic, concerns and issues in these areas. Mr. Linden stated that Parkerville has sidewalks and speedhumps where Flagg Road does not. Ms. Malinowski replied that she understood but Parkerville also has a school which needs to be accommodating to students. There was discussion regarding possible alternate routes and the impact on those streets. Mr. Healey asked Ms. Galligan if it was known if the trucks on Flagg Road were from Ken's Foods, Inc. Ms. Galligan stated she did not know and Mr. Healey asked for this to be looked into. He asked if there could be an exclusion in one direction and Ms. Galligan replied that she will find an answer.

Mr. Stivers stated the amount of large trucks which are the primary concern are less than 10% of traffic and could be managed. He suggested finding a way to physically limit the intersection at Route 9 and Flagg Road so large trucks could not make the turn but a school bus or a fire truck could. Ms. Galligan replied that may be possible and explained potential issues this could cause. Mr. Stivers asked to inquire about permission from Westborough before any other steps are taken. Ms. Galligan explained the conversation had with Westborough for the Gilmore Road truck exclusion. Chairman Braccio requested to find out if a northbound exclusion could be done on Flagg Road. Mr. Healey suggested Ms. Galligan inquire about permission from Westborough for an alternate route and whether a northbound truck exclusion is possible. The Board agreed to continue the discussion at a future meeting.

V. Reports

Chairman's Report

i. Earmarking of funds

Chairman Braccio cautioned against earmarking funds because the Town is still understanding guidelines as far as distributing funds from grants and ARPA. The Board also has not discussed how to distribute these funds.

ii. Use of Town email by Town officials

Chairman Braccio stated that the Board enforced the use of Town emails and it is not being done globally. She stated that the Town email can be forwarded to a personal email but responses must copy the Town email as well. She suggested working with Mr. Montijo to put a path in place that Town business cannot be conducted on personal email in any way. Chairman Braccio stated Town email use is a requirement. She suggested a discussion at a future meeting and the Board agreed.

iii. Volunteer event

Chairman Braccio stated the volunteer appreciation breakfast is Thursday morning. She added the employee lunch was spectacular and she heard a lot of positive feedback. Chairman Braccio thanked the employees for all their work through COVID and throughout the year.

Members' Reports

i. Brian Shifrin Field dedication

Ms. Malinowski stated on June 2nd the Brian Shifrin Field signage was revealed and a beautiful ceremony was hosted by Recreation and Southborough Little League. She added Carolyn Dykema was in attendance and it lined up with ALS Day. The sign is up on the old Finn 1 Field. An Eric Green sign was erected that was similar.

ii. June 13th Eagle Scout Ceremony

Mr. Healey stated the ceremony was on Sunday at Neary and Representative Dykema was in attendance. He said he looked at all the Eagle Scouts projects done throughout Town and thought having a compilation of all the projects would be a great. He listed those who received their Eagle Scout as follows:

Gabrielius Lukas Bazikas who designed and installed an engraved granite bench honoring our long-term Town Moderator, Lt. Col (ret.) John Wilson at the All Wars Memorial in Southborough which also received some maintenance.

Garrett Evan Goodney who created an outdoor learning area consisting of a stage platform and benches at the Neary Elementary School in Southborough and installed two tetherball play areas.

Eric Christopher Hanson who designed and built several trailhead kiosks for the Southborough Trails Committee.

Brendan Patrick Hermanspan who replaced a railroad-tie bordered garden area at St. Matthews Church in Southborough with a masonry wall and all new plantings.

Adam Rainer Ramondo who refurbished the softball field at the Woodward Elementary School in Southborough including some landscaping and replacing the dugout benches.

Matthew Scott Richardson who designed, built, and placed a series of cedar benches along trails at the Chestnut Hill Farm in Southborough.

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Zane J Walter who created a parking area with a kiosk at a trailhead adjacent to the Chestnut Hill Farm in Southborough.

Andrew Alexander Zalev who designed, manufactured, and installed 13 permanent flagpoles at the All Wars Memorial in Southborough.

iii. ARPA funding

Mr. Stivers stated he attended the groundbreaking ceremony for the new dorms at St. Mark's School. He added that they expressed appreciation for the Town's land swap with the Golf Course as it allowed them to place the dorm in an advantageous place.

Mr. Stivers stated that earmarking should not be done but boards and committees could begin to think about potential projects that could be done with funding from ARPA. He added there is value to understanding the details regarding guidelines and how the funding works as updates are released from the Treasury weekly. He stated the faster the Town is able to prepare, the more of an advantage Southborough will have to use some of these funds. Ms. Malinowski agreed that the Board should be aware of the guidelines as they come out. She stated she was disappointed watching the Conservation and subsequent Recreation Committee meeting in the last two weeks. She added that to have a member of the Board endorsing a presentation of a project not even on the radar gives the wrong impression from this Board. She asked the Board to hear department heads and listen to needs and ensure the Board is on the same page before misrepresentations are brought to other boards and committees. Mr. Stivers stated he appreciated the point and said he was responding to a resident request at the Conservation Commission and was not endorsing the project. Ms. McAuliffe gave an overview of the webinar she will be attending tomorrow regarding the ARPA funding. She explained they did apply and she is not aware of anyone who has received funds yet. Ms. McAuliffe explained that she will be continuing to investigate ARPA funding.

<u>Town Administrator's Report</u>

Mr. Purple reminded the public that scholarship applications are due to the Town House on Friday, June 18th by 12:00 P.M.

VI. Consent Agenda

a. Ms. Malinowski asked to hold agenda item "a." She asked that a change be made on page June 7th minutes, row 33. The Board agreed. Mr. Stivers stated that in the April 6th minutes, there should be a change on row 55. He asked for a change in the May 18th meeting minutes on line 205. The Board agreed. Mr. Healey made a motion to approve Open Session Meeting Minutes: April 6, 2021; May 18, 2021; June 7,2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.
b. Ms. Malinowski asked to hold agenda item "b." She informed the Board she is abstaining from this vote. Ms. Malinowski left the meeting while the Board discussed this topic. Chairman Braccio asked the Board to approve the makeup of the group change from seven to five members. She explained that they are losing two members. Mr. Healey stated he is ok with this and asked how the committee feels about it. Chairman Braccio stated she is unsure and added she will ask before the next Board meeting. The approval of new charge for Capital Planning Committee was held until the next meeting.

c. Ms. Malinowski returned to the meeting. She asked to hold agenda item "c." She stated she would like to wait to approve these and reach out to the chair of each committee to ensure that those identified here would like to be reappointed. She asked for the Selectmen's Office to reach out to the chairs to clarify who may not want to be appointed. Chairman Braccio stated that she knows of at least one person that is on the list that do not want to be reappointed. Mr. Healey stated that before he votes to reappoint anyone on the Historical Commission, there needs to be a conversation with the Board. The Board agreed to hold the appointment Board/Committee members FY22 until the June 22nd meeting.

d. Mr. Healey made a motion to accept donations totaling $135.00 for Fire Department Ambulance Fund. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

e. Mr. Healey made a motion to extend the charge term of the Capital Planning - School Research Subcommittee to December 31, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

f. Ms. Malinowski asked to hold agenda item "f." She informed the Board she will be abstaining. Mr. Healey made a motion to authorize Town Administrator to sign Statement of Commitment for Public Health Shared Services program. Mr. Stivers seconded. The motion passed all in favor (4-0-1) by roll call vote, Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye. Ms. Malinowski abstained.

g. Mr. Healey made a motion to approve departmental expenditures for FY21 per Financial policy. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

VII. Other Matters Properly Before the Board

Draft Charge for Noise Bylaw Ad Hoc Committee

Mr. Stivers walked the Board through the process he took to create the draft charge and why he chose the suggested members. Ms. Malinowski stated the Board of Health would like voting member or ex-officio on this committee. She added she was unsure of the Building Commissioner's role on the committee. Mr. Healey echoed Ms. Malinowski's comments and suggested including the Police Chief and a member of the Board of Health. He added he would not have a Board or Advisory member. He asked to see what was considered and rejected along with what was proposed as there are various ways a noise bylaw could be approached. Mr. Dennington gave his feedback which included having at least three at-large member. Chairman Braccio stated she had the same opinions regarding the Board and Advisory. She suggested the Building Commissioner be removed as she has no enforcement and asked a Board of Health member be added. She said she would approve three at-large members as Mr. Dennington suggested. Mr. Healey stated there should be five at-large members and two ex-officio members. The Board agreed. The Board discussed the timing of fall Town Meeting and suggested removing the language in the charge alluding to that timing. Chairman Braccio asked Mr. Stivers to make revisions based on the feedback for the June 22nd meeting. Mr. Stivers agreed.

Liability insurance for notary services provided by the Town

Ms. Malinowski stated MIIA changed their coverage for additional liability insurance for notarizing residential documents. She explained what will not be covered in the insurance beginning July 7th and the additional fees. She gave a summary of her discussion with those departments that have a notary which included the Town Clerk, Treasurer/Collector and Conservation Commission. Jim Hegarty, Town Clerk gave his thoughts on the matter. He asked

the Board to make the policy decision of whether it makes sense for the Town to offer these services when notaries are readily available outside of Town offices. He explained the amount of time it takes to notarize certain documents and the hours it is offered throughout the week. Mr. Hegarty explained the $1,000 increase in liability per year to notarize residential documents. Mr. Healey said he felt that cost was worth offering the service to the public. Mr. Stivers agreed. Ms. Malinowski made a motion to increase the liability insurance for the four employees that proved notary services to the Town with the limitations Mr. Hegarty outlined. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye

Review of Special Municipal Employee designations

Chairman Braccio stated the list of municipal employees are included in the packet and asked the Board review them with the Board. Mr. Purple stated he will review the Advisory designation and there was discussion regarding whether the committee members and EDC members should hold the exemption or not. Mr. Healey and Mr. Dennington stated they felt more people should have the designation and explained why. Ms. Malinowski and Chairman Braccio stated they felt the designation should be more restrictive. Mr. Stivers stated he would like to talk to the committees to understand their opinion on the designation. The Board agreed to reach out to the committee chairs to understand the interest of Advisory, Council on Aging and the EDC. This topic will be added to the June 22nd meeting.

Discussion of Counsel review of IMA for Shared Services

Ms. Malinowski reported an update on the Counsel review. MAHB will be conducting a legal review of the IMA document as well as KP Law, Town Counsel from Northborough. She asked the Board if they would prefer Southborough Town Counsel to review this as well. She stated she would like our Town Counsel to review. The Board discussed and Ms. Malinowski requested the IMA be sent to Town Counsel for review. The Board agreed.

Update/discussion of 15 Main Street

Chairman Braccio stated the Historical Commission was invited to attend tonight but could not attend. She stated the chair of the Historical Commission asked that the Board does not have any substantive discussion of 15 Main Street tonight. He requested the item be removed from the agenda. She added that this topic is on their next meeting on June 17th and read the agenda items which included a review of the discussions the Board had this evening, the legal opinion requested by the Board and revisions to the rules and regulations sheet. Ms. Braccio reviewed the timeline of 15 Main Street as included in the packet. She referenced sections of the bylaw that were violated during public hearings held by the Historical Commission regarding 15 Main Street. She shared concerns on the one-page fact sheet being used as rules and regulations by the Commission. She stated the homeowner was being required to sell her house. Chairman Braccio and Town Counsel do not believe the demo delay bylaw can enforce this nor does the Commission have the authority to stop a demolition permit. She stated that only the Building Commissioner can stop a permit. Chairman Braccio reviewed the processes outlined by Town Counsel that could have be done to mitigate issues but the permit was closed by the Commission which is not allowed. She concluded that nine months had passed since the Historical Commission public hearing and the applicant was then issued the demo permit by the Building Commissioner. Chairman Braccio and Mr. Purple support Ms. Livoli's decision to issue the permit. The Chair of the Historical Commission does not agree. Mr. Healey stated that he reviewed previous minutes and he does not think this is an isolated incident and that this was

done to other homeowners. He added that the actions of the Historical Commission may have opened the Town to significant liability. Mr. Healey stated he looked at 75 other demolition delay bylaws and it is clear that it is a delay and not a demolition deny. He stated that the Historical Commission created their own law. He added that forcing homeowners to sell their homes is not what Town Meeting voted on and he is embarrassed as a town official that this behavior has taken place. Mr. Healey committed to reaching out to previous homeowners treated in this way. He outlined more concerns regarding the rules and regulations and the lack of review from Town Counsel after being told it was approved by Attorney Cipriano. Mr. Healey stated it is dangerous to have the Historical Commission continue with this level of authority with the current member composition and it needs to be addressed.

Mr. Stivers stated he reviewed this as well and there are process steps that need to be fixed through education. He stated that he felt that after nine months of review with the Historical Commission, the demolition permit could be issued. He said Town Counsel's involvement is necessary in the demo delay process and reviewing the bylaw itself to correct any issues. Chairman Braccio gave a summary of Town Counsel's multiple offers to work with the Commission to refine their documents. She stated he was never taken up on his offers. Mr. Healey clarified that Attorney Cipriano is at not fault in this situation as he made himself available and made multiple offers to assist the Commission. Mr. Dennington pointed out parts of the Historical Commission documents that were inconsistent. Ms. Malinowski stated she was disappointed the actions of the Commission took away from the point of the demolition delay bylaw to preserve the historical nature of homes in Southborough and added it is the responsibility of the Board to ensure residents are being treated appropriately and appropriate processes are followed. She stated that this is very concerning and the Board needs to ensure the Historical Commission has the tools to enforce what is in their purview. There was discussion regarding including this topic on future meetings. Chairman Braccio stated she will invite the Historical Commission to their July 13th meeting.

Selectmen's Representative to SHOPC

Chairman Braccio volunteered to be the Board representative for SHOPC. She added she would like to speak with Mr. Dennington regarding his interests. The Board will discuss and vote at the next meeting. Ms. Jasinski told the Board that SHOPC meet Wednesday mornings at 8:00 A.M.

VIII. Public Comment

Howard Rose (2 Bantry Road) thanked the Board for reviewing the truck exclusion. He encouraged the Board to see the urgency for and to walk the road to see how dangerous it is. He explained the difference between Flagg and Parkerville Roads. Mr. Rose requested the hiring of an environmental noise specialist to work on a noise bylaw.

Tim Litt (148 Woodland Road) stated it is important to find out what the barriers are to board and committee members who are not using town email. He outlined some reasons given in the past. Mr. Litt stated he misses the table that was in the room previously. He stated that he is baffled that Board has not appointed the ex-officio member to the MTC. He asked the Board to do so.

IX. On a motion made by Mr. Stivers, seconded by Mr. Stivers and voted all in favor by roll call vote, the meeting was adjourned at 9:51 P.M.

Upcoming Meetings *June 22, 2021* *July 13, 2021*

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the June 15, 2021 BOS Meeting:

- Required Form of Vote to Submit a Statement of Interest
- Draft Transfer Station Rules and Regulations FY 2022
- Draft Regular Session Minutes, April 6, 2021
- Draft Regular Session Minutes, May 18, 2021
- Draft Regular Session Minutes, June 7, 2021
- 6-15-21 Board of Selectmen Appointments
- Donation acceptance request from Chief Achilles 6.1.21
- Capital SRC Subcommittee - Extension of Charge End Date 6.7.21
- Public Health Excellence Grant Program for Shared Services RFR #214333 Municipality Statement of Commitment
- Memo from Jason Montijo re use of salary funds for non-salary items 6.10.21
- Letter from Chief Paulhus to BOS re Police FY21 Budget 6.4.21
- Flagg Road Traffic Counts and Summary for Citizen's Petition
- Draft Noise Bylaw Ad-hoc Committee Charge and Process
- Letter from Chelsea Malinowski to Mark Purple re Notary Info 6.9.21
- Letter from Town Clerk Hegarty to Carolyn Teehan of State Ethics Commission re SMEs 6.5.2020

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TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, June 22, 2021, 6:30 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

I. Chairman Braccio called the meeting to order at 6:30 P.M.

II. Public Comment

Betsy Rosenbloom (5 Strawberry Hill Road) asked if there will be painted crosswalks on Main Street and Route 85. Mr. Healey stated that DPW presented higher end crosswalks at Town Meeting and they were approved. He added that he is not sure when they will be added but it is in the plan.

Chris Robbins stated he is on the EDC but is speaking as resident. He stated that the downtown initiative has been worked on for years and if approved, will be a remarkable legacy for the Town. He stated there should be no more delay and now is the time to set the standard to revitalizing the community as other surrounding towns have. Mr. Robbins stated collaboration is key in order for the downtown initiative to be approved to leave a legacy everyone can be proud of.

Paul Cimino (3 Austin Kelly Lane) asked if there would be an opportunity for public comment during the agenda item regarding the appointment of town, special and labor counsel. Chairman Braccio stated now would be the time to comment. Mr. Cimino said that in his personal opinion, not as Moderator, that absent of a compelling difference between current counsel and those interviewed, the choice should be to keep current counsel. He added he watched all the interviews and did not see a compelling difference. He stated he hoped if a change is made that there would be good substantive reasons articulated for the change.

III. Scheduled Appointments

<u>Brian Ballantine & Carla McAuliffe – Award contract for Town Auditor, effective July 1, 2021</u>

Mr. Ballantine explained that the contract for Town Auditor expires June 30th. An RFQ was released and four responses were submitted. He stated interviews were conducted for all four forums and explained their professional experience and background. He explained the interview process and how each firm ranked. Both Ms. McAuliffe and Mr. Ballantine agreed that a major deciding factor was how much time on site the auditor was willing to make. They explained their reasons for asking to appoint Roselli, Clark and Associates. Ms. Malinowski asked when the Board could meet the associates. Mr. Ballantine stated he would set up a meeting. Mr. Healey stated he supported the recommendation. Mr. Stivers stated he was impressed with the reports this firm had given other towns.

Mr. Stivers made a motion to award the contract for Town Auditor effective July 1, 2021 to Roselli, Clark and Associates. Mr. Healey seconded. The motion passed all in favor (5-0-0).

<u>Jason Montijo – IT Update</u>

Mr. Montijo explained the work he has been doing with the Board of Health which includes installing a new multifunction printer, enabling HIPPA guidelines for the printer and scanner,

email encryption and supplying Ms. Spiri with a laptop. He explained an upcoming penetration test being conducted with the National Guard and the purchase of a DNS filter called Umbrella. Mr. Montijo outlined his meeting with the MTC and his need of a Senior IT Specialist. Chairman Braccio thanked him for putting the steps in place for cyber security. Mr. Healey asked about the process with the National Guard and Mr. Montijo explained. Mr. Healey stated the Board delayed the decision to hire an additional staff member to the IT Department and asked if the Senior IT Specialist is exactly what Mr. Montijo needed. Mr. Montijo stated that after taking the time to understand his goals and weaknesses he believes he needs someone with a high level of understanding of networking and systems. He added he is comfortable with requesting this role. Ms. Malinowski asked if this position was defined in the SAP. Mr. Purple stated it was not but he has had discussions with the Personnel Board. He added that there is potential this role could be hired under an existing position and work towards establishing a Senior IT Specialist job description. Ms. Rosenbloom stated that discussions have been had and the Personnel Board is ready to begin the process to including this into the SAP for fall town meeting. She added the Personnel Board has not taken a position on the role as it has not been presented to them on merit.

Ms. Braccio asked to discussion agenda item "6-E" regarding the continued use of virtual/zoom meetings for boards and committees. She asked for discussion and a recommendation to give boards and committees regarding the use of Zoom moving forward. She suggested permitting boards begin to meeting in person. The Board agreed that the use of Zoom has been very convenient and hopes some capacity could be used for remote participation for those not able to make an in-person meeting. They also agreed that public participation and viewing has increased since using Zoom and YouTube to broadcast meetings. Mr. Purple explained that an integral piece of equipment used by Southborough Access Media has broken and they have been meeting to create a plan to get back up and running. Mr. Purple explained that his expectation is for SAM to record at the same capacity as pre-pandemic schedules. Ms. Malinowski asked about the possibility of using a Zoom environment that is simpler to conduct in order to provide the public to participate remotely. Mr. Montijo explained he has been looking into this in other towns and will continue to do so.

Mr. Healey described a "Zoom Light" approach which included the use of SAM to create a visual record but also enabling Zoom to include those that cannot be present in the room without the entire environment being conducted through Zoom. He suggested a policy be created for this. Chairman Braccio asked if he would like to create a draft policy and Mr. Healey agreed to do so. Mr. Montijo stated that an ambassador for each board and committee would need to be able to handle the setup and breakdown of a hybrid Zoom environment. Chairman Braccio asked Mr. Purple to send an email to all boards and committees the directives of the Board regarding meetings. Mr. Purple agreed.

IV. Reports

Chairman's Report

i. Volunteer Breakfast

Chairman Braccio stated that this was a great turnout with over forty people in attendance. She said that many different boards and committees were able to network. She thanked all volunteers for their dedication and work throughout the year and thanked Ms. Hale for coordinating the breakfast.

Chairman Braccio reminded the Board that input for Ms. Galligan and Mr. Ballantine's reviews are due Friday to Mr. Purple.

Members' Reports

i. Master Plan Update

Mr. Dennington stated he spoke with Bill Sines from the Master Plan Committee and discussed collaborating to meet the goals from the Master Plan. He suggested working with the Planning Board to outline and prioritize objectives that the Board can assist to accomplish.

Mr. Stivers stated that the 2008 Master Plan had 100 objectives and 250 implementation steps. He stated the goal is to narrow the focus with the new Master Plan. He stated the Board should collaborate to identify and focus on priorities.

Town Administrator Report

Mr. Purple stated the vaccination clinic in Westborough closed its doors today after a successful effort to vaccinate the public throughout multiple communities. He thanked the Board of Health, Health Directors, CERT Teams, MRC, staff, Chiefs, volunteers and Ms. Black from Northborough in coordinating and executing the clinic.

V. Consent Agenda

a. Ms. Malinowski asked to hold agenda item "a." She requested that in the paragraph at line 34, include "monthly office hours and three board meetings." She asked to include language regarding infrastructure and funding needs as well as public safety compliance issues in row 52 and 53. The Board agreed to both. Mr. Healey made a motion to approve the Open Session Meeting Minutes: June 8, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
b. Chairman Braccio asked to hold agenda item "b." Chairman Braccio stated that Ms. Duka is not seeking reappointment and asked she be removed from the list. Mr. Healey made a motion to appoint Board/Committee members FY22 as amended. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
c. Mr. Healey made a motion to appoint Capital Planning Committee members FY22. Mr. Stivers seconded. The motion passed (4-0-1). Ms. Malinowski abstained.
d. Mr. Healey made a motion to reappoint staff positions for FY22. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
e. Mr. Healey made a motion to accept Crown Castle Flag Pole Assembly Bill of Sale. Mr. Stivers seconded. The motion passed (4-0-1). Ms. Malinowski abstained.
f. Mr. Healey made a motion to accept a donation of $15.00 for the Fire Dept. Ambulance Fund. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
g. Mr. Healey made a motion to award the contract for Golf Club improvements. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
h. Mr. Healey made a motion to approve the Hazard Mitigation Plan. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
i. Mr. Healey made a motion to approve departmental expenditures for FY21 per Financial policy. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
j. Ms. Malinowski stated she has revisions she would like to make to the Executive Session Meeting Minutes: June 15, 2021. She requested a meeting in Executive Session to discuss and the Board agreed.

VI. Other Matters Properly Before the Board

Discussion of Downtown District bylaw initiative

John Wood of the EDC stated the Committee called their meeting to order at 6:30 P.M. Chairman Braccio outlined the main outstanding issues with the Planning Board regarding the bylaw which included the 2,000-3,000 square feet per establishment, four story height allowance, FAR ground coverage and the zoning map. She explained an email was forwarded to the Board which included a conversation Attorney Costa had with Ms. Luttrell and Ms. Hoolahan of the Planning Board regarding mixed use. She also stated an email from the Planning Board that came in late afternoon was provided at the meeting and is included in the packet posted with the meeting minutes. She explained that Marijke Munsiff, EDC Coordinator, crafted design guidelines and provided them to the Planning Board in November. The feedback from Planning was that the guidelines were a great start. Chairman Braccio read part of the email from the Planning Board which in summary stated the Board consensus was they will be reviewing and not crafting design guidelines and the proposed bylaw should be in final draft and reviewed by a consultant. Chairman Braccio explained that the grant money for this project will expire in eight days which is an incredibly tight schedule. She added that consultant Judi Barrett strongly suggests the guidelines be completed in conjunction with the bylaw for Town Meeting.

Julie Connelly of the EDC gave a timeline summary of the creation of the guidelines in November with a clear message that the grant money was available through June. She explained that the design guidelines were well received by the Planning Board and had heard nothing substantive about them since. She explained the importance of design guidelines and the rationale for the Planning Board to have authority over enforcement. She expressed her concerns regarding funding and timing. Chairman Braccio stated she spoke briefly with Ms. Barrett regarding this issue and she will reach out to her tomorrow regarding next steps. John Wood of the EDC stated he will reach out to other consultants used previously by the EDC in hopes of reaching someone who had time to work with them in the eight remaining funding days.

Mr. Healey expressed his frustration in the timing of the feedback from the Planning Board and lack of support of this initiative from other boards and committees; specifically, the Master Plan Committee. He added that this feedback could have been expressed six to eight months ago. Mr. Stivers stated that the Master Plan Committee has the downtown as an open are a of focus. Mr. Healey replied that putting this initiative on a list and collaborating to bring it to Town Meeting are not the same idea. Mr. Stivers stated he is more hopeful and added that the guidelines proposed by the EDC are very good and part of the Planning Board public hearings is to revise and edit the document. Mr. Healey asked Mr. Stivers to commit to discussing this topic at the next Master Plan Committee meeting on June 30th and Mr. Stivers agreed.

Mr. Dennington asked if the design guidelines were discussed at the last joint meeting and Ms. Connelly replied that they were not. He explained that he felt the design guidelines did not have to be done in conjunction with the bylaw for Town Meeting. Ms. Connelly explained why the EDC felt they were an integral part of the bylaw passing at Town Meeting. Chairman Braccio explained why she agreed with Ms. Connelly. Chairman Braccio recommended making every attempt to find a consultant to review the design guidelines drafted by Ms. Munsiff in the last eight days of grant funding. Mr. Belniak of the EDC cautioned both Boards about analysis paralysis with the document. Chairman Braccio asked the Board if they agree to move forward with her suggestion. Mr. Dennington asked if the EDC agreed with that path. Mr. Wood stated he does not think the guidelines are imperative for Town Meeting and added that it was clearly stated these were not under the purview of the EDC. He added that the redesign of the map and

the design guidelines should be under the purview of the Planning Board. He expressed his frustration with the timing of the Planning Board feedback and suggested the Board and the EDC come to agreement on the four outstanding issues in the bylaw. Ms. Connelly asked the opinion of the Board regarding next steps and who will own the design guidelines and map if the Planning Board will not. Mr. Healey agreed that the Board could come to an agreement on the outstanding issues in the proposed bylaw and stated that there is a zoning map. He explained that the current zoning map will work with the bylaw and once all is delivered to the Planning Board, it is their responsibility to hold public hearings. There was lengthy discussion regarding the outstanding issues, next steps and timeframes.

Mr. Healey made a motion that for the purposes of the downtown district final bylaw draft, they Board adopt the 3,000 square feet per establishment under zoning as stated by Chairman Braccio earlier. There was discussion regarding where in the bylaw this motion would be applied. Mr. Healey withdrew his motion. Ms. Malinowski made a motion that the Board adopt under 174-8.12 (B) the 3,000 square feet for permitted use as well as under Section (C) (1) the 3,000 square feet being the lower part of the threshold for a special permit. Mr. Healey seconded. The motioned passed all in favor (5-0-0). Mr. Anderson made the same motion for the EDC. Mr. Robbins seconded. The motion passed all in favor (5-0-0).

Mr. Dennington made a motion that the Board support eliminating Section 174-8.12 (G) from the proposed bylaw together with the portion of Section 174-8.12 (F) (8) (a) after the comma following "three stories." Mr. Healey seconded. The motion passed all in favor (5-0-0). Mr. Anderson of the EDC made the same motion. Mr. Robbins seconded and the motion passed all in favor (5-0-0).

Mr. Dennington made a motion that on the top of page 4, Section 174-8.12 (F) (5) the Board strike the max lot coverage of 80% and replace the language with "max FAR: .35 as of right or max .5 with a special permit from the Planning Board." Mr. Healey seconded. The motion passed all in favor (5-0-0). Mr. Anderson of the EDC made the same motion. Mr. Robbins seconded and the motion passed (4-1-0). Ms. Connelly opposed.

Mr. Stivers made a motion to support the changes made in version eight of the document in blue to clarify several definitional issues as shown in this document. Mr. Stivers withdrew his motion. Mr. Healey made a motion to accept for purposes of transmitting to the Planning Board the downtown bylaw version eight with the blue amendments which were input from Attorney Costa and Planning Board as well as reflecting the votes taken on items 1, 2 and 3 as taken tonight. Mr. Stivers seconded. The motion passed all in favor (5-0-). Mr. Healey made a motion that the Board transmit version eight as voted on and transmit the draft design guidelines to the Planning Board as part of this package with the proviso that the Board designate Ms. Braccio on behalf of the Board to make any changes after input from a consultant between now and the end of the consultancy pay. Mr. Stivers seconded. The motion passed all in favor (5-0-0). Mr. Healey made a motion that the current zoning map as written in the Town of Southborough Zoning Code be transmitted as part of the package. Mr. Stivers seconded. Ms. Malinowski asked the next steps for the map. There was lengthy discussion regarding using the current map, making changes this evening and receiving input from the public. There was discussion regarding the split lots on Latisquama Road. Mr. Healey amended his motion to state that the Board convey to the Planning Board that the proposed zoning article for the Downtown District as voted on tonight along with draft design guidelines as voted on tonight with the message that the Board

will continue to review and discuss the zoning map with landowners with the anticipation that the discussion of that map will be part of the public hearing regarding the downtown district bylaw being proposed. Mr. Stivers seconded. The motion passed all in favor (5-0-0). Mr. Anderson made a motion to send the current zoning map to the Planning Board as a separate discussion from the bylaw. Mr. Robbins seconded. The motion passed all in favor (5-0-0). Mr. Anderson made a motion that the EDC send the downtown district bylaw version eight with the changes made tonight and edits from Attorney Costa along with the design guidelines. Mr. Belniak seconded. Chairman Braccio stated that the Board will not "transmit" but will be sending all documents voted on to the Planning Board. The motion passed all in favor (5-0-0). Mr. Wood made a motion to adjourn the EDC meeting at 9:26 P.M. Mr. Belniak seconded. The motion passed all in favor (5-0-0).

The Board went into recess at 9:27 P.M. The Board returned from recess at 9:34 P.M.

Review and approve Charge for Noise Bylaw Ad Hoc Committee

Mr. Stivers stated he made updates to the charge based on the discussion at the previous meeting. He stated there is a typo in the fifth bullet. Mr. Healey agreed that the proposed charge incorporated the points the Board discussed. Ms. Malinowski described an update on this charge as described at a Board of Health meeting. The concern was that the three Board of Health members are not able to participate on this committee. She suggested that a Board of Health employee and a resident be assigned as a voting member. Ms. Malinowski reminded the Board that the Board of Health owns the enforcement of a noise bylaw. Chairman Braccio stated she approved that change. She asked that interviews be conducted for the committee appointments at their July 13th meeting. Mr. Healey made a motion to approve the Noise Bylaw Ad Hoc Committee charge as proposed with the single amendment. Mr. Stivers seconded. The motion passed all in favor (5-0-0). Chairman Braccio asked Mr. Purple to advertise volunteer openings on this committee and he agreed to do so.

Review and approve new charge for Capital Planning Committee

The Board discussed a change in membership number for the Capital Planning Committee from seven to five. The Board felt leaving the number at seven will suffice. Chairman Braccio discussed changing the word "oversight" to "collaboration" in the second bullet of the charge. Mr. Healey asked to change the wording in this section to "under the purview." The Board agreed. Mr. Healey made a motion to approve the Capital Planning Committee charge with the discussed amendment and no change in membership. Mr. Stivers seconded. The motion passed (4-0-1). Ms. Malinowski abstained.

Review and approve Capital Planning recommendation for oversight of FY22 Capital projects

Chairman Braccio explained that there is a self-explanatory email from Mr. Malinowski included in the packet. It referenced three projects; the Town House, the Fire tender and Library renovations. Chairman Braccio said the Conservation Preservation Committee agreed to have some oversight on these projects and is part of the request. Mr. Healey made a motion to approve the recommendation from the Capital Planning Committee regarding oversight of FY22 capital projects. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

Discussion of the continued use of virtual/Zoom meetings for boards/committees

This was discussed under agenda item III.

Discussion of date for Special Town Meeting

Mr. Purple explained the timeline from a finance and assessor's department perspective. He suggested the last week of September or the first week in October for the Board to consider for a fall town meeting. Chairman Braccio summarized her discussion with Town Clerk, Jim Hegarty and stated that the schools have availability these weeks. She added the Town is not bound to a Saturday. The Town Moderator, Paul Cimino gave his opinion on which weeks and days to hold a fall town meeting. The Board discussed their schedules. Mr. Hegarty explained why the town is not bound to a Saturday to hold a fall town meeting. Mr. Stivers made a motion to set the date of special town meeting for October 4th at 7:00 P.M. at the Trottier auditorium. Mr. Healey seconded. The motion passed (4-0-1). Ms. Malinowski abstained.

SHOPC & Capital Planning Committee Affordable Housing Subcommittee

i. Approve committee charge

Chairman Braccio explained that Andrew Pfaff of the Capital Planning Committee worked with SHOPC Chair, Doriann Jasinski and SHOPC approved the charge with five members. Mr. Dennington asked how this relates to the aftermath of the bid for South Union. Chairman Braccio replied that it does not except that the public response was to continue to explore options for the South Union School. Mr. Healey made a motion to approve the SHOPC and Capital Planning Committee 21 Highland Street Affordable Housing subcommittee as proposed. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

ii. ii. Appointment of committee members

Chairman Braccio updated the Board on board and committee votes to approve Mr. Bhisitkul, Mr. Frisch, Mr. Stein, Mr. Pfaff and Mr. Palmer. She informed the Board that they will need to vote to approve these members to their respective appointments as supplied in the packet. Mr. Dennington moved to approve the above appointments as presented in the packet. Mr. Healey seconded. The motion passed all in favor (5-0-0).

Discussion of Counsel appointments (Town, Special, Labor)

Mr. Dennington left the meeting at 9:59 P.M.

Chairman Braccio summarized that the Board brought in four candidates for bids for legal services and they had the opportunity to interview each. Mr. Healey summarized that the Board has been talking about putting legal services out to bid for two years and how they came to do so this year. He explained he felt the representatives from West Group Law, LLC had more experience in dealing with cities than towns. He stated that the other three representatives would be fine choices. Mr. Healey explained that Mead, Talerman & Costa, LLC stood out with their breadth of experience and the packets that they delivered in their bid. He explained that he felt the size of this firm is advantageous to the Town. Mr. Healey added that there would be a cost savings to the Town if this firm was chosen. He stated his first choice was Mead, Talerman & Costa, LLC.

Mr. Stivers stated Petrini & Associates, P.C. was his first choice based on their municipal law experience and the responses to the interview questions. He stated that he appreciated their firm approach and felt they could offer more than a solo practice. Mr. Stivers added that Petrini & Associates, P.C. were more expensive and Mead, Talerman & Costa, LLC were his second choice.

Chairman Braccio stated that the West Group was not one of her top choices and Petrini & Associates, P.C. were third on her list. She added that she was not impressed with their answers to the interview questions and had the same concerns for covering multiple states. She stated that current Town Counsel is her second choice. She outlined his longevity with the Town, vast experience and workshops provided to Town boards and committees as positives. She outlined concerns being the amount of turnaround time for a decision, tenor of current emails and the thought that lines could be blurred between being a tax payer and counsel to the Town. She stated that she has chosen Mead, Talerman & Costa, LLC as her first choice due to the experience she has had with Special Counsel and Attorney Costa, her impression of the other attorney brought to the interview, the office hours and availability and team approach they offer.

Ms. Malinowski stated Petrini & Associates, P.C. was her fourth choice as they did not have enough of an understanding of Southborough and she had the same concerns with West Group Law, LLC. She stated that Attorney Cipriano has served the Town well and had many successes here but felt Mead, Talerman & Costa, LLC were a better choice. She outlined the fact that deadlines are driven by the Town with this firm, the option for office hours and their breadth of education as reasons for her choice. She added that Attorney Cipriano is excelllent with tax title issues, dealing with Stockwell Lane and quarterly meetings provided to the Board. Ms. Malinowski stated that she liked the idea of a bigger firm as opposed to a solo practice. Mr. Stivers stated Mead, Talerman & Costa, LLC were second on his list and he would support that appointment.

Mr. Healey made a motion that the Town of Southborough appoint Town Counsel for fiscal year 2022 beginning July 1, 2021 to Mead, Talerman & Costa, LLC under the proposed fee structure "A" of $84,000 annually. Ms. Malinowski seconded. The motion passed all in favor (4-0-0).

Ms. Braccio thanked Town Counsel for his service of the years. Mr. Purple asked the Board if they were appointing labor counsel this evening. Chairman Braccio stated that Labor Counsel's contract would expire on June 30th. The Board decided they would like Mead, Talerman & Costa, LLC to present what they could offer for labor counsel. Mr. Healey made a motion to extend the labor counsel contract for 90 days. Mr. Stivers seconds. The motion passed all in favor (4-0-0).

VII. Public Comment

None

VIII. On a motion made by Mr. Healey, seconded by Mr. Stivers and voted all in favor, the meeting was adjourned at 10:24 P.M.

Upcoming Meetings
July 13, 2021
August 17, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the June 22, 2021 BOS Meeting:

- Memo from Jason Montijo to Mark Purple dated 6.17.21
- Draft Regular Session Minutes 6.8.21
- Letter from Brian Ballantine to BOS dated 6.16.21
- 6-22-21 Board of Selectmen Appointments FY22
- 6-22-21 Board of Selectmen Appointments FY22- Capital Planning Committee
- 6-22-21 Board of Selectmen staff reappointments FY22
- Letter from Attorney Cipriano re Crown Castle Flag Pole Assembly Bill of Sale
- Donation acceptance request to Ambulance Fund from Chief Achilles
- Summary of Bid Results for Southborough Golf Club New Practice Putting Green
- Southborough Hazard Mitigation Plan 2021
- Letters from Carla McAuliffe to Karina Quinn, Paul Cibelli and BOS re end of year budgets
- Draft Noise Bylaw Ad-hoc Committee Charge
- Draft Capital Planning Committee Charge
- Draft SHOPC/ CAPITAL PLANNING COMMITTEE- 21 HIGHLAND ST. AFFORDABLE HOUSING SUBCOMMITTEE Charge
- Letter from Jason Malinowski to BOS dated 6.21.2021
- Downtown District Bylaw, Planning Board re Design Guidelines 6.22.21

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TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, May 4, 2021, 6:30 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Public Comment

None

III. Scheduled Appointments

Karen Wheeler – Proposed Energy/Sustainability Committee

Mr. Healey asked Ms. Wheeler for an overview of her requests. Ms. Wheeler shared her screen to propose the establishment of an Energy and Sustainability Committee. She gave background about discussions about climate change at the federal, state and local levels. Ms. Wheeler expressed her concern about the "human cost" if we don't get our climate issues under control. She is looking to establish a committee that can research, advise, and advocate for these issues.

Mr. Healey asked if Ms. Wheeler looked at the committee charges in other Towns for similar committees. Ms. Wheeler said that she did, and that creating a committee charge would not be reinventing the wheel. Mr. Healey asked if she had spoken with John Parent. Ms. Wheeler said that she had, and Mr. Parent was initially a little concerned about a new committee infringing on his Green Community initiatives. She viewed the committee focusing on broader projects that may need more ideas and more funding. Mr. Healey said that he appreciates Ms. Wheeler's work on this, and asked that she continue to evaluate the best way to move this forward. Ms. Braccio thanked her for her presentation, and asked to bring Mr. Parent over.

Ms. Braccio asked Mr. Parent if he agrees with the direction that Ms. Wheeler is proposing for this committee. Mr. Parent said that the only problem he has with the committee as currently proposed is that it could conflict with the current and future Green Communities projects as

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planned. Mr. Parent explained his work with State officials, his counterpart at the School, National Grid and others, and how much of the work is dictated by tight timelines and schedules. He said that any large projects would be run through Capital Committee, who would work with him to advocate for the project. Adding a committee into the mix may impact timelines, which in turn could impact funding opportunities. Mr. Parent did say that a committee could be helpful in trying to educate residents on green initiatives such as energy conservation and alternative energy sources. He would be supportive of reconstituting the Green Technology Committee, which is something that Town residents could relate to. Ms. Braccio said that her concern was creating redundancy, and that Ms. Wheeler should continue her conversations, including with Capital Committee, to create a committee focusing on educating residents. Mr. Healey asked Ms. Wheeler what percentage of the committee work she saw as educational, and she said about 30%. Ms. Wheeler also questioned the bandwidth of the Town to take on larger, more complex projects.

Mr. Healey thanked Ms. Wheeler for her presentation, adding that he really liked the idea of resident engagement on climate issues. He said that this committee could be following current issues, and keeping both Mr. Parent and residents updated, as well as any potential grant opportunities. Mr. Shea said that Ms. Wheeler came to Selectmen office hours a few months ago, and talked about what other towns were doing for energy and sustainability. He asked if Wayland, Sudbury and/or Stow have a residential education component to their committee charges. Ms. Wheeler said that at least one of them had something to that effect. Mr. Stivers said that while he supported the concept, he was unsure how to put something in place to make progress on these issues. While he was also concerned about creating another committee, he thought it was a worthy idea that should be explored further. Mr. Healey said that he didn't think this would be a committee that you'd have trouble getting people involved in, but that some due diligence still needed to be done. He asked Ms. Wheeler to continue her conversations with Mr. Parent and others, and that the Board would be back in touch with her. Ms. Wheeler thanked the Board for entertaining the discussion.

ZBA – ATM warrant article 34

Katie Barry gave an overview of the intent of the article, which was to clean up some of the existing language in the bylaw to make it consistent with recent legal decisions. Mr. Stivers concurred with what the article was trying to do, but said that a future town meeting should continue the effort. Mr. Healey said that the purpose seemed straightforward, but this was not something that the Board had to take a position on tonight.

Jonas Linden – ATM warrant article 39

Mr. Linden was not present for the discussion; he was at the earlier pre-Town Meeting with the Moderator. Mr. Stivers said that Mr. Linden likely understands the process now for getting an HCVE. The Board agreed to take no position on the article.

Police Chief Paulhus – Policy on Traffic Constables

Chief Paulhus spoke to his request, noting that the Department is filling 14-20 details a day, which is nearly impossible even with officers from neighboring towns. The City of Framingham and Town of Hopkinton both have this policy, and it has worked well for them for a number of years. The Chief said that his plan is to keep the pool of traffic constables within the public safety building, which would limit it to Dispatch and Fire personnel. Chief Achilles had already polled the firefighters, and there definitely is some interest. Chief Paulhus said it was also something

good to try and attract and retain dispatchers. Mr. Healey asked what changes on day one if this policy is approved. Chief Paulhus said that his preference is still to have sworn police officers maintain the details, and that traffic constables would fill in the vacancies. Mr. Healey asked if there is any training required, and the Chief said there would some minimal training for traffic control. Mr. Shea supports the plan to use Police officers first, and then supplement with constables, but wondered if there was any CBA language that could affect his plan. Chief Paulhus said it is spelled out clearly in the union contract, and explained why there were no conflicts.

Mr. Stivers questioned the Chief as to whether the constables would get the same rate of pay as the Police officers. Chief Paulhus said that they would get the same rate of pay per the CBA, and that he has already had the discussion with the Union and they didn't have any objections.

Ms. Braccio made a motion to approve the policy as presented by Chief Paulhus, seconded by Mr. Stivers. Roll call vote: Braccio – aye; Malinowski – aye; Shea – aye; Stivers – aye; Healey – aye. Motion passed unanimously, 5-0-0.

IV. Reports

Chairman's Report

i. Upcoming meeting schedule

Mr. Healey noted the number of RFPs that have been issued for Legal services and South Union School, which will require review and decisions. He said that it make sense to have a meeting on May 10, but also to meet on May 18 after the Town election. Given that there will be a new member, Mr. Healey suggested that the Board reorganize on May 18, and the Board concurred.

Members' Reports

i. Rent & Mortgage Assistance Program update

Ms. Malinowski informed the Board that she received 4 applications so far for the rent and mortgage assistance program. The Trust has approved another $25,000 to be used out of CARES funds to support additional applications. The application process is underway, and two checks have been issue, while two other application are under review. Ms. Malinowski said that overall the process is working well, and encouraged anyone who has suffered a loss of income due to COVID-19 to go to the town website and see if they qualify. Mr. Stivers asked for an agenda item concerning the federal stimulus program, which he continues to follow with great interest. He urged the Board to have a plan in place on how the federal funds should be spent.

Town Administrator Report

i. COVID-19 vaccination update

Mr. Purple updated the Board on the regional vaccination clinic in Westborough, and noted that things are going very well. He said that the Public Health Agent in Northborough, Kristen Black, deserved much of the credit for spearheading and shepherding the effort. He also recognized Chief Achilles, our Public Health Director Heather Alker, and the MRC and CERT teams. Mr. Purple said that the clinic was able to secure an additional tray of Pfizer vaccine, and this will be reserved for a special vaccination day for high school students in the participating communities. The data provided by Dr. Alker showed that 61% of all Southborough residents have at least 1 dose of vaccine, and that Southborough is trending better than our surrounding communities with vaccinating our younger populations.

Mr. Purple noted that the Town did receive notification that the shared services grant for health services, spearheaded by Northborough, was awarded at the full amount of $300,000 annually for three years. There are also 3 renewal options for three years each, and a work plan is being put in place by the four communities to determine how the funds will be used by each community. The grant focuses on nursing and inspectional services, and is used to enhance existing health services. Mr. Stivers offered his thanks to the Board of Health for maing this happen. He noted that the FDA is likely going to approve Pfizer for those in the 12-15 age group, and did we have a plan to vaccinate that population. Mr. Purple said that the group would be meeting to discuss that rollout soon. Ms. Braccio said that based on all the positive feedback that we have been hearing about our regional site, the Board should be sending a letter of thanks and recognition to Ms. Black in Northborough for her efforts on our behalf. Mr. Healey concurred and asked that Mr. Purple can work with Ms. Hale to put together a draft letter.

Mr. Purple informed the Board that Conservation Commissioner Judith Watson recently completed her Fundamentals Certificate from the Mass. Association of Conservation Commissions (MACC). He said that a majority of commissioners have this certification, as it helps them to be better prepared when discussing permits, and that it was nice to see our permitting boards staying up on continuing education.

Mr. Purple said that he received a message from Advisory Committee member Andrew Pfaff, who has been working with Ms. Danza on the MVP grant. The deadline is later this week, and the grant would be to develop an impervious surface layer for the Town's GIS system. Several other communities have used the grant for the same purpose, and have been successful. The dollar amount for the grant is $30,500, and the Town needs to match $7,625, which Advisory is willing to provide. Mr. Purple wanted to make sure that the Board was aware, and that there were no issues with submitting the grant. Mr. Stivers said that this is an important tool for stormwater management, and fully supported the effort.

Ms. Hale updated the Board on the subject of diversity, equity, and inclusion (DEI), which was discussed earlier in the year during goal setting sessions. At this time of year, we are looking at scheduling employee trainings, and wanted to use some of the training funds in the Selectmen budget for this purpose. Personnel Board would be asked to pay for half of the course. Mr. Healey said that it sounds like a good idea, but how much would it cost. Ms. Hale said between $2,500 and $4,000 three-part virtual sessions, to come out of the Selectmen's employee training line item. The Board agreed with the use of the funds for the training.

Ms. Hale talked about other municipalities are using technology to get their boards and committees back in the building to meet in-person. IT Manager Jay Montijo joined Ms. Hale for a site visit in Medfield to see how they do it, in conjunction with their local cable studio. SAM is not ready to come back yet, which could complicate efforts on our end, but we are exploring how to do it with Zoom. Mr. Healey said that he wants to have meetings in person as soon as possible, to send the message that things are moving toward normal. Ms. Braccio said that she is very happy to move in this direction. Ms. Malinowski asked if we are looking at outfitting the public safety meeting room and senior center the same way. Ms. Hale said that the goal was to start with the McAuliffe Room and go from there. Mr. Shea and Mr. Stivers agreed. Mr. Montijo said that Medfield had been very helpful in getting him information on their setup, and that he has been talking with SAM.

V. Consent Agenda

a. Approve Meeting Minutes: April 27, 2021
b. Accept donations totaling $125.00 for Fire Dept. Ambulance Fund
c. Accept donation of $750.00 for Southborough Youth and Family Services donation account
d. Appoint Julia Fontana as a Student Police Officer, effective May 10, 2021

Mr. Healey made a motion to approve all Consent Agenda items as presented, seconded by Mr. Shea. Roll call vote: Braccio – aye; Malinowski – aye; Shea – aye; Stivers – aye; Healey – aye. Motion passed unanimously, 5-0-0.

VI. Other Matters Properly Before the Board

Discussion regarding field dedication at Mooney Complex in honor of Brian G. Shifrin

Mr. Healey said that members of the Board had time to review the request from Southborough Little League, and Ms. Braccio noted that this effort has been going on for the better part of 18 months. She also said that she and Brian Shea served with Mr. Shifrin, and everyone felt strongly about the naming of the field when approached by baseball about this. The dedication would be held on June 2nd, which is Lou Gehrig's Day, and his daughter will have the honor of playing on that field. Kristine Shifin said that this acknowledgement of Brian means the world to her and her kids. Ms. Braccio said that we know how involved Brian was with baseball, which makes this decision a relatively easy one for to make. Mr. Shea said that discussions of getting this done sooner were put on hold with COVID-19, and that was beyond everyone's control. Ms. Braccio asked that the Recreation Commission be involved in the discussions for the dedication, and that it be reflected in the vote that both baseball and the Commission should work collaboratively on the signage.

Ms. Braccio made a motion that the Board support the naming of Brian Shifrin Memorial Field at Mooney Field at Finn School with the stipulation that the baseball league collaborate with the Recreation Commission on the event, seconded by Mr. Shea. Roll call vote: Braccio – aye; Malinowski – aye; Shea – aye; Stivers – aye; Healey – aye. Motion passed unanimously, 5-0-0. Ms. Shifrin thanked the Board for their support.

Discussion regarding flag placements at the Old Burial Ground

Mr. Healey set the table for proceeding with the discussion. He wanted to hear from the veterans to have them elaborate on their proposal for what they think should happen with the flag placements at the Old Burial Ground. He then would like to hear from the people who submitted a petition to express their concerns over the placement of the flags. Having talked to Mr. Kolenda, he was of the understanding that the veterans had a modest presentation, and he wanted to try to accommodate everyone within a reasonable amount of time. Mr. Healey also said that he wanted people to know that there will be a final opportunity to submit written materials before the Board takes a vote on how to proceed. Mr. Healey then gave a brief summary of the Gadson flag based on research he had done. He understands that in recent times the use of the flag has been corrupted by individuals and groups whose views are antithetical to those who fought in the armed services, but he has not found any indication that there's been any such co-opting here. Mr. Healey also discussed ways to identify the history of the flags, if it was decided that they remain in the Old Burial Ground. He said that he was expecting a civil discussion this evening, even if we have different views and disagree, and said that he would ask any speaker who could not follow the rules to be muted. Mr. Healey said he

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wouldn't have any tolerance for any sort of personal attacks or suggestions that people's positions on this are anything but thoughtful and honorable in their views of the Town.

Mr. Kolenda said that he and Mr. Whynot were asked to represent the veterans, and thanked the Board for inviting them. He provided a history of the Gadsden flag. He said that veterans respect everyone's opinion, as they fought for the right of freedom of speech. Mr. Kolenda said that he and Mr. Whynot heard from many veterans about this issue, and not one thought that any of the flags, including the Gadsden flag, should be removed. He is requesting the flags be allowed to remain as they are. The historical nature of these flags cannot be understated. Mr. Kolenda broached the verbal threat made by Mr. Weishan against Mr. Whynot, and Mr. Healey intervened and said that particular issue would be discussed in due time. Mr. Kolenda then did a brief presentation on each of the flags flying in the Old Burial Ground. He referenced a recent case that came before the EEOC where a government employee was wearing a hat with a Gadsden emblem, and another employee found it offensive. The EEOC did not determine that the Gadsden flag was racist or discriminatory and did not ban it, so why should Southborough. Mr. Kolenda doesn't think that flags should lose their historical significance because some misguided people tried to misuse them.

Mr. Healey liked the idea of some literature or a plaque to explain the context of the flags, assuming that the Board votes for them to remain. Mr. Kolenda and Mr. Whynot said that they are both completely supportive, and that they think that this can only help to educate our residents about their history.

Ms. Braccio said that she had the opportunity to speak to some of the military contacts that she has as well. She asked about their thoughts on this particular flag, and they agreed it's a hot topic right now. Ms. Braccio said that she was told that the Gadsden flag was standard on the sleeve of their uniform, and on the front of their ship for the 2002 – 2019 mission global war on terror. She also said that our Navy officers are currently wearing this patch. Mr. Kolenda thanked Ms. Braccio for her comments, and that was his understanding as well. He said that he is an Army guy, but he knows that many Naval officers wear a version of the Gadsden flag that has the words "don't tread on me". Ms. Braccio said that she may have other comments, but will leave it at that for now.

Mr. Healey asked if when Mr. Stearns reached out to his counterparts, did he get feedback on other municipalities flying the Gadsden flag. Mr. Kolenda said that he reached out to his fellow colleagues, and that they were 100% in agreement that the flag is historic and should remain flying there. Mr. Shea and Mr. Stivers had no comments at this time.

Steve Whynot said that his thoughts were pretty well covered by Mr. Kolenda's opening statement, and noted that Mr. Stearns is here and asked him to be recognized to speak.

Brian Stearns, Veteran's Agent, did reach out to his counterparts in other Towns around the state. He reached out to the vast majority of communities in Worcester and Middlesex counties, and those he did reach were all in agreement to keep the Gadsden flag. He agreed with Mr. Kolenda's assertion that the Gadsden flag is a flag of hope, not hate, and wanted it to remain as a flag of hope for our soldiers and sailors.

Mr. WHynot offered additional information about the Gadsden Flag, and specifically about Mr. Bertonazzi, who is a Revolutionary War veteran buried in the Old Burial Ground.

Claire Deans Rowe said that she can't imagine when these flags were originally placed that they would take on the representation that they have. She noted that Gadsden was not just a slave owner, but also a slave trader. Ms. Deans Rowe brought forward a petition on March 14th with 262 signatures supporting the removal of the Gadsden flag from the Old Burial Ground. She said that the flag has been used pretty widely by hate groups for about 30 years now, and that the younger generation sees it as a symbol of hate. She said that she wants to honor veterans and the work they did to fight for our country, and she doesn't think the Gadsden flag represents what the veterans fought for. Mr. Healey asked Ms. Deans Rowe if she would be supportive if the various revolutionary flags were displayed with context. She said that she worried about people just driving through Town and seeing the flags would send the wrong message.

Pamela Saitta, 2 Brookside Road, said that she the signed petition because she was really concerned about the Gadsden flag serving as a symbol of the Town. She is asking to remove the flag display in the Old Burial Ground, including the Gadsden flag, and find a more suitable way to honor the veterans who are buried there. Ms. Saitta noted that 95% of those buried in the Old Burian Ground and not Revolutionary War veterans. She learned from Sally Watters that none of the people buried in that cemetery ever served in theaters that are represented by the flags that are displayed. Ms. Saitta suggested that the Gadsden flag be changed out with the Navy Jack flag, that it would be easy to switch it out. She is concerned with the message that we are sending to residents by flying this flag, and it is important to respond to modern times. Ms. Saitta feels that people can work together to find historically accurate flags that are non-controversial.

Michael Weishan said that he has nothing to add to the discussion this evening, and that it is more important to hear from Ms. Watters.

Sally Watters said that she has a great deal of respect for veterans, and she reached out to a few people that she knows who are veterans; two retired Navy captains, a Navy commander, and an Army colonel. They all concurred that the use of the flag in protest changed its meaning, unfortunately, and that it was not a great idea to be flying it on Town property. Ms. Watters has great reverence for those that are buried in the Old Burial Ground. 26 unmarked graves are Revolutionary War veterans; 36 marked graves are Revolutionary War veterans. She gave the history of some of the soldiers buried in the Old Burial Ground, and said that she would like to see historically appropriate flags being flown there. She said that that symbols change meaning to people, and this had unfortunately happened with the Gadson flag.

Rebecca Deans- Rowe spoke about the placement of the flags, and how the placement is problematic given the number of unmarked graves. She feels that it is more appropriate for the Town to find a different place to display the flags, and made it clear that this issue is not about not supporting the veterans.

Mr. Healey closed the discussion by thanking all who came and weighed in on the issue. He said that the Board will take a vote at their May 10 meeting.

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Town Meeting preparation – Assignment of articles, presentations

Mr. Healey asked Mr. Purple if this needed to be tonight, or if it could be done at the May 10 meeting. Mr. Healey said that he went through the list, and he thought it was pretty straightforward to assign the 21 Selectmen articles amongst the four current members (three groups of five, and one member with six). Articles could be shuffled or reassigned when a new member is elected. Mr. Purple said that he was fine with that. Mr. Cimino added that he had not finalized his consent list of warrant articles yet. Mr. Purple said that based on the consent list, many of the Selectmen articles could be voted without individual motions. Ms. Braccio said that since she had been on the Board, it was the luck of the draw if one of your assigned articles was included in the consent list. Mr. Purple asked if there were any articles that people specifically wanted to speak to. Mr. Healey said he should talk about the PILOT article. He asked Mr. Purple to send out his suggested assignment of articles to the Board members, and that the Board would take them up on May 10. Mr. Healey also noted that the new member could be assigned articles that were not addressed in the consent agenda. The Board and Mr. Purple agree.

VII. Public Comment

None

VIII. On a motion made by Chairman Healey, seconded by Mr. Shea and voted all in favor by roll call vote: Braccio – aye; Malinowski – aye; Shea – aye; Stivers – aye; Healey – aye. Motion passed unanimously, 5-0-0. The meeting was adjourned at 9:09 P.M.

Upcoming Meetings
May 10, 2021
May 18, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the May 4, 2021 BOS Meeting:

- FY 2021 Goals - Boards and Committees
- Goals for Town Administrator
- Proposal to BOS - Energy and Sustainability Committee 5.4.2021
- 4.19 Traffic Constables Policy
- Vaccination Data as of 4.20.2021
- Draft Selectmen's Minutes 4.27.2021
- Donation Letters from Chief Achilles dated 4.20.21 and 4.29.2021
- Donation Letter from Youth and Family Services dated 4.29.21
- Letter from Chief Paulhus to BOS re: Appointment of Student Officer Julia Fontana
- Letter from Michael Murphy to BOS re: Naming of Finn 1 Field in Honor of Brian Shifrin
- Letters from Pam Saitta to BOS re: Gadsden Flags
- Letter from Daniel Kolenda to BOS re: More background on the Gadsden Flag
- Letter from Steve Whynot to BOS re: More background on the Gadsden Flag

- Letter from Claire Deans-Rowe to BOS re: Request to speak at meeting
- Letter from Daniel Kolenda to BOS re: Proposed letter to Southborough BOS
- Letters to BOS from multiple residents re: Gadsden Flags
- Warrant for Annual Town Meeting on May 22, 2021
- Letter from Michael Weishan to Marty Healey re: Down the garden path

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TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Monday, May 10, 2021, 7:00 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 7:00 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Public Comment

Tim Litt (148 Woodland Road) stated he sent an email to the Board to urge them to reconsider their vote to supersede the Board of Health budget and asked them to support the budget as presented. He cautioned the Board against disagreeing with the Board of Health at Town Meeting.

III. Scheduled Appointments

Joint Meeting with Advisory Committee – FY22 Budget

Kathy Cook, Chair of Advisory, called the meeting to order at 7:03 P.M. Ms. Cook provided a summary of the 90-minute Advisory meeting that was held at 5:30 P.M. and the Board of Health budget changes that were reviewed at that meeting. The changes included restoring employee training to the amount printed in the warrant ($2,000) and restoring $300 in advertising. The Advisory Committee voted (7-0) to support the health budget at $176,863 which would equal a $57,418 amendment.

Ms. Cook gave a summary of the budget as follows:

- Health Director and nurse – is $3,000 more than the column E numbers as it fixes an error. It provides 19 hours for the health director (salary of 110k/annually) and 15 hours for the nurse (salary of 90k/annually)

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- Admin/Business Associate – Board of Health requests Barbara Spiri fully within in their budget (not in Assessors) and raise her step from 4 to 5 to make her a business associate. The salary in column G is at the step 4 rate with the SAP recommended 2.8% increase. The number is for 24 hours/week.
- Per diem nurse is in addition to the requested full-time nurse.
- $10,000 scanner as Board of Health has concerns about HIPPA violations – Advisory feels $10,000 should be taken out and put into the Reserve fund (increasing the fund from $180,000 to $190,000). The new IT Director will be making a recommendation as to HIPPA compliance for all departments, not just the Board of Health.
- Phones were moved to budget line item 159 Utilities – Facilities Department budget.
- Contracted services = $800 and remains unchanged.
- Instate travel was put back to the FY 21 (Advisory has an issue with instate travel from all departments, not just the Board of Health)

Ms. Cook explained that the $300K Shared Services grant (shared with 3 other towns) has a 1.5 full-time nurse that is included. Advisory felt that was sufficient and changed the Board of Health number to zero.

Regarding contracted services, the town has an inspector who works 3 days/week. (He also works for Boylston.) Boylston is one of the towns included in the Shared Services grant. Advisory felt that would be a way to work together for some shared services using the inspector. Advisory voted 4-3 to reduce the Health Department budget by $57,418 and amend the Reserve Fund to increase by $10,000.

Discussion continued regarding the $57,000 difference as outlined below:

- Contracted services and per diem nurse – assertion that the cost would be covered by the Shared Services Grant.
- Removal of the $10,000 for the scanner
- Salary (proposed) for the business associate
- Length of contracts for full-time nurse and full-time director. Ms. Cook corrected her previous understanding of the nurse's contract length. The contract is through 12/31/21. It was later clarified that the Director's contract ends 6/30/21. A new contract is planned to be written for the July '21 through June '22 fiscal year.

Marylou Woodford was brought in for explanation on the Shared Services Grant. She stated that no Title 5 inspections will be covered by the grant. She explained that she felt Southborough will not be getting much money from the grant and added the grant is $300,000 for 3 years to be shared among 4 towns. Northborough is the fiscal agent and will receive the $300k/annually for 3 years. There is an advisory team (with one person from each town) that will help manage the money.

The grant includes:

- 1.5 public health nurse that will be shared by 4 towns.

- Southborough will be getting software for managing inspection services for food and housing. Software will get paid out of the grant. Ms. Woodford stated that since the town

doesn't have a lot of food inspections and housing inspections/violations, the grant does not provide much funding to the town.

The $16,800 amount that Advisory removed (states "to be covered by Shared Services") will actually be covered by CARES Act funding. Also, the contracted services for septic inspections will not be covered by Shared Services and that needs to be removed.

The contractor services budget number increased $12,000 (from $52K to $64K). This is to increase inspection service availability from the current 3 days to 5 days. Ms. Woodford stated that almost 90% of the contracted services line (for inspection services) goes back to the town and that almost $50,000 has been received this year.

Ms. Woodford said there is a new requirement that every house and business that is bought and sold has to go through the Health Department. While she agreed with Ms. Cook that Title 5 inspections have been in place, she feels that since Mr. Pisinski's contract ends at the end of June, there will not be coverage for Mondays & Tuesdays when he used to be available for emergency inspections.

Mr. Stivers mentioned the pending American Rescue plan that has a lot of funding sources. It is a grant that Southborough will get potentially within a month at approximately 500k. It is for COVID related expenses and will be available to be used during the full FY22 period.

Ms. Cook continued that Advisory has worked with the Board of Health on their budget. The Board of Health has asked to leave Ms. Spiri at her 24/16 hour schedule (Health/Assessors) and Advisory worked out a plan to pay for more than the 24 hours, if needed. The Board of Health would like her to have her at the office daily, she needs to be given her own laptop (which would allow her to do Assessor work from the Health office). Mr. Cibelli said Ms. Spiri could work most of his 16-hour allocation and that he would only need her occasionally for special projects. Any additional hours above the 24 would be paid for by CARES Act funding.

Ms. Cook suggested that the CARES Act funding be maximized. Reimbursement will not be made if there is funding in the budget. She stated that the Board of Health budget is more likely to get funded than the Assessor's budget and that is why Advisory wanted to keep the 24/16 split. She feels that in the fall and with the status of COVID, there is an opportunity to revisit staffing needs versus what is being requested. Ms. Cook stated that she has an issue with comments that Advisory is micromanaging the Health Department budget. Advisory was trying to work with them in a fiscally responsible manner so they could take advantage of CARES Act funding and not double their budget in one year.

Ms. Woodford was still uncomfortable with not having all the business associate's hours in the Health budget due to possible unforeseen situations.

Chairman Healey made a motion to support the budget that was approved by the Advisory Committee this evening (7-0) with the exception of the contracted services line item. Ms. Braccio seconded. The motion passed by roll call vote (4-1-0), Braccio, aye; Malinowski, aye; Shea, aye; Stivers, nay; Healey, aye. Chairman Healey made a motion to amend the reserve fund amount from $180,000 to $190,000. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

The Capital Planning Committee joined the meeting and Chair, Jason Malinowski called the meeting to order at 8:14 P.M. Mr. Shea indicated that he was surprised at how high the bid

price was. He did not have any concerns with the façade and the demolition delay bylaw is still in play. Mr. Shea expressed concern with fact that one of partners that submitted the bid is also a part of the Capital Planning Committee and that this needs to be vetted, including timeframes for when this member participated in votes on the Capital Planning Committee with respect to the timing of the RFP. Placing a call to the AG's office is in order per Mr. Shea. Mr. Healey agreed that this was fair.

Ms. Malinowski wanted to see more than one bid to give residents a comparison on (1) the price and (2) what was going to be done with the property. Ms. Malinowski is on fence on whether to bring to Town Meeting.

Ms. Braccio was also surprised that there was only one bid. She was also surprised by the amount of the bid. Ms. Braccio indicated that the Town needs to weigh the opportunity of the bid and what the value is, as opposed to looking into affordable units. As it stands today, Ms. Braccio indicated that she was not ready to bring forward to Town Meeting.

Mr. Healey indicated that his initial inclination is to bring to Town Meeting. He also indicated that if the Town's requirement was to protect the façade, the amount of the bid will go way down. Taking into consideration that a decent amount of maintaining the structure was included in the bid, Mr. Healey indicated that $700,000 is a decent price, looking in the prism of what happened with Fayville Hall.

Mr. Malinowski prefaced to the Board that the Capital Planning Committee has not met since bid came in and scoring was performed. Mr. Malinowski reminded the BOS that the main reason that the Capital Planning Committee recommended that the BOS go out to RFP was: (1) $37k per year to maintain to house two departments; (2) over $500k of capital to be spent in the next ten years on the building, with a good majority coming sooner rather than later. Mr. Malinowski reconfirmed these numbers with Mr. Parent in advance of tonight's meeting and Mr. Parent stood by the aforementioned figures. Other items he outlined for the BOS to consider as they decide on next steps include the fact that two departments in South Union would need a home. Also, the playground was scoped out of the plan and there would be expenditures to repurpose. With respect to the scoring, it was all or none; for the façade, the intent was to say that they were trying to honor that request.

Mr. Healey asked the Board if the board needs more time and expressed that he is agnostic with respect to this. Ms. Cook, Chair of Advisory, added that the impact of adding heads on schools is a red herring; school costs are fixed. Ms. Cook also brought up the possibility of real estate tax income if the building were to be sold.

Ms. Braccio agreed the decision on South Union is the decision of Town Meeting. She is willing to change her opinion to let Town Meeting vote. Ms. Malinowski added that she is not opposed to bring to Town Meeting but the BOS needs to vet what Mr. Shea brought up earlier in the discussion. Mr. Shea would be in favor to bring to Town Meeting if there were a vote tonight, assuming a positive outcome from the vetting process. Mr. Stivers asked what would be brought to Town Meeting and Mr. Healey indicated that it would be the article in the Town Warrant with the bid figure added. Mr. Stivers added he is on the fence and it is call of the voters. Mr. Stivers felt the Town could get a better bid if they went back out with another RFP. Mr. Healey indicated

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that the consensus is that this will be addressed more on May 18th. Mr. Purple agreed nothing needs to be done for Town meeting since it is already on a warrant article.

Ms. Braccio asked Mr. Healey how this would be presented at Town Meeting. Mr. Healey expects that the Capital Planning Committee would be heavily involved in a presentation and participation in any Q&A.

Mr. Malinowski asked the BOS if there was an appetite to reach out to the party that made the bid. He also opined that the BOS needs to be able to articulate why it is worth moving forward with, including pros and cons. Mr. Healey responded that he is not prepared to take a vote on the merits of the proposal. Ms. Cook offered her opinion to move to the Fall Town Meeting. When asked by Mr. Healey if this would be an option, Mr. Purple indicated that this is something that could be investigated, with counsel involvement.

Mr. Palmer asked if Town Meeting could be used as a forum to set the criteria for the P&S. Mr. Healey did not believe so and Ms. Braccio indicated that any suggestion by Town Meeting would not be binding. Ms. Cook thanked Mr. Shea for his service to the Town as a Board member. The Capital Planning Committee meeting adjourned at 8:43 P.M.

IV. Reports

Chairman's Report

Mr. Healey gave accolades to Mr. Shea for his time and effort given to the Town as his role on multiple boards and committees and especially the Board of Selectmen. Ms. Braccio thanked him for his work and stated she learned a lot from him and enjoyed working with him. Ms. Malinowski said she enjoyed working with Mr. Shea and thanked him for volunteering his time. Mr. Stivers echoed his colleagues' comments and he appreciates his service to the Town. Mr. Purple stated each member brings something different to the Board and Mr. Shea brings a calming presence to the Board and is very much a bridge builder. He added that Mr. Shea has helped navigate many difficult issues. Mr. Shea thanked Mr. Purple and Ms. Hale for their assistance over the years and all the department heads. He stated the Town is well served and thanked all nine members he served with over the years.

Members' Reports

None

Town Administrator Report

None

V. Consent Agenda

a. Chairman Healey made a motion to approve Meeting Minutes: April 13, 2021 Open Session. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

b. Chairman Healey made a motion to accept the donation of $250.00 from Main Street Bank for Recreation Summer Concert Series. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

c. Chairman Healey made a motion to approve Police Department Policy for Traffic Constables. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

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VI. Other Matters

Continued discussion regarding flag placements at the Old Burial Ground

Mr. Healey stated he did some additional research on topics that was raised at the discussion last week including the EOC decision regarding this flag. He stated that none of the decisions found that any of the flags currently in the Old Burial Ground were problematic themselves. He summarized the purpose of the flags in the Old Burial Ground. He gave the recommendation that the Board do not vote whether to remove the flags as the authorization has been given to the veterans to fly the flags and he did not see any basis to do remove them. He added that concern was shown that the flags are being presented in an inappropriate way across the country. Chairman Healey stated that is not being done here, but there is concern that the Town could be seen in a bad light. He suggested a collaboration to solve that issue through a plaque, literature or other avenues to ensure that misappropriation of important American History is not represented here and to make clear that it is not the intent of the flags.

Ms. Braccio stated she also looked at some additional history of the flags. She said the foundation of the Country is to allow every person to stand up and be heard. She gave the example of athletes kneeling at the presentation of the flag and added that having the discussions of these flags is allowed but does not change history. Ms. Braccio stated the intent is not for misappropriation but education is key. She suggested adding literature and collaborating with the veterans and Historical Society to present both the positives and negatives of the flag. She stated she would like additional history added to the historical walk about the Burial Ground and she supports Chairman Healey's suggestion.

Ms. Malinowski thanked all the speakers from the previous meeting for educating her and giving all perspectives. She stated that the takeaway she took was the intent of the flag and its original meaning and about Ms. Deans-Rowe stating her generation has a different view of the flag. She likes the idea of educating the public on the original intent of the flag and what it is currently used for and how it's been misrepresented. Ms. Malinowski stated she supports Chairman Healey's suggestion to collaborate and to educate.

Mr. Shea gave an example of political parties and politicians using a popular song to tie their campaign theme to. He described some instances where there were agreements between the artists and politicians and some where it was not allowed. He stated that it is up to society to stand up for Mr. Gadsden who is no longer alive and to stand up for the original meaning of the flag. He suggested using CPC funds to share the information Mr. Kolenda presented regarding the flag at last meeting. He quoted James Madison and he felt the Board needs to provide the knowledge and education of the true meaning of the symbols. He added he is in favor of keeping the flags and teach the historical significance of all the flags.

Mr. Stivers stated he felt there should be historical materials for the entirety of the Old Burial Ground and suggested looking into making it a part of the National Register of Historic Places. He stated he appreciated the opinions of both the veterans and the younger generation who identified the flag with a different meaning than its original. He added that he hopes the continued conversations address the fact that Southborough does not support any misrepresentation of the flags and that some flags may be placed on grave locations. He asked for an investigation into whether flags are placed on graves sites and if so, that they are moved.

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Chairman Healey stated he appreciated the presentations from Ms. Deans-Rowe and Ms. Watters regarding the history of the Old Burial Ground. He asked for authorization from the Board to invite those interested to continue conversations to honor those buried in the Old Burial Ground and educate the public on the intent and meaning of the flags. The Board agreed. Chairman Healey stated he will reach out to Mr. Kolenda, Mr. Whynot, Ms. Deans-Rowe, Ms. Watters and the Historical Commission to ensure the representation and placement of flags are accurate. Ms. Braccio said that she may be misinterpreting the text, but thought in the book "Lost Southborough" by Michael Weishan, he stated the Old Burial Ground is also a Nipmuc Indian Burial Ground. She added if this is true, she would like that to be included in the history. She asked Chairman Healey to reach out to Mr. Weishan for clarity and he agreed to do so.

Review of bid submittals for disposition of South Union School

This item was discussed under item three.

Town Meeting preparation – Assignment of articles, presentations

Mr. Purple explained the process for assigning articles to Board members as outlined and listed in the packet. Chairman Healey stated this was reasonable and asked that he be removed from the capital budget bonding article. Mr. Purple agreed to do so.

Discussion of next steps for bid submittals for Legal Services RFP

Chairman Healey asked Mr. Stivers and Mr. Purple to review the bid responses to ensure all five followed submittal protocols. He recommended that all applications that qualified for Board review be brought forward to a meeting for public discussion. The Board and Mr. Purple agreed. Chairman Healey asked that any representatives or firms whose applications meet the RFP requirements be contacted to schedule interviews for lead counsel. The Board agreed.

VII. Public Comment

None

VII. Chairman Healey made a motion to enter into Executive Session per M.G.L. Chapter 30A, Section 21, and not returning to Open Session – to discuss strategy with respect to litigation for the listed items (Exemption 3), Louise Barron, et al. v. Southborough Board of Selectmen, et al. [Exemption 3] and Huang, et al. v. Southborough Zoning Board of Appeals, et al. [Exemption 3] as the Chair declares that an open meeting may have a detrimental effect on the litigating position of the public body at 9:13 P.M. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Upcoming Meetings
May 18, 2021
Annual Town Meeting May 22, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the May 10, 2021 BOS Meeting:

- Draft Regular Session Minutes, April 13, 2021

- Recreation Commission Donation Acceptance Request
- 5.08 Traffic Constables Policy
- Bid Results, South Union School Disposition RFP
- Draft May 22, 2021 Annual Town Meeting Record
- Draft 210430 Motions for 2021 Annual Town Meeting
- May 22, 2021 Town Meeting Warrant
- Bid opening document, May 5, 2021

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Vanessa Hale

From: Sam Stivers
Sent: Thursday, July 8, 2021 7:14 PM
To: Vanessa Hale
Cc: Mark Purple
Subject: Re: ADA self assessment draft report
Attachments: ADA Assessment Category_Cost Overview.pdf

Vanessa:

I'll have some more detailed comments for next week's meeting, but at a high level, I'd be interested in discussing the following:
1) the report assigns "responsibility" for follow-up to various town organizations; I believe that a number of these need to be updated—the "municipal buildings" appear to be reasonably accurate, but I believe that the "recreation" areas need updating (e.g., I don't believe that the Recreation Commission or the Recreation Department actually owns any property, so I believe that the property owners should be the responsible party for follow-up);
2) it would be helpful to have a summary of costs and responsibilities for the various areas, as in the attached table; and
3) there doesn't appear to be a cost estimate for the "sidewalks and curb ramps" recommendations; this would be very helpful as we discuss priorities and funding sources for remediation work; maybe DPW could provide estimates for these costs?

Regards,

Sam

Sam R. Stivers
7 Presidential Drive
Southborough, MA 01772
(508)-303-3396
sstivers@southboroughma.com

On Jul 8, 2021, at 10:57 AM, Vanessa Hale <vhale@southboroughma.com> wrote:

Good Morning-

Please provide any comment on the attached report by end of day today. The Selectmen will be meeting with the consultant for a overview of the findings at their meeting on July 13, 2021.

Thank you.

From: Vanessa Hale
Sent: Thursday, June 24, 2021 2:16 PM
To: Board of Selectmen <bos@southboroughma.com>
Cc: Mark Purple <mpurple@southboroughma.com>; Vanessa Hale <vhale@southboroughma.com>; John Parent <jparent@southboroughma.com>
Subject: ADA self assessment draft report

Good Afternoon-
I wanted to share with you the draft report the Town has received, as part of an ongoing ADA self-assessment being conducted. You may recall the Town received a grant to fund this study.

A transition plan is a component of reviewing all buildings, policies, programs and services. Although there is a list of remedial measures, this is a multi-layered process of which we are just at the first phase. Additional information related to setting priorities, cost estimates and funding mechanisms are all part of future discussion. On July 13, 2021, there will be a discussion of this report at the Selectmen's Meeting [with members of the ADA Committee being invited]. In addition, we will be seeking feedback from the public and other boards and committees prior to that meeting. All parties are encourage to send written comments to ADA@southboroughma.com by July 8, 2021.

Thanks.

-V

<ADA_draft report for review_combined file.pdf>

ADA Assessment Report--Mitigation Costs

	Low $	High $	Responsibility			
Municipal Buildings						
Town House	$ 17,995		BOS			
Cordaville Hall—Main	$ 59,225		BOS			
Cordaville Hall---Lower	$ 13,685		BOS			
DPW--Main	$ 5,825		BOS			
DPW--Annex			BOS	N/A--Not for public use		
Library	$ 21,825		Library Trustees			
Golf Club House	$ 5,050		BOS			
History Museum	$ 2,625		BOS			
Public Safety Complex	$ 1,975		BOS			
South Union Building	$ 33,440		BOS			
Transfer Station	$ 2,475		BOS			
Cemetery Buildinb	$ 11,970		BOS			
					$ 176,090	Subtotal
Active/Passive Recreation Facilities						
Breakneck Hill			ConCom	no action required		
Town Forest/Trails			ConCom	no action required		
Chestnut Hill Farm			ConCom	need parking/signage		
Beals Preserve			ConCom	no action required		
Town Common	$ 52,500		BOS			
Triangle Park	$ 1,000		BOS			
Liberty Estates Field			ConCom	no action required		
Kallander Field	$ 30,000		Rec??	Not BOS??		
South Union Playground	$ 25,200		Rec??	Not BOS??		
Fayville Park/Playground	$ 68,350		Rec??	Not BOS??		
9-11 Field	$ 7,575		Rec??	Not BOS??		
Town House Playground	$ 20,850		Rec??	Not BOS??		
Lundblad Field	$ 56,500		Rec??	Not BOS??		
Trottier Track/Field	$ 11,575		Rec??	Not schools??		
Trottier Softball Field	$ 7,075		Rec??	Not schools??		
Richardson Tennis Courts	$ 175		Rec??	Not BOS or schools??		
Neary Soccer Field	$ 5,100		Rec??	Not schools??		
Neary Baseball Field	$ 20,000		Rec??	Not schools??		
Neary Playground	$ 16,500		Rec??	Not schools??		
Neary Volleyballl/Stage	$ 10,750		Rec??	Not schools??		
Woodward/Choate Fields	$ 32,600		Rec??	Not schools??		
Woodward Playground	$ 30,750		Rec??	Not schools??		
Finn-Mooney Rec Complex	$ 132,400		Rec??	Not schools and BOS??		
					$ 528,900	Subtotal
Sidewalks and Curb Ramps	???				???	
					$ 704,990	Total

Vanessa Hale

From: Timothe Litt <litt@ieee.org>
Sent: Thursday, July 8, 2021 5:21 AM
To: ada
Subject: Comments on draft ADA study
Attachments: ADA_draft report for review_combined file comments.txt; ADA_draft report for review_combined file with comments.pdf; OpenPGP_signature.dat

See attached. These are a somewhat revised version of the comments that I attempted to send last night.

However, it is unclear whether they were successfully transm itted, since I am currently away and connectivity is spotty.

In any case, this is a complete superset of the previous e-mail and should replace it.

8-July-2021

Thank you for the opportunity to review this draft report. As I have been away during most of the review period, my comments are somewhat less complete than usual. Nonetheless, I have a number of notes, both general and specific.

While compliance with the ADA is a worthwhile baseline goal, as noted in the recent bylaw that created a Public Accessibility Committee, Southborough needs to ensure that its services, programs, activities, and facilities are accessible to the entire population. This includes people who may not meet the federal or state definitions of "disabled", as well as ensuring compliance with many requirments for accessibility in statutes and regulations other than the ADA. There's also a "common sense" notion of accessibility - programs should be accessible to everyone - disabled or not.

For example, public buildings need to be safely accessible to people who don't drive (including those too young as well as those who choose not to or are incapable). The pandemic's reliance on "virtual" activities has demonstrated that virtualization has increased the participation of many citizens in programs and public/civic life, yet most of the new participants don't suffer from "a (traditionally defined) physical or mental impairment that substantially limits a major life activity". Unless you count participation in public life "a major life activity", which you should. On the other hand, the same technology has demonstrated its limitations: less effective interactions, people who remain silent due to being recorded, and people who multi-task (pay less attention) during meetings.

There is a great deal of boilerplate in this report - which should be customized to Southborough's situation.

There are many references to wheelchairs, but none to walkers or crutches.

I've attached a copy of the PDF with specific comments.

Postscript:
Town Meeting is held in Trottier Auditorium, not mentioned or evaluated.
Public meetings, including the School Committee meetings, are held in the library upstairs, also omitted. But voting in the school is included. While educational issues may be out of scope, all civic activities should be included.

Schools reportedly have one or more separate studies. THese should be an appendix to this study, or at least referenced from this one - as I pointed out at the beginning of this process.

Planning is about allocating scarce resources. Leaving out significant buildings impedes rational decision making, and provides an incomplete view of the town's risks and status.

Vanessa Hale

From: Melissa Danza
Sent: Thursday, July 8, 2021 11:41 AM
To: Vanessa Hale
Cc: ada
Subject: RE: ADA self assessment draft report

Hi Vanessa,

The main comments that I have is that Chestnut Hill Farm property is owned, run, and maintained by the Trustees of Reservation – the Conservation Commission is only the holder of the Conservation Restriction. The Beals Preserve is owned by the Southborough Open Land Foundation with the Conservation Restriction held by the Sudbury Valley Trustees and so the town has no oversight of this property. The Turenne Trails, while adjacent to the Town Forest, are on Sudbury Valley Trustee's property and are not maintained by the town so this section may want to just reference the Town Forest.

Sincerely,

Melissa Danza
Conservation Agent
Town of Southborough
17 Common Street
Southborough, MA 01772
(508)-281-8984

General Hours:
Monday, Wednesday, Thursday: 8:00AM – 5:00PM
Tuesday: 8:00AM-7:00PM
Friday: 8:00AM-12:00PM
Please call or email to make an appointment or confirm availability

Please note that the Secretary of State has deemed e-mail a public record

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From: Vanessa Hale <vhale@southboroughma.com>
Sent: Thursday, July 08, 2021 10:58 AM
To: Board & Committee Members <boardcommitteemembers@southboroughma.com>; DL_Town Employees <dl_townemployees@southboroughma.com>
Cc: ada <ada@southboroughma.com>
Subject: FW: ADA self assessment draft report

Good Morning-

Please provide any comment on the attached report by end of day today. The Selectmen will be meeting with the consultant for a overview of the findings at their meeting on July 13, 2021.

Thank you.

From: Vanessa Hale
Sent: Thursday, June 24, 2021 2:16 PM

Vanessa Hale

From: Ryan Donovan
Sent: Thursday, July 8, 2021 3:35 PM
To: Vanessa Hale
Cc: ada
Subject: Re: ADA self assessment draft report

Feedback from the Southborough Library Board of Trustees-

Any lack of compliance in the very old library building indicates to me that it would be a good idea to do a major addition/renovation to the library sooner rather than later. After an addition/renovation we would hope to be fully ADA compliant.

My questions are mostly around budget for the items, is it from facilities or are these items we need to plan for in the library's operating budget, and if so, what is the timeframe for needing to deliver on these.

The Southborough Library Board of Trustees plan to discuss the results of the survey at their next meeting on July 20, 2021.

-Ryan Donovan

> On Jul 8, 2021, at 10:58 AM, Vanessa Hale <vhale@southboroughma.com> wrote:
>
> Good Morning-
>
> Please provide any comment on the attached report by end of day today. The Selectmen will be meeting with the consultant for a overview of the findings at their meeting on July 13, 2021.
>
> Thank you.
>
> From: Vanessa Hale
> Sent: Thursday, June 24, 2021 2:16 PM
> To: Board of Selectmen <bos@southboroughma.com<mailto:bos@southboroughma.com>>
> Cc: Mark Purple <mpurple@southboroughma.com<mailto:mpurple@southboroughma.com>>; Vanessa Hale <vhale@southboroughma.com<mailto:vhale@southboroughma.com>>; John Parent <jparent@southboroughma.com<mailto:jparent@southboroughma.com>>
> Subject: ADA self assessment draft report
>
> Good Afternoon-
> I wanted to share with you the draft report the Town has received, as part of an ongoing ADA self-assessment being conducted. You may recall the Town received a grant to fund this study.
>
> A transition plan is a component of reviewing all buildings, policies, programs and services. Although there is a list of remedial measures, this is a multi-layered process of which we are just at the first phase. Additional information related to setting priorities, cost estimates and funding mechanisms are all part of future discussion. On July 13, 2021, there will be a discussion of this report at the Selectmen's Meeting [with members of the ADA Committee being invited]. In addition, we will be seeking feedback from the public and other boards and committees prior to that meeting. All parties are encourage to send written comments to ADA@southboroughma.com<mailto:ADA@southboroughma.com> by July 8, 2021.

Vanessa Hale

From: Neal Aspesi
Sent: Wednesday, July 7, 2021 12:12 PM
To: ada
Cc: Steven Achilles
Subject: ADA Feedback & Comments - Emergency Management
Attachments: SUMMARY Sheet - SEMA Information for ADA Compliance v.2021.07.07.docx; ADA_Sboro_draft report - EMA Feedback_COMMENTS 07.07.2021 n.aspesi.pdf

Attached is Southborough Emergency Management Agency's (SEMA) feedback and comments from our review of the Southborough ADA draft report.

The ADA draft version attached includes "comments" on pages 20-22 & 41-42. The attached Summary Sheet provides further detailed information.

Please contact me if there are issues with accessing the comments, questions or need for additional information.

Regards, Neal

Lt. Neal P. Aspesi
Southborough Fire Department
Southborough Emergency Management
32 Cordaville Road, Southborough, MA 01772
508-485-3235 (o) / 508-485-3887 (f) / 508-922-6641 (c)
naspesi@southboroughma.com

The substance of this message, including any attachments, may be confidential, legally privileged and/or exempt from disclosure pursuant to Massachusetts law. It is intended solely for the addressee.

Lori Esposito

From: Melissa Danza
Sent: Friday, June 25, 2021 9:32 AM
To: Mark Purple; Lisa Braccio
Cc: Lori Esposito
Subject: Halloran CR - Approved for Signatures
Attachments: Southborough CR #15 Ref. #16655 EEA Approved for Local Signatures 6.11.2021.docx; Southborough CR #15 Ref. #16655 EEA Approved for Local Signatures 6.11.2021.pdf

Good Morning,

I am pleased to announce that the Conservation Restriction for the Halloran property has been completed and approved by EEA for local signatures. Last night at the Conservation Commission meeting, the Commission voted to sign their portion and forward onto the BOS for their final signatures. I have attached both the word and pdf copies incase you need to change the order of the signatures for any reason. I kindly request that this gets put on your next meeting agenda so that we can send it to the state for their signature and ultimate recording of the documents.

Sometimes the word doc comes up with track changing still on, so please be sure to stop track changes if you are printing from there to ensure that the formatting is correct. If you have any questions, please do not hesitate to reach out. Thank you!

Sincerely,

Melissa Danza
Conservation Agent
Town of Southborough
17 Common Street
Southborough, MA 01772
(508)-281-8984

General Hours:
Monday, Wednesday, Thursday: 8:00AM – 5:00PM
Tuesday: 8:00AM-7:00PM
Friday: 8:00AM-12:00PM
Please call or email to make an appointment or confirm availability

Please note that the Secretary of State has deemed e-mail a public record

Grantor: Town of Southborough (under the care, custody, and control of the Conservation Commission)
Grantee: Sudbury Valley Trustees, Inc.
Address of Premises: 0 Rockpoint Road, Southborough, MA
For Grantor's title see: Worcester District Registry of Deeds Book 59268, Page 318.

CONSERVATION RESTRICTION

The Town of Southborough, a municipal corporation with an address at 17 Common Street, Southborough, Worcester County, Massachusetts 01772, constituting all of the owner(s), and for its successors and assigns (the "Grantor"), acting pursuant to Sections 31, 32, and 33 of Chapter 184 of the Massachusetts General Laws, grant with quitclaim covenants to Sudbury Valley Trustees, Inc., a non-profit corporation duly organized and existing under the laws of the Commonwealth of Massachusetts, with an address of 18 Wolbach Road, Sudbury, Middlesex County, Massachusetts, its successors and permitted assigns ("Grantee"), for nominal consideration, in perpetuity and exclusively for conservation purposes, the following Conservation Restriction on land located off Rockpoint Road in Southborough containing the entirety of the 30.67 acre property (the "Premises"), which Premises is more particularly shown as Parcel 2 on a plan entitled " 'Approval Not Required' Plan of Land in Southborough, Mass." prepared by the Jillson Company, Inc., and recorded at the Worcester Registry of Deeds as Plan 58 in Plan Book 850 (the "Plan"), a copy of which is attached hereto in reduced form as Exhibit A.

I. PURPOSES:

This Conservation Restriction is defined in and authorized by Sections 31-33 of Chapter 184 of the General Laws and otherwise by law. The purpose of this Conservation Restriction is to assure that the Premises will be maintained in perpetuity for conservation purposes, in a natural, scenic and undeveloped condition, and to prevent any use or change that would materially impair or interfere with its conservation and preservation values ("conservation values").

The Premises was acquired using M.G.L. c. 44B Community Preservation Act (CPA) funds. A copy of the Town Meeting Vote authorizing the acquisition of the Premises and authorizing the expenditure of CPA funds is attached hereto as Exhibit B.

The conservation values include the following:

- **Open Space Preservation.** The Premises contributes to the protection of the scenic and natural character of Southborough and the protection of the Premises will enhance the open-space value of these and nearby lands. The subject parcel directly abuts a 7.53 acre Town of Southborough-owned open space parcel known as the Hubley parcel, through which the Town of Southborough will obtain principal access to the Premises.

- **Protection of Wildlife Habitat.** The Premises contain a large number of wetland resource areas including ponds, streams, vernal pools, and vegetated wetlands. The Premises contains a diverse woodland of mix-age stands and is a natural wildlife and greenery corridor. These areas provide wildlife habitat for birds, small and large mammals, amphibians, reptiles & insects.

- **Furtherance of Government Policy.** The Premises has been formally recognized for its significance for preservation as open space, wildlife habitat, and recreation in Open Space and Recreation Plans approved by the Southborough Board of Selectmen and the Massachusetts Executive Office of Energy and Environmental Affairs for decades, beginning in 1981.

- **Public access trails** for passive recreation, education, and nature study exist on the Premises in the form of old cart paths and a trail system.

- **Wetland and Vernal Pool Cores.** The Premises contains a unique and extensive system of wetland and vernal pool cores as well as a sizable, undeveloped upland buffer for these areas. These areas provide the natural hydrologic conditions that support critical wetland functions and support diverse plant and animal habitats.

- **Historical purposes.** This Conservation Restriction preserves as open space the last extant undeveloped portion of the historic Killam Farm.

These and other conservation values of the Premises, as well as its current uses and state of improvement, are described in a Baseline Documentation Report ("Baseline Report") prepared by Grantee with the cooperation of the Grantor, consisting of maps, photographs, and other documents and on file with the Grantee and referenced herein. The Baseline Report (i) is acknowledged by Grantor and Grantee to be a complete and accurate representation of the condition and values of the Premises as of the date of this Conservation Restriction, (ii) is intended to fully comply with applicable Treasury Regulations, and (iii) is intended to serve as an objective information baseline for subsequent monitoring of compliance with the terms of this Conservation Restriction as described herein. Notwithstanding the foregoing, the parties may utilize any evidence of the condition of the Premises at the time of this grant other than the Baseline Report, should the Baseline Report be unavailable or if it does not adequately address the issues presented.

II. PROHIBITED ACTS AND USES, EXCEPTIONS THERETO, AND PERMITTED USES

A. Prohibited Acts and Uses

Subject to the exceptions set forth herein, the Grantor will not perform or allow the following acts and uses which are prohibited on, above, and below the Premises:

(1) Constructing, placing or allowing to remain any temporary or permanent building, tennis court, landing strip, mobile home, swimming pool, asphalt or concrete pavement, sign, fence, billboard or other advertising display, antenna, utility pole, tower, solar panel, solar array, conduit, line or other temporary or permanent structure or facility on, above or under the Premises;

(2) Mining, excavating, dredging or removing from the Premises of soil, loam, peat, gravel, sand, rock or other mineral resource or natural deposit or otherwise making topographical changes to the area;

(3) Placing, filling, storing or dumping of soil, refuse, trash, vehicle bodies or parts, rubbish, debris, junk, waste or other substance or material whatsoever or the installation of underground storage tanks;

(4) Cutting, removing or otherwise destroying trees, grasses or other vegetation;

(5) Activities detrimental to drainage, flood control, water conservation, water quality, erosion control, soil conservation, wildlife habitat, or archaeological conservation;

(6) Use, parking or storage of vehicles including motorcycles, mopeds, all-terrain vehicles, or any other motorized vehicles on the Premises except for vehicles necessary for public safety (i.e., fire, police, ambulance, other government officials) in carrying out their official duties;

(7) Subdivision or conveyance of a part or portion of the Premises alone, or division or subdivision of the Premises (as compared to conveyance of the Premises in its entirety which shall be permitted), and no portion of the Premises may be used towards building or development requirements on this or any other parcel;

(8) The use of the Premises for more than *de minimis* commercial recreation, business, residential or industrial use;

(9) The disruption, removal, or destruction of the stone walls or granite fence posts on the Premises;

(10) Any other use of the Premises or activity thereon which is inconsistent with the purpose of this Conservation Restriction or which would materially impair its conservation values.

B. Reserved Rights and Exceptions

The Grantor reserves the right to conduct or permit the following activities and uses on the Premises, but only if such uses and activities do not materially impair the conservation values or purposes of this Conservation Restriction:

(1) Recreational Activities. Walking, cross-country skiing and other non-motorized outdoor recreational activities that do not materially alter the landscape, do not degrade environmental quality, and do not involve more than minimal use for commercial recreational activities;

(2) Vegetation Management. In accordance with generally accepted forest management practices, selective minimal removing of brush, pruning and cutting to prevent, control or remove hazards, disease, insect or fire damage, or to preserve the present condition of the Premises, woods, roads, fence lines and trails.

(3) Non-native or nuisance species. The removal of non-native or invasive species, the interplanting of native species, and the control of species in a manner that minimizes damage to surrounding, non-target species and preserves water quality;

(4) Composting. The stockpiling and composting of stumps, trees and brush limbs and similar biodegradable materials originating on the Premises, provided that such stockpiling and composting is in locations where the presence of such activities will not impair the conservation values of this Conservation Restriction. No such activities will take place closer than one hundred (100) feet from any wetland, waterbody or stream. All exercise of this Reserved Right shall take into account sensitive areas and avoid harm to nesting species during nesting season;

(5) Wildlife Habitat Improvement. With the prior written approval of Grantee, measures designed to restore native biotic communities, or to maintain, enhance or restore wildlife, wildlife habitat, or rare or endangered species including selective planting of native trees, shrubs and plant species;

(6) Archaeological Investigations. The conduct of archaeological activities, including without limitation survey, excavation and artifact retrieval, following submission of an archaeological field investigation plan and its approval in writing by Grantee and the State Archaeologist of the Massachusetts Historical Commission (or appropriate successor official).

(7) Trails. The marking, clearing, and maintenance of existing footpaths and the existing cart path, and the maintenance, repair, and replacement of the existing bridge and culvert, as documented in the Baseline Report. With the prior written approval of Grantee, new trails may be created, including the construction of boardwalks and bridges, provided that they are not wider than six (6) feet;

(8) Stone Walls. The maintenance, repair, and temporary relocation, but not the removal, of existing stone walls on the Premises.

(9) Signs. The erection, maintenance and replacement of signs with respect to hunting, trespass, trail access, identity and address of the occupants, sale of the Premises, the Grantee's interest in the Premises, the Reserved Rights, and the protected conservation values;

(10) Limited Landscaping. Exclusively in the "Encroachment Area" as shown on Exhibit D, the right to use and maintain the lawn and perennial gardens, provided that vegetation consists only of plants not considered invasive by the Commonwealth of Massachusetts, and that gardening follows organic and/or Integrated Pest Management practices. This reserved right shall be permitted so long as one or both of Alan Belniak and Lee Belniak hold the fee interest in 5 5 Boswell Lane, shown as Lot 5 on Exhibit D. The Grantor shall restore the Encroachment Area to natural conditions within 12 months after the conveyance of the fee interest in 5 Boswell Land from Alan Belniak and/or Lee Belniak to another party.

(11) Permits. The exercise of any right reserved by Grantor under this Paragraph II(B) shall be in compliance with zoning, the Wetlands Protection Act, and all other applicable federal, state and local laws, rules, regulations, and permits. The inclusion of any reserved right requiring a permit from a public agency does not imply that the Grantee or the Commonwealth takes any position whether such permit should be issued.

C. Notice and Approval.

Whenever notice to or approval by Grantee is required, Grantor shall notify Grantee in writing not less than 60 days prior to the date Grantor intends to undertake the activity in question. The notice shall describe the nature, scope, design, location, timetable and any other material aspect of the proposed activity in sufficient detail to permit the Grantee to make an informed judgment as to its consistency with the purposes of this Conservation Restriction. Where Grantee's approval is required, Grantee shall grant or withhold approval in writing within 60 days of receipt of Grantor's request. Grantee's approval shall not be unreasonably withheld, but shall only be granted upon a showing that the proposed activity shall not materially impair the purposes of this Conservation Restriction.

Failure of Grantee to respond in writing within 60 days shall be deemed to constitute approval by Grantee of the request as submitted, so long as the request sets forth the provisions of this section relating to deemed approval after 60 days in the notice, the requested activity is not prohibited herein, and the activity will not materially impair the conservation values or purposes of this Conservation Restriction.

III. LEGAL REMEDIES OF THE GRANTEE

A. Legal and Injunctive Relief

The rights hereby granted shall include the right to enforce this Conservation Restriction by appropriate legal proceedings and to obtain injunctive and other equitable relief against any violations, including, without limitation, relief requiring restoration of the Premises to their condition prior to the time of the injury complained of (it being agreed that the Grantee will have no adequate remedy at law). The rights hereby granted shall be in addition to, and not in limitation of, any other rights and remedies available to the Grantee for the enforcement of this Conservation Restriction. Grantee agrees to cooperate for a reasonable period of time prior to resorting to legal means in resolving issues concerning violations provided Grantor ceases objectionable actions and Grantee determines there is no ongoing diminution of the conservation values of the Conservation Restriction.

Grantor covenants and agrees to reimburse to Grantee all reasonable costs and expenses (including reasonable counsel fees) incurred in enforcing this Conservation Restriction or in taking reasonable measures to remedy, abate or correct any violation thereof, provided that a violation of this Conservation Restriction is acknowledged by Grantor or determined by a court of competent jurisdiction to have occurred.

B. Non-Waiver

Enforcement of the terms of this Conservation Restriction shall be at the discretion of Grantee. Any election by the Grantee as to the manner and timing of its right to enforce this Conservation Restriction or otherwise exercise its rights hereunder shall not be deemed or construed to be a waiver of such rights.

C. Disclaimer of Liability

By acceptance of this conservation restriction, the Grantee does not undertake any liability or obligation relating to the condition of the Premises pertaining to compliance with and including, but not limited to, hazardous materials, zoning, environmental laws and regulations, or acts not caused by the Grantee or its agents.

E. Acts Beyond the Grantor's Control

Nothing contained in this Conservation Restriction shall be construed to entitle the Grantee to bring any actions against the Grantor for any injury to or change in the Premises resulting from causes beyond the Grantor's control, including but not limited to fire, flood, storm and earth movement, or from any prudent action taken by the Grantor under emergency conditions to prevent, abate, or mitigate significant injury to the Premises resulting from such causes. In the event of any such occurrence, the Grantor and Grantee will cooperate in the restoration of the Premises, if desirable and feasible.

IV. ACCESS

The Grantor hereby grants to the Grantee, or its duly authorized agents or representatives, the right to enter the Premises upon reasonable notice and at reasonable times, for the purpose of inspecting the Premises to determine compliance with or to enforce this Conservation Restriction. The Grantor also grants to the Grantee, after notice of a violation and failure of the Grantor to cure said violation, the right to enter the Premises for the purpose of taking any and all actions with respect to the Premises as may be necessary or appropriate to remedy or abate any violation hereof, including but not limited to the right to perform a survey of boundary lines.

The Grantor also grants to the public the right to enter the Premises for the purposes of passive recreation, subject to the Grantor's reasonable rules and regulations governing such uses and designed to protect the conservation values.

V. EXTINGUISHMENT

A. If circumstances arise in the future such as render the purpose of this Conservation Restriction impossible to accomplish, this restriction can only be terminated or extinguished, whether in whole or in part, by a court of competent jurisdiction under applicable law after review and approval by the Secretary of Energy and Environmental Affairs. If any change in conditions ever gives rise to extinguishment or other release of the Conservation Restriction under applicable law, then Grantee, on a subsequent sale, exchange, or involuntary conversion of the Premises, shall be entitled to a portion of the proceeds in accordance with Paragraph V(B) below, subject, however, to any applicable law which expressly provides for a different disposition of the proceeds, including the Community Preservation Act (CPA). Grantee shall use its share of the proceeds in a manner consistent with the conservation purpose of this grant.

B. Proceeds. Grantor and Grantee agree that the donation of this Conservation Restriction gives rise to a real property right, immediately vested in the Grantee, with a fair market value that is at least equal to the proportionate value that this Conservation Restriction, determined at the time of the gift, bears to the value of the unrestricted property at that time. Such proportionate value of the Grantee's property right shall remain constant. Any proceeds will be distributed only after complying with the terms of any gift, grant, or other funding requirements, including the CPA.

C. Grantor/Grantee Cooperation Regarding Public Action

Whenever all or any part of the Premises or any interest therein is taken by public authority under power of eminent domain or other act of public authority, then the Grantor and the Grantee shall cooperate in recovering the full value of all direct and consequential damages resulting from such action. All related expenses incurred by the Grantor and the Grantee shall first be paid out of any recovered proceeds, and the remaining proceeds shall be distributed between the Grantor and Grantee in accordance with Paragraph V(B). If a less than fee interest is taken, the proceeds shall be equitably allocated according to the nature of the interest taken. The

Grantee shall use its share of the proceeds like a continuing trust in a manner consistent with the conservation purposes of this grant.

VI. ASSIGNABILITY

A. Running of the Burden

The burdens of this Conservation Restriction shall run with the Premises in perpetuity, and shall be enforceable against the Grantor and the successors and assigns of the Grantor holding any interest in the Premises.

B. Execution of Instruments

The Grantee is authorized to record or file any notices or instruments appropriate to assuring the perpetual enforceability of this Conservation Restriction; the Grantor, on behalf of itself and its successors and assigns, appoints the Grantee its attorney-in-fact to execute, acknowledge and deliver any such instruments on its behalf. Without limiting the foregoing, the Grantor and its successors and assigns agree themselves to execute any such instruments upon request.

C. Running of the Benefit

The benefits of this Conservation Restriction shall run to the Grantee, shall be in gross and shall not be assignable by the Grantee, except in the following instances:

As a condition of any assignment, the Grantee shall require that the purpose of this Conservation Restriction continues to be carried out; that the Assignee is not an owner of the fee in the Property, and the Assignee, at the time of the assignment, qualifies under Section 170(h) of the Internal Revenue Code of 1986, as amended, and applicable regulations thereunder, and is a donee eligible to receive this Conservation Restriction under Section 32 of Chapter 184 of the General Laws of Massachusetts. Any assignment will comply with Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, if applicable.

VII. SUBSEQUENT TRANSFERS

The Grantor agrees to incorporate by reference the terms of this Conservation Restriction in any deed or other legal instrument by which it divests itself of any interest in all or a portion of the Premises, including a leasehold interest and to notify the Grantee not less than twenty (20) days prior to the execution of any such transfer. Failure to do any of the above shall not impair the validity or enforceability of this Conservation Restriction. Any transfer will comply with Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, if applicable.

The Grantor shall not be liable for violations occurring after their ownership. Liability for any acts or omissions occurring prior to any transfer and liability for any transfer if in violation of this Conservation Restriction shall survive the transfer. Any new owner shall cooperate in the restoration of the Premises or removal of violations caused by prior owner(s) and may be held responsible for any continuing violations.

VIII. ESTOPPEL CERTIFICATES

Upon request by the Grantor, the Grantee shall, within thirty (30) days execute and deliver to the Grantor any document, including an estoppel certificate, which certifies the Grantor's compliance with any obligation of the Grantor contained in this Conservation Restriction.

IX. NON MERGER

The parties intend that any future acquisition of the Premises shall not result in a merger of the Conservation Restriction into the fee. The Grantor agrees that it will not grant, and the Grantee agrees that it will not take title, to any part of the Premises without having first assigned this Conservation Restriction to a non-fee owner that is qualified under Section 170(h) of the Internal Revenue Code of 1986, as amended, and applicable regulations thereunder and is eligible to receive this Conservation Restriction under Section 32 of Chapter 184 of the General Laws of Massachusetts in order to ensure that merger does not occur and that this Conservation Restriction continues to be enforceable by a non-fee owner.

X. AMENDMENT

If circumstances arise under which an amendment to or modification of this Conservation Restriction would be appropriate, Grantor and Grantee may jointly amend this Conservation Restriction; provided that no amendment shall be allowed that will affect the qualification of this Conservation Restriction or the status of Grantee under any applicable laws, including Section 170(h) of the Internal Revenue Code of 1986, as amended, or Sections 31-33 of Chapter 184 of the General Laws of Massachusetts. Any amendments to this conservation restriction shall occur only in exceptional circumstances. The Grantee will consider amendments only to correct an error or oversight, to clarify an ambiguity, or where there is a net gain in conservation value. All expenses of all parties in considering and/or implementing an amendment shall be borne by the persons or entity seeking the amendment. Any amendment shall be consistent with the purposes of this Conservation Restriction, shall not affect its perpetual duration, shall be approved by the Secretary of Energy and Environmental Affairs and if applicable, shall comply with the provisions of Art. 97 of the Amendments to the Massachusetts Constitution, and any gifts, grants or funding requirements. Any amendment shall be recorded in the Worcester County Registry of Deeds.

XI. EFFECTIVE DATE

This Conservation Restriction shall be effective when the Grantor and the Grantee have executed it, the administrative approvals required by Section 32 of Chapter 184 of the General Laws have been obtained, and it has been recorded in a timely manner in the Worcester County Registry of Deeds.

XII. NOTICES

Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other shall be in writing and either served personally or sent by first class mail, postage pre-paid, addressed as follows:

To Grantor: Town of Southborough
Conservation Commission
17 Common Street
Southborough, Massachusetts 01772

To Grantee: Sudbury Valley Trustees, Inc.
18 Wolbach Road
Sudbury, Massachusetts 01776

or to such other address as any of the above parties shall designate from time to time by written notice to the other or, if notice is returned to sender, to an address that is reasonably ascertainable by the parties.

XIII. GENERAL PROVISIONS

A. Controlling Law

The interpretation and performance of this Conservation Restriction shall be governed by the laws of the Commonwealth of Massachusetts.

B. Liberal Construction

Any general rule of construction to the contrary notwithstanding, this Conservation Restriction shall be liberally construed in favor of the grant to affect the purpose of this Conservation Restriction and the policy and purposes of Massachusetts General Laws Chapter 184, Sections 31-33. If any provision in this instrument is found to be ambiguous, any interpretation consistent with the purpose of this Conservation Restriction that would render the provision valid shall be favored over any interpretation that would render it invalid.

C. Severability

If any provision of this Conservation Restriction or the application thereof to any person or circumstance is found to be invalid, the remainder of the provision of this Conservation Restriction shall not be affected thereby.

D. Entire Agreement

This instrument sets forth the entire agreement of the parties with respect to this Conservation Restriction and supersedes all prior discussions, negotiations, understandings or agreements relating to the Conservation Restriction, all of which are merged herein.

XIV. MISCELLANEOUS

A. Pre-existing Public Rights. Approval of this Conservation Restriction pursuant to M.G.L. Chapter 184, Section 32 by any municipal officials and by the Secretary of Energy and Environmental Affairs is not to be construed as representing the existence or non-existence of any pre-existing rights of the public, if any, in and to the Premises, and any such pre-existing rights of the public, if any, are not affected by the granting of this Conservation Restriction.

B. Subordination. The Grantor shall record at the appropriate Registry of Deeds simultaneously with this Conservation Restriction all documents necessary to subordinate any mortgage, promissory note, loan, lien, equity credit line, refinance assignment of mortgage, lease, financing statement or any other agreement which gives rise to a surety interest affecting the Premises

C. Encumbrances: At the time of this Conservation Restriction's recording, the Premises was subject to encumbrances as described in Exhibit C.

D. Attached hereto and incorporated herein by reference are the following:

Signature pages:

Grantor: Town of Southborough Conservation Commission
Town of Southborough Board of Selectmen
Grantee: Sudbury Valley Trustees, Inc.
Approval of the Secretary of Energy and Environmental Affairs.

Exhibits
Exhibit A: Reduced Copy of Plan of the Premises
Exhibit B: Copy of Town Meeting Vote Authorizing the Acquisition of the Premises and Use of CPA Funds
Exhibit C: List of Encumbrances

We, the undersigned, being a majority of the Conservation Commission of the Town of Southborough, Massachusetts, hereby certify that at a public meeting duly held on _____2021, the Conservation Commission voted to approve and grant the foregoing Conservation Restriction to Sudbury Valley Trustees, Inc., pursuant to Section 32 of Chapter 184 and Section 8C of Chapter 40 of the Massachusetts General Laws and do hereby grant the foregoing Conservation Restriction.

TOWN OF SOUTHBOROUGH
CONSERVATION COMMISSION:

_____
Mark Possemato

_____
Benjamin Smith

_____
Russell S. Gregory, Jr.

_____
Carl Guyer

_____
Judith Watson

_____
Sheri Widdiss

_____
Jeffrey Peet

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss:

On this _____ day of _____ , 2021, before me, the undersigned notary public, personally appeared _____, and proved to me through satisfactory evidence of identification which was _____ to be the person whose name is signed on the proceeding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

_____
Notary Public
My Commission Expires

APPROVAL BY TOWN OF SOUTHBOROUGH BOARD OF SELECTMEN

We, the undersigned, being a majority of the Board of Selectmen of the Town of Southborough, hereby certify that at a public meeting duly held on _____, 2021, the Board of Selectmen voted to approve the foregoing Conservation Restriction from the Town of Southborough to Sudbury Valley Trustees, Inc. in the public interest pursuant to Section 32 of Chapter 184 of the General Laws of Massachusetts and do hereby grant the foregoing Conservation Restriction.

The Town of Southborough
by its Board of Selectmen

_____
Lisa Braccio

_____
Chelsea Malinowski

_____
Sam Stivers

_____
Martin Healey

_____
Andrew Dennington, II

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss:

On this day of , 2021, before me, the undersigned notary public, personally appeared , and proved to me through satisfactory evidence of identification which was _____ to be the persons whose name is signed on the proceeding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

_____
Notary Public
My Commission Expires:

ACCEPTANCE OF GRANT BY SUDBURY VALLEY TRUSTEES, INC.

The above Conservation Restriction was accepted by Sudbury Valley Trustees, Inc. this _____ day of _____, 20___.

Sudbury Valley Trustees, Inc.

By:_____
Lisa Vernegaard

Its Executive Director, duly authorized

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss:

On this _____day of _____, 20___, before me, the undersigned notary public, personally appeared _____, and proved to me through satisfactory evidence of identification which was _____ to be the person whose name is signed on the proceeding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

_____
Notary Public
My Commission Expires:

APPROVAL BY SECRETARY OF ENERGY AND ENVIRONMENTAL AFFAIRS
COMMONWEALTH OF MASSACHUSETTS

The undersigned, Secretary of Energy and Environmental Affairs of the Commonwealth of Massachusetts, hereby certifies that the foregoing Conservation Restriction from the Town of Southborough to Sudbury Valley Trustees, Inc. has been approved in the public interest pursuant to Massachusetts General Laws, Chapter 184, Section 32.

Dated: _____, 2021

_____
KATHLEEN A. THEOHARIDES
Secretary of Energy and Environmental Affairs

COMMONWEALTH OF MASSACHUSETTS

SUFFOLK, ss:

On this _____ day of _____, 2021, before me, the undersigned notary public, personally appeared KATHLEEN A. THEOHARIDES, and proved to me through satisfactory evidence of identification which was _____ to be the person whose name is signed on the proceeding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

_____
Notary Public
My Commission Expires:

Exhibit A – Reduced Copy of Recorded Plan of the Premises

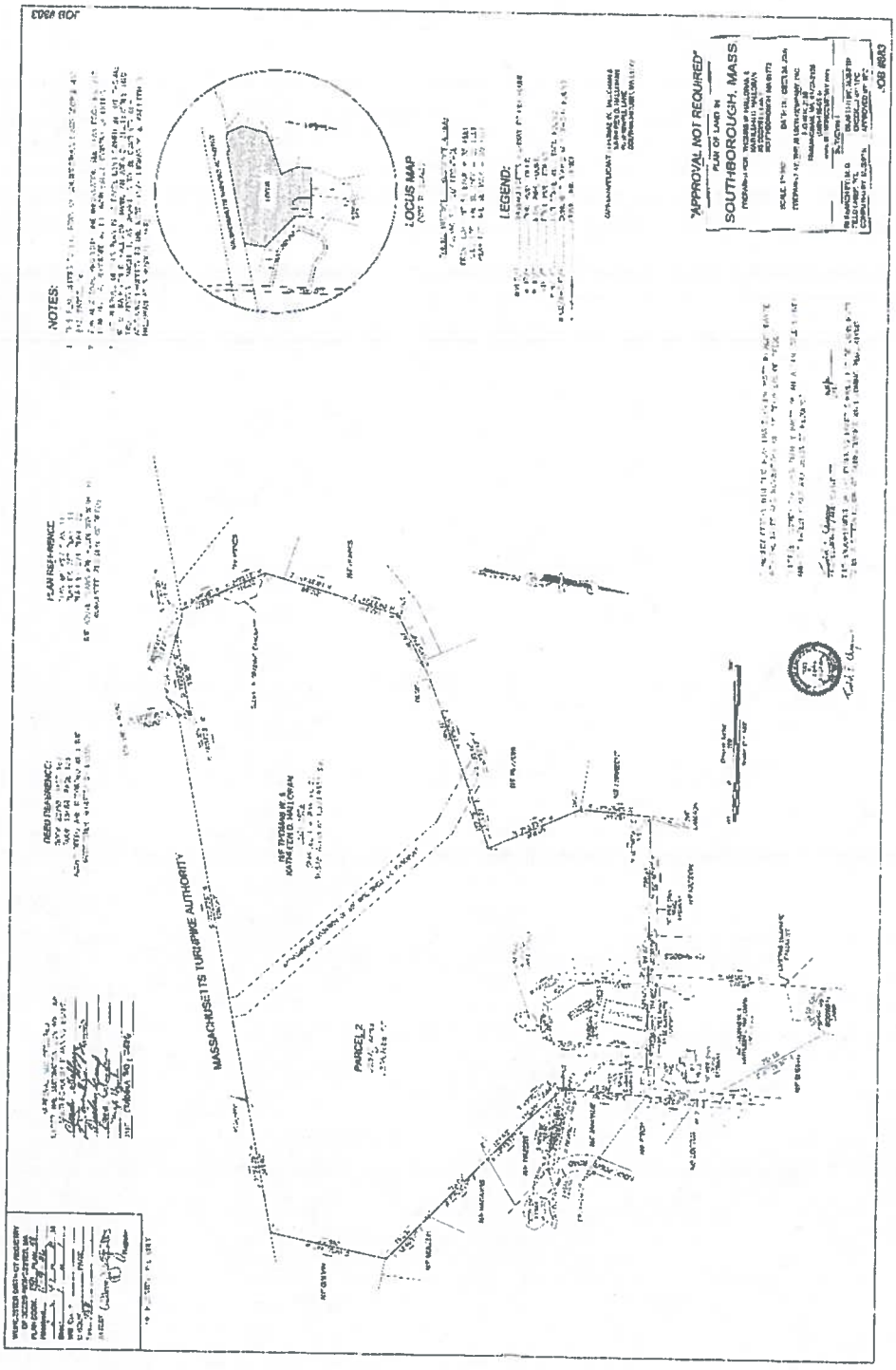


Exhibit B - Copy of Town Meeting Vote Authorizing the Acquisition of the Premises & Use of CPA Funds

Bk: 59288 Pg: 320

Exhibit 4

TOWN OF SOUTHBOROUGH
Adjourned ANNUAL TOWN MEETING
April 10, 2018

ARTICLE 27: To see if the Town will vote to borrow and appropriate the sums of $50,000.00 in legal and acquisition costs and $125,000.00 in land purchase expense for a total appropriation of $175,000.00 to enable the Town of Southborough to acquire a parcel of land located off of Rock Point Road, designated 0 Rock Point Road, for conservation purposes, pursuant to Massachusetts General Laws c.44B, as amended, the Community Preservation Act consisting of 30.67 acres ± of open space owned by the Trustees of the Halloran Children's Trust, title reference the Worcester Registry of Deeds Book 43620, Page 250 and being Parcel 2 on a plan at Plan Book 850, Plan 58 in said Registry, subject to and with the benefit of any easements or rights that may exist of record. Said land to be under the care, custody and control of the Conservation Commission for the purpose of conservation and passive recreation, and to effect this appropriation that the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow the sum of up to $175,000.00 for five (5) years, excluding the term of any temporary loans issued in anticipation thereof, as authorized under the Community Preservation Program pursuant to Massachusetts General Laws c.44B, §11, as amended and to further authorize the Conservation Commission, the Board of Selectmen and/or a qualified Land Trust to submit on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts or the United States under the Self Help Act (Massachusetts General Laws c.132A §11, as amended) and/or any other state or federal programs including those in aid of conservation land acquisition; and/or any others in any way connected with the scope of this article. Said gifts or grants to be deposited in the Open Space Reserve Community Preservation Fund and that the Board of Selectmen be authorized to grant a perpetual Conservation Restriction in said parcel of land in conformance with the requirements of Massachusetts General Laws c.44B, §12 and c.184, §31-33 as amended and to enter into all agreements and execute any and all instruments as may be necessary to effect said purchase. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Project proponents are the Board of Selectmen; this article will allow the town to purchase over 30 acres of land identified as a top priority parcel in our Open Space and Recreation Plan, and designated as a highest priority for wildlife habitat protection in the survey done by Mass Audubon, while providing passive recreation opportunities on the existing system of trails traversing the beautiful woodlands. Using the best estimate available, it will provide funds to cover legal and acquisition costs as required by CPA legislation.*

MOTION MADE: That the Town vote to borrow and appropriate the sums of $50,000.00 in legal and acquisition costs and $125,000.00 in land purchase expense for a total appropriation of $175,000.00 to enable the Town of Southborough to acquire a parcel of land located off of Rock Point Road, designated 0 Rock Point Road, for conservation purposes, pursuant to Massachusetts General Laws c.44B, as amended, the Community Preservation Act consisting of 30.67 acres ± of open space owned by the Trustees of the Halloran Children's Trust, title reference the Worcester Registry of Deeds Book 43620, Page 250 and being Parcel 2 on a plan at Plan Book 850, Plan 58 in said Registry, subject to and with the benefit of any easements or rights that may exist of record. Said land to be under the care, custody and control of the Conservation Commission for the purpose of conservation and passive recreation, and to effect this appropriation that the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow the sum of up to $175,000.00 for five (5) years, excluding the term of any temporary loans issued in anticipation thereof, as authorized under the Community Preservation Program pursuant to Massachusetts General Laws c.44B, §11, as amended and to further authorize the Conservation Commission, the Board of Selectmen and/or a qualified Land Trust to submit on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts or the United States under the Self Help Act (Massachusetts General Laws c.132A §11, as amended) and/or any other state or federal programs including those in aid of conservation land acquisition; and/or any others in any way connected with the scope of this article. Said gifts or grants to be deposited in the Open Space Reserve Community Preservation Fund and that the Board of Selectmen be authorized to grant a perpetual Conservation Restriction in said parcel of land in conformance with the requirements of Massachusetts General Laws c.44B, §12 and c.184, §31-33 as amended and

TOWN OF SOUTHBOROUGH
Adjourned ANNUAL TOWN MEETING
April 10, 2018

to enter into all agreements and execute any and all instruments as may be necessary to effect said purchase. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

MODERATOR DECLARED MOTION PASSED BY 2/3 MAJORITY.

True Copy
Attest:

James F. Hegarty, Town Clerk

A True Copy
Attest:
Town Clerk, Southborough

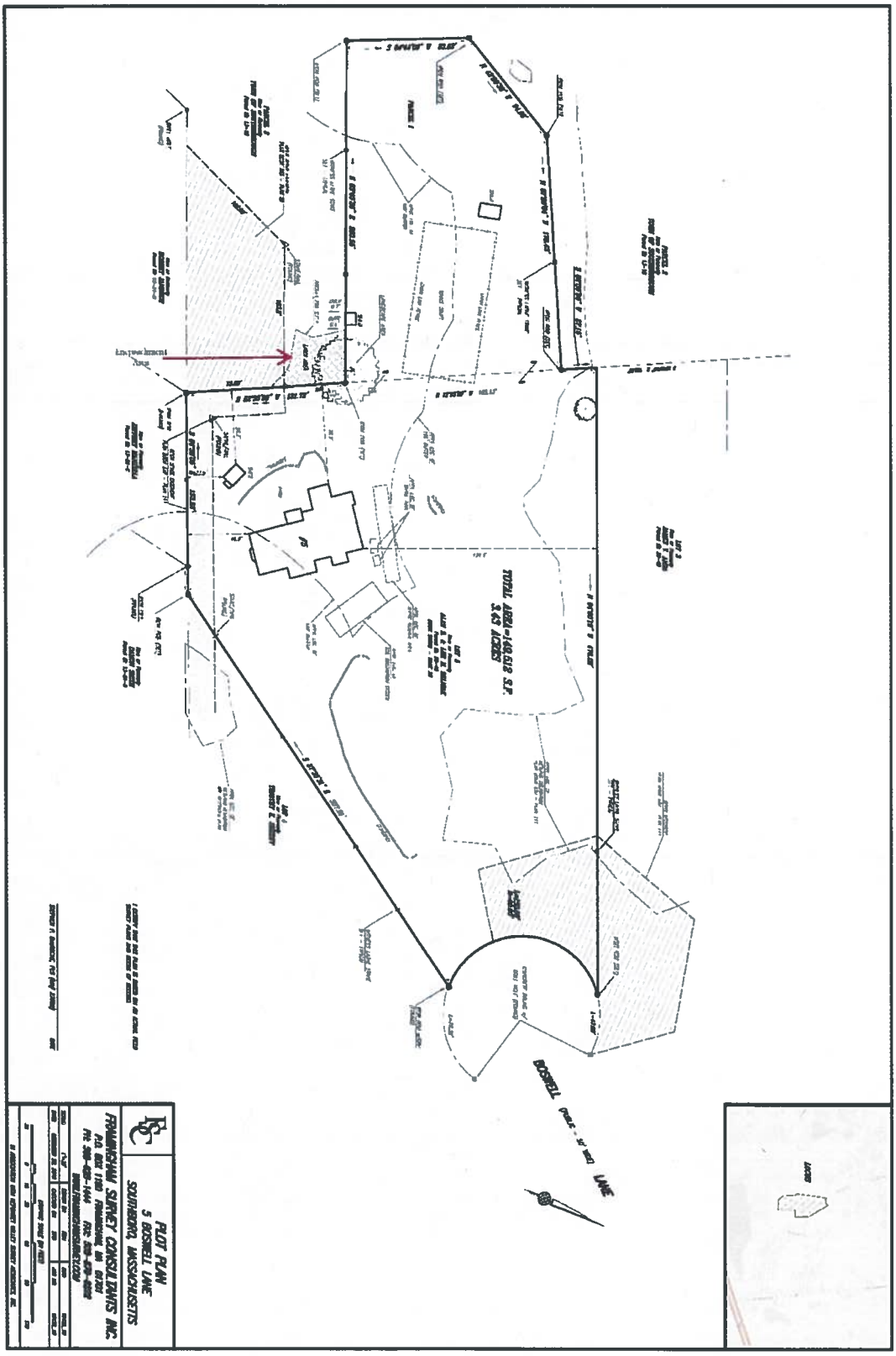
ATTEST: WCRC. Anthony J. Vigliotti, Register

Exhibit C: Title Defects, Liens or Encumbrance

1. Easement recorded in the Worcester District Registry of Deeds Book 20973, Page 6.

2. 50' wide easement to Shell Oil recorded in the Worcester District Registry of Deeds Book 2763 Page 174 and shown on a "Plan of Land In Southborough, Mass., prepared for Thomas W. Halloran and Kathleen D. Halloran by the Jillson Company dated October 24, 2006" and recorded in the Worcester District Registry of Deeds Plan Book 850, Plan 58. Said easement was partially released in a Partial Release of Easement recorded in the Worcester District Registry of Deeds Book 15384 Page 76.

Exhibit D: Reduced Copy of Encroachment Area



Inter-Municipal Agreement (IMA) for Local Public Health Services

THIS AGREEMENT is entered into among the Towns of Boylston, Southborough, and Westborough, along with the Town of Northborough, Massachusetts in its capacity as Host Town of the Greater Boroughs Partnership for Health, (hereinafter "GBPH"), each Town hereinafter being referred to as a "TOWN" or, collectively, as "TOWNS").

WHEREAS, the TOWNS desire to share key public health services under the Public Health Excellence grant awarded to Northborough, as lead TOWN for the GBPH, by the Massachusetts Department of Public Health; and

WHEREAS, the TOWNS desire to equitably, efficiently and consistently promote, protect and preserve the public health; and

WHEREAS, the TOWNS have obtained authorization for this joint undertaking pursuant to G.L. c.40, §4A by vote of their authorizing authority, the Board of Selectmen or Select Board; and the approval by their respective Boards of Health;

NOW, THEREFORE, the TOWNS, in mutual consideration of the covenants contained herein, intending to be legally bound thereby, agree under seal as follows:

1. Term.
   The term of this Agreement shall be 3 years, coinciding with the grant term – July 1, 2021 to June 30, 2024. It will be reviewed 6 months prior to the end of the grant term for the purpose of making any necessary adjustments after funds have been expended.

2. Governance
   The GBPH shall have an Advisory Board ("BOARD'), which shall convene quarterly and shall select a Chair or Co-Chairs.
   - Composition of the BOARD: one member and one alternate, both appointed by the Board of Health from each TOWN as set forth below. Once convened, the Board shall elect a chair, vice-chair and clerk. The BOARD shall be a public body as such term is contemplated under the Massachusetts Open Meeting Law and shall be required to post meetings in each of the member TOWNS.

- Voting: One TOWN, one vote. Every TOWN shall have an equal voice in determining shared priorities, and services to be provided under this Agreement.

- Roles and Responsibilities of the BOARD:
    - Meet on a regular basis
    - Develop annual and long-term goals for the GBPH
    - Advise on GBPH staff priorities
    - Collaborate in developing a sustainability plan for GBPH
    - Adopt any GBPH -wide policies and recommended regulations
    - Review and provide recommendations on operating budgets for public health services
    - Review financial status of GBPH
    - Review and provide recommendations on reports from staff
    - Draft and Approve Nursing Scope of Services. It is the intention of this Agreement that each TOWN have flexibility to adapt services to the needs of their community.

3. For each TOWN, there shall be one full voting member of the BOARD, whose term shall be as determined by the TOWN's local Board of Health. This member should be either a Board of Health member or Health Department staff person. There shall also be an alternate member who may participate in BOARD meetings but may vote only when the full member is not in attendance. Each TOWN shall maintain its local Board of Health, which shall retain its own legal authority and autonomy as provided by law.

4. Quorum. A majority of the voting members of the BOARD shall constitute a quorum for the purposes of transacting business. The BOARD may act by a simple majority of members present and voting unless otherwise provided herein.

5. Meetings. The BOARD shall meet quarterly and may schedule additional meetings as necessary. All meetings shall be posted in each TOWN in compliance with the Massachusetts Open Meeting Law, G.L. c.30A, §§ 18-25.

6. Host Town. The Town of Northborough shall serve as the Host TOWN. The Host TOWN shall seek to provide the following services in coordination with the other TOWNS:
    a. Public Health Nursing services, utilizing 1.5 full-time equivalent nurses to be shared among the four TOWNS. These positions will be contracted out through a third-party nursing vendor and services will include infectious disease surveillance, preventative care, immunizations, education and outreach, and emergency planning activities.

i. Nurses will hold office hours in each of the four TOWNS, develop health education programs, and organize immunization and blood pressure clinics.
ii. Nurses will collaborate with schools in the TOWNS to expand Westborough's Childhood Immunization program to all four TOWNS.
iii. The Shared Nursing Contract will be developed and negotiated by Northborough in coordination with the other TOWNS.

b. Public Health Inspectional Services will be provided by increasing Northborough's Health Inspector position from 7 hours per week to 32 hours per week, with benefits.
    i. The TOWNS of Boylston and Southborough will receive routine food and housing inspections.
    ii. Based on availability, and at the Host TOWN'S discretion, this position may also serve as a back-up inspector to cover staff absences in Westborough.
c. Serve as employer and direct supervisor for any shared staff. Hiring processes and goal setting will be done in collaboration with members of the BOARD, but subject to requirements of state law and Northborough bylaws, regulations, and personnel policies.
d. Serve as the lead entity in facilitating any shared contracts, including a public health nursing contract in coordination with the other TOWNS.
e. Write and administer grants to further support GBPH goals in coordination with the other TOWNS.
f. Ensure compliance with all reporting requirements to Massachusetts Department of Public Health and all other grantor or oversight agencies.
g. Prepare reports on staff work, grant status, etc. to BOARD as needed.
h. Provide fiscal management for grant funds.
i. Ensure compliance with all state laws and regulations applicable to this Agreement, including procurement, purchasing, Open Meeting Law, Conflict of Interest, and Ethics.
j. Collaborate with the other TOWNS to create and maintain a tracking system for public health work under this Agreement.
k. Ensure that financial management and expenditures meet grantor agency, state, and federal standards, and municipal financial policies and practices, including providing an annual audit, payroll service, benefits administration, health insurance and bill processing.
l. Provide procurement services for GBPH staff and equipment, as needed.
m. Administer personnel policies and supervise staff and contractors.
n. Maintain liability insurance including workers' compensation for GBPH staff.
o. Provide office space for GBPH staff, as needed
p. Provide information technology support for GBPH staff.

q. Attend BOARD meetings through its designated members.

7. Obligations of the TOWNS

Boards of Health shall actively participate in the governance of the GBPH by attending and participating in BOARD meetings, reviewing reports, evaluating programs and staff and identifying unmet needs in their communities. The TOWNS agree to provide the following services to ensure that the GBPH provides quality, efficient delivery of services:

a. Appoint a member and alternate to the BOARD
b. Assist shared staff in establishing work tasks and priorities,
c. Communicate any concerns about GBPH programs first to the staff person involved, then, if needed, to the Host TOWN Health Director
d. Prompt review of staff reports and other materials
e. Board of Health members are welcome to visit programs conducted by Shared Staff. Board members interested in accompanying a staff person should communicate that request directly, on either a specific or general basis. The presence of a local Board of Health member is always a positive addition to code enforcement and public health work.
f. To efficiently deliver and document inspectional services across multiple TOWNS and improve regulatory compliance, each TOWN will implement FoodCode-Pro and HousingCode-Pro software. Each TOWN will have its own administrative access to the software and a generic inspectional account which will allow the shared inspector to perform and report inspections, but the data will remain with the TOWN for which the inspection is performed.

8. Funding

Annually, the BOARD will develop and approve a public health services budget for contractual shared services. These services are to be covered under a DPH Public Health Excellence Grant administered by the Town of Northborough. The grant term is three years. It is the intention of the participating TOWNS of the GBPH to seek additional grant funds to sustain these services after the end of the grant term, but if that is unsuccessful the TOWNS will need to revisit this Agreement and determine whether they will allocate TOWN funds to continue participation in this Agreement. Until the existing grant funds are expended, there will be no cost to participating TOWNS. Execution of this Inter-Municipal Agreement does not obligate any TOWN to fund the GBPH and an Agreement amendment would be required to do so. Any fees collected by the Host TOWN for inspections or other services from the constituents of the other TOWNS shall remain with the TOWN in which the inspection was performed.

9. Other Municipal Services

This Agreement solely governs the sharing and delivery of public health services by the GBPH to the TOWNS. If an inspection identifies the need for or forms the basis

for enforcement or other legal proceedings, such proceedings shall be the responsibility of the TOWN in which the inspection was performed. This Agreement applies only to those public health services statutorily and customarily rendered by local health departments under Massachusetts law and as defined in the attached Job Descriptions. The Job Descriptions are more extensive than the services to be provided under this Agreement, and the services to be provided are only those identified herein. By amendment of the Agreement, based on a vote of the BOARD, services may be added or removed from the scope of the Agreement.

10. Employees

An employee of one of the TOWNS who performs services pursuant to this Agreement on behalf of another TOWN shall be deemed to remain an employee of the employing TOWN, notwithstanding that such services are performed in or for another TOWN, and shall retain all accrued benefits and shall be subject to the standard personnel practices of such employing TOWN. Pursuant to G.L. c. 40, § 4A, and subject to the provisions of this section, each TOWN shall be liable for the acts and omissions of its own employees and not for the employees of any other TOWN in the performance of this Agreement to the extent provided by the Massachusetts Tort Claims Act, G.L. c. 258.

11. Indemnification

To the extent permitted by law, each TOWN shall indemnify the other TOWNS from and against any and all demands, actions, causes of action, suits, damages and any and all claims, demands and liabilities whatsoever of every name and nature both in law and in equity on account of injury to person or property or loss of life arising or resulting from the GBPH performance of this Agreement, but only to the extent and in an amount for which the TOWN would otherwise be liable pursuant to the Massachusetts Tort Claims Act, M.G.L. c. 258.

By entering into this Agreement, the TOWNS have not waived any governmental immunity or limitation of damages which may be extended to them by operation of law. The maximum extent of each TOWN'S financial liability in connection with this Agreement shall not exceed the amount validly appropriated by, or available to, each said TOWN for such purpose.

The TOWNS shall obtain and keep in full force and effect public liability insurance in the amount of One Million Dollars ($1,000,000) combined single limit for bodily injury, death and property damage arising out of any one occurrence, protecting the other party against any and all claims for bodily injury, $3,000,000 aggregate, death or property damage arising directly or indirectly out of the Indemnification Provisions of this Agreement.

12. Termination

Any TOWN, duly authorized, may withdraw from and terminate its participation in this Agreement upon the provision of at least thirty (30) days prior written notice to the Host TOWN and the other TOWNS. Upon such termination, the withdrawing TOWN shall be solely responsible for the provision of public health services for its benefit.

13. Assignment

No TOWN shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder.

14. Amendment

This Agreement may be amended only by a writing signed by all TOWNS, duly authorized.

15. Severability

If any provision of this Agreement is held by a court of appropriate jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held as applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

16. Force Majeure

No TOWN shall be liable to another TOWN, nor be deemed to be in breach of this Agreement, for failure or delay in rendering performance arising out of causes factually beyond its control and without its fault or negligence. Such causes may include, but are not limited to: acts of God or public enemy, wars, fires, floods, epidemics, quarantine restrictions, strikes, unforeseen freight embargoes, or unusually severe weather. Dates and times of performance shall be extended to the extent of the delays excused by this section, provided that the TOWN whose performance is affected notifies the other TOWNS of the existence and nature of such failure or delay.

17. Waiver

The obligations and conditions set forth in this Agreement may be waived only by a writing signed by the TOWNS. Forbearance by a TOWN shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that TOWN under this Agreement or applicable law. No waiver of any breach or default shall constitute or be deemed evidence of a waiver of any subsequent breach or default.

18. Governing Law

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.

19. Non-Discrimination

Neither the GBPH nor any TOWN shall discriminate against any person because of race, color, religious creed, national origin, gender, ancestry, sexual orientation, age, handicap, gender identity, genetic information, military service or any other protected classification under the law with respect to admission to, access to, or operation of its programs, services or activities.

20. Notices

Any notice permitted or required hereunder to be given or served on any TOWN shall be in writing signed in the name of or on behalf of the TOWN giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

Town of Boylston:

_____ (contact name)
_____ (email)
_____ (phone)
_____ (address)
_____

Town of Northborough:

_____ (contact name)
_____ (email)
_____ (phone)
_____ (address)
_____

Town of Southborough:

_____ (contact name)
_____ (email)
_____ (phone)
_____ (address)
_____

Town of Westborough:

_____ (contact name)
_____ (email)
_____ (phone)
_____ (address)
_____

21. Complete Agreement

This Agreement constitutes the entire agreement between and among the Host TOWN of Northborough and the other TOWNS concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Host TOWN of Northborough and any of the other TOWNS concerning the subject matter hereof. Each TOWN acknowledges that it has not relied on any representations by any other TOWN or by anyone acting or purporting to act for another TOWN or for whose actions any other TOWN is responsible, other than the express, written representations set forth herein. This Agreement may be executed in multiple counterparts and electronic or scanned signatures shall be sufficient to bind the parties.

WITNESS OUR HANDS AND SEALS as of the first date written above.

_____ _____
Town of Boylston Select Board Date

_____ _____
Town of Boylston Board of Health Date

_____ _____
Town of Northborough Select Board Date

_____ _____
Town of Northborough Board of Health Date

_____ _____
Town of Southborough Select Board Date

_____ _____
Town of Southborough Board of Health Date

_____	_____
Host Town of Westborough Select Board	Date
_____	_____
Town of Westborough Board of Health	Date

KENNETH M. PAULHUS
CHIEF OF POLICE

TOWN OF SOUTHBOROUGH
POLICE DEPARTMENT

32 Cordaville Road
Southborough, Massachusetts 01772

Emergency: 9-1-1
All Other: (508)485-2121
Business: (508)485-2147
Fax: (508)485-4634
kpaulhus@southboroughma.com

To: Honorable Board of Selectmen

From: Chief Kenneth M. Paulhus

Subject: Officer Tyler Lu/Pay Status

Date: June 30, 2021

Dear Board of Selectmen:

I am requesting approval to move Student Officer Tyler Lu to Probationary Officer status effective July 3, 2021 (retro) from when this change is approved. He will graduate from the MPTC Randolph Academy on July 2, 2021.

His pay status will change from $700.00 per week to PS-7, Step 1, $1,008.87 per week, (Local 167 contract).

Please contact me with any questions you might have.

Kenneth M. Paulhus
Chief of Police

Southborough Police Department

32 Cordaville Road
Southborough, Massachusetts 01772
508-485-2121 Fax 508-485-4634

Kenneth M. Paulhus
Chief of Police

Lt. Ryan M. Newell
Executive Officer

To: Board of Selectmen

From: Chief Kenneth M. Paulhus

Date: June 30, 2021

Subject: Police FY21 Budget

Dear Board of Selectmen:

Please be advised that the Salaries Overtime line item (0100-5-210-000-51300) will be in deficit greater than $5,000. The overage is due to several officers being out on FMLA and IOD.

I would like to amend my previous estimate of $8,000 of salary funds expended for non-salary items to $18,500.

Please feel free to contact me with any questions you might have.

Kenneth M. Paulhus
Chief of Police

TOWN OF SOUTHBOROUGH
OFFICE OF THE TOWN CLERK

Ms. Carolyn Teehan
State Ethics Commission
One Ashburton Place, Room 619
Boston, MA 02108

January 5, 2020

Dear Ms. Teehan,

I am writing to notify the State Ethics Commission that on December 17, 2019, the Southborough Board of Selectmen voted to designate the Special Counsel to the Conservation Commission for the Park Central project as a Special Municipal Employee.

The complete list of Special Municipal Employees now consists of:

- Advisory Committee
- Board of Assessors
- Council on Aging
- Economic Development Committee
- Election/Poll workers
- Special Counsel to the Conservation Commission for the Park Central project
- Tree Warden

If you have any questions, please contact me at 508.485.0710 ext. 3007.

Very truly yours,

James F. Hegarty

James F. Hegarty
Southborough Town Clerk

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 EXT 3007 · FAX (508) 480-0161 · jhegarty@southboroughma.com

MEMORANDUM

Date: July 08, 2021

To: Southborough Board of Selectmen

From: John Parent, Director of Facilities

Re: Consent to Hiring of New Employee

Dear Madame Chair:

After receiving several resumes and conducting interviews with candidates for the full-time position of Maintenance Technician within the Facilities Department, I strongly recommend that your Board consent to appoint Mr. Robert Esposito for said position.

Mr. Esposito is currently employed as a Building Custodian within the Town of Shrewsbury's Public Buildings Division. As many of the tasks performed by Mr. Esposito in this position mirror those of a Maintenance Technician within Southborough's Facilities Department, Mr. Esposito is highly qualified for this position. His skill set and understanding of the inner workings of a municipal facilities department will allow Mr. Esposito to hit the ground running and provide the department with a thoroughly seasoned facilities team member. I believe the combination of Mr. Esposito's skill set, demeanor, and desire to improve his surroundings would make him a valuable addition to the Facilities Department and the Town of Southborough.

Please contact me should you have any questions in regard to this matter.

Thank you,

John A. Parent
TOWN OF SOUTHBOROUGH
Director of Facilities

TOWN OF SOUTHBOROUGH

Economic Development Committee

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-0710 x3011

21 June, 2021

Board of Selectmen,

The members of the Economic Development Committee (EDC) would like to retain Special Municipal Employee status.

"Special municipal employee" status was designed to permit and encourage individuals who may have business with a town (either individually or through a family member) to volunteer and serve in their community.

I understand that the State Ethics Commission encourages municipalities to grant "special municipal employee" status to any qualifying position, as this status provides flexibility and encourages volunteerism. This is particularly important on a committee like the EDC, which relies upon and encourages the participation of local businesses and non-profit organizations.

In the event that a conflict of interest arises with any individual EDC member, that individual will file any necessary disclosures and/or recuse him/herself from any EDC work and deliberations on that matter.

Sincerely,

John Wood

Chair EDC

Good morning,

Thank you as always for your service to the Town and I hope this email finds you well.

As you are aware, the federal government is in the process of distributing funding from the **American Rescue Plan** and debating the **American Jobs Plan** which will provide additional funding for infrastructure. Attached are fact sheets from Congresswoman Clark's office with more detail for your reference.

As you are also aware, there is funding that will be sent directly to municipalities. Earlier this month, the Executive Office of Administration and Finance will be disbursing funds to municipalities with populations under 50,000, including ours, and municipalities are asked to follow the application process to receive their funds. The allocation for Southborough is $3.1m.

On the state level, Massachusetts has already begun receiving additional funding from the American Rescue Plan, including $5.2 billion in funds that will be allocated by the Legislature in coordination with the Governor to meet pressing community needs. Discussion around the allocation of these funds will be occurring over the next few months.

As we begin the process for determining how to allocate these funds, I would appreciate any information you are able to share about local needs so that I can best advocate for the town. These needs might include affordable housing, water infrastructure, transportation, downtown recovery, behavioral health, and culture/tourism. Please provide as much detail as possible. These resource needs would be outside of those expected to be covered by the $3.1m in funding that Southborough will receive directly.

Thank you for your assistance. I will continue to advocate for Southborough's needs as we evaluate uses for this new federal funding. Please don't hesitate to contact my office with any questions.

Sincerely,

Carolyn

Carolyn C. Dykema
State Representative
8th Middlesex District

State House, Room 127
Boston, MA 02133
617-722-2680

carolyndykema.com

Hi Lisa and Chelsea,

My bad on not getting this on an agenda. It got lost in the shuffle with all of pre-ATM flurry and I've not replied to him. Sorry about that.

Good news, I suppose, is that the request is for August.

See ya,

Marty

From: Sutanuka Basu <tanu.basu@iagb.org>
Sent: Tuesday, June 15, 2021 9:10 PM
To: Martin Healey <mhealey@southboroughma.com>; Lisa Braccio <lbraccio@southboroughma.com>; Chelsea Malinowski <cmalinowski@southboroughma.com>
Subject: Requesting response: Southborough, MA: Requesting permission: Indian & U.S Flag Raising Event 2021

[EXTERNAL]

Good Evening Ms. Braccio, Ms. Malinowski & Ms. Healey!

Hope this email finds you well. I had sent an email to a few of you over a month ago (please see email below) and didn't hear back. Hence following up to check in on that.
I am delighted to let you know that since the time I sent you the email below, and the present day, we have received confirmation from over 30 towns/cities in MA, each of whom have approved our request to raise/honor the Indian and U.S Flag to commemorate India's 75th Independence Day celebration. More towns/cities are in the process of approving the same.

We look forward to your whole-hearted support by giving us an opportunity to make your town a part of our celebration.
Best regards,
Tanu Basu.....
"Let the beauty of what you love be what you do."
Find me here: https://iagb.org/know-us/#committee_knowus
Director/Executive Committee Member.
IAGB

On Sun, Apr 25, 2021 at 8:59 PM Sutanuka Basu <tanu.basu@iagb.org> wrote:

"IAGB Pride – Raising the Flags of India & U.S.A"

Raising the flags of India and USA, honoring India's 75th Independence Day

Respected Selectboard-Southborough,

Hope this letter finds your family, friends, and you in the best of health & spirits. As we all recognize, this COVID-19 pandemic re-routed our paths having adjusted to various new norms and has changed how we work, learn and interact. As social distancing guidelines have led to a more virtual existence, both personally and professionally, even as we get vaccinated in phases, we yet continue our pledge of virtual existence for the foreseeable future.

We continue to comply with the restriction on the number of people gathering in one place at the same time, thus continuing to find safer, low-key ways of celebrating various special milestone socio-cultural or historic occasions, which are traditionally and historically celebrated in a grand way welcoming a huge public gathering.

Last year, in August 2020, we created history by holding successful flag raising events in 32 towns and cities, by raising and honoring the Indian and U.S Flags in the heart of each town/city. Please read on to know pertinent details.

Who are we?

India Association of Greater Boston, known as IAGB is the oldest and one of the leading Indian American community organizations in New England. It is a non-profit, non-political, and non-religious organization, serving the Indian American communities in the New England region. IAGB strives to foster a strong Indian-American social, cultural, civic and community presence in New England.

How have we commemorated Indian Independence Day in the past?

For the past 60+ years, IAGB has been celebrating August 15, as India Day to commemorate India's Independence and celebrate Indian Americans' rich culture and traditions, with utmost vigor and grandeur. For more than 25 years, until 2017, we have celebrated India Day alongside Charles River at the Hatch Memorial Shell with a cheering crowd of over 12,000 people. From 2018 onwards, we have been doing the same in the heart of Boston – the City Hall Plaza, with an even larger crowd.

However, considering the unforeseeable repercussions of the pandemic, and swinging into the success of last year's low key flag hoisting events in over 32 towns/cities in MA and a few other New England towns, we would like to do it again. To commemorate this momentous day in a covid safe way, we want to bring this celebration to as many towns and cities in New England. This will not only help decentralize the celebration but also allow people to take pride in the fact that their towns and cities recognized and celebrated this historic event, while still being in the safe radar of their hometown and enjoy the cultural events we will conduct virtually.

What do we need from you?

We humbly seek your kind permission to hoist or raise the flags of India and the U.S at your Town Common/City Hall to commemorate India's momentous 75th Independence Day and honor the flag of our adopted country, the United States. It can be on any chosen day and time in the first or second week of August 2021.

How do we plan to do it?

- ✔ When?

  Any day from August 1st to August 15th, including weekdays.

- ✔ What time?

  Anytime between 8 am & 4 pm

- ✔ What will we do?

  - On the chosen day a few of the town residents will gather at town common, while following all social distancing guidelines

  - Sing the U.S National Anthem and honor the U.S flag

  - Sing the Indian national anthem and raise/hoist the Indian flag

- ✔ Who provides the flag?

  IAGB or the town as the case may be

- ✔ Who provides the pole?

  IAGB or the town as the case may be

- ✔ Who raises/hoists the flags?

  IAGB member/representative and Town/City officials

- ✔ What do we need?

  Your kind permission

While we take pride in originating from our native country, India, deemed the world's largest democracy, we are equally as proud and grateful for being able to call the United States of America our home, where democracy and personal freedom are held at utmost priority. We look forward to hearing back from you with a positive response to our request, just as 32 towns and cities in the New England area did last time, and create history again, perhaps even bigger!

With sincere regards,

Tanu Basu.....
"Let the beauty of what you love be what you do."
Find me here: https://iagb.org/know-us/#committee_knowus
Director/Executive Committee Member.
IAGB

Good morning,

Thank you as always for your service to the Town and I hope this email finds you well.

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On the state level, Massachusetts has already begun receiving additional funding from the American Rescue Plan, including $5.2 billion in funds that will be allocated by the Legislature in coordination with the Governor to meet pressing community needs. Discussion around the allocation of these funds will be occurring over the next few months.

As we begin the process for determining how to allocate these funds, I would appreciate any information you are able to share about local needs so that I can best advocate for the town. These needs might include affordable housing, water infrastructure, transportation, downtown recovery, behavioral health, and culture/tourism. Please provide as much detail as possible. These resource needs would be outside of those expected to be covered by the $3.1m in funding that Southborough will receive directly.

Thank you for your assistance. I will continue to advocate for Southborough's needs as we evaluate uses for this new federal funding. Please don't hesitate to contact my office with any questions.

Sincerely,

Carolyn

Carolyn C. Dykema
State Representative
8th Middlesex District

State House, Room 127
Boston, MA 02133
617-722-2680

carolyndykema.com

TOWN OF SOUTHBOROUGH

RECREATION DEPARTMENT
SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 229-4452 · FAX (508) 229-7969
WWW.SOUTHBOROUGHREC.COM

07/07/2021

Attn: Board of Selectmen
CC: Recreation Commission
Mark Purple, Town Administrator

RE: Consent Agenda Request – Donation Acceptance

The Recreation Department has received generous donations in support of the 2021 Southborough Summer Nights town event to take place on August 28, 2021. I am writing to request the acceptance of the amounts listed below to be deposited into the Recreation Donation account:

St Marks School - $3,000
Eagle Leasing Company - $1,000
Fay School - $500
Brendon Properties - $1,000
Ken's Foods Inc - $500
Capital Group Properties - $1,000

If you have any question, please do not hesitate to reach out to my office at TDavis@southboroughma.com or 508-229-4452

Best Regards,

Tim Davis, CPRP
Recreation Director
508-229-4452

Memo

To: Personnel Board
From: Vanessa Hale, Assistant Town Administrator
Re: Senior IT Specialist
Date: July 8, 2021
CC: Mark Purple, Town Administrator
Jay Montijo, IT Manager

Background

Over the past several months, there have been many discussions with various boards and committees about the need to increase staffing in the IT department. This plan is fully endorsed by our new IT Manager Jay Montijo. Subsequently, during the 2021 Annual Town Meeting, funding was secured for this position.

Proposal

Attached is a draft job description that has been formulated by Mr. Montijo, Mr. Purple and myself. We have based that language on sample job descriptions in other communities and trends in the technology field. The Municipal Technology Committee had agreed with the title of the new position. At their July 13, 2021 meeting, the Board of Selectmen will also weigh in on the proposed job description.

Request

We respectfully ask the Board to approve the draft job description for a full-time Senior IT Specialist and allow us to begin the JAQ process to properly classify this position. Furthermore, we also would request that this position be added to Schedule A in the Salary Administration Plan at the October 4, 2021 Special Town Meeting.

Thank you for your consideration of this request.

Position Description

Job Title	Senior IT Specialist
Department	Information Technology
Employment Status	Full-Time
Exempt/Non Exempt Status	Non-exempt

Scope of Work

This position provides network/desktop support and backup support as directed by the IT Manager; serves as the primary manager of one or more of the following: workstations, network, GIS, website, servers, and/or application(s).

Supervision

Received	IT Manager
Exercised	None

Essential Job Functions **The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.**

- Assist in tracking help desk calls pertaining to application(s), networking, systems problems and issues, up to and including resolution of work orders.
- Build rapport and elicit problem details from help desk customers.
- Identify, diagnose, and resolve problems for users regarding software and hardware, networking and infrastructure including cyber-security risk management; communicates solutions to end-users.
- Provide hardware support of end-user equipment, such as installing replacement hardware or upgrading hardware, maintaining computer inventory (including supplies) database.
- Performs daily checks of server event logs, scheduled backups, and intrusion-detection logs
- Support Software/Hardware on equipment such as, Scanners, Copiers, Printers, Monitors and other peripherals.

Date of approval:

SAP, SCHEDULE A, GRADE X

- Manage and administer various IT related services, such as telephone networks, municipal software, website and social media relations etc.
- Primary employee on-call for emergency situations for town departments, such as the Police Department, the Fire Department, etc.
- Supports the goals of the IT Department through creative problem solving, decision making and a commitment to customer service.
- Administers e-mail accounts, network user accounts and monitors internet bandwidth.
- Facilitate technology needs for board/committee meetings and other internal functions of municipal government.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

High School Diploma / GED Required, Bachelors Degree or higher preferred. Three years or more of responsible experience in an information technology environment; or an equivalent combination of education and experience.

Knowledge of	• Comprehensive knowledge of Windows operating systems. • Networking fundamentals (Network+, Security+ or Cisco certification a plus) • Comprehensive knowledge of Windows Servers (Microsoft Server Certification MCSA). • Office 365 & Azure.
Ability to	• Ability to manage multiple projects with time related constraints in a fast- paced environment. • Ability to establish and maintain cooperative relationships with employees and local officials • Provide excellent judgement when reviewing potential errors, program development and cost analysis for procurement of supplies and services • Conduct employee training for various applications to a wide variety of end users
Skill in	• Must be well organized, an effective communicator at multiple levels and able to grasp system concepts and communicate their applications. • Must be capable of quickly learning new systems and associated software applications for proficient execution of tasks. • Liaise I.T. initiatives between disparate groups of internal and/or external customers, appointed/elected officials or employees. • High level of integrity and accountability • Diagnostic and problem solving skills

Necessary Special Requirements

Current drivers license

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- The employee is occasionally exposed to unpleasant conditions, such as heat, cold; dim or bright lights, dust, and noise.
- The employee must occasionally lift and/or move up to 50 pounds.

Town of Southborough is an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, national origin, age, gender sexual orientation, sexual identity, marital status, military or veteran status, disability, genetic information, or any other category protected by applicable federal, state or local

RECEIVED
SOUTHBOROUGH TOWN CLERK
2021 JUN 17 A 10:31

LETTER OF RESIGNATION
TO
TOWN OF SOUTHBOROUGH

DATE: 17/June/21

SOUTHBOROUGH TOWN CLERK
TOWN HOUSE
17 COMMON STREET
SOUTHBOROUGH, MA 01772-9109

I, Luisa Vargas HEREBY RESIGN FROM THE
(PRINT NAME)

trail EFFECTIVE AS OF 17/June/21
(COMMISSION, BOARD OR COMMITTEE) (DATE)

SIGNATURE

MY REASON FOR RESIGNATION IS:

____ RELOCATION

_X_ PERSONAL

____ OTHER: _____

PLEASE FORWARD TO:
SOUTHBOROUGH TOWN CLERK
17 COMMON STREET
SOUTHBOROUGH, MA 01772

METROWEST REGIONAL TRANSIT AUTHORITY
Public Transportation System
15 Blandin Avenue
Framingham, MA 01702
Ph. (508) 935 2222 ▪ Fax (508) 935 2225 ▪ www.mwrta.com

June 9, 2021

Lisa M. Braccio, Chair
Southborough Select Board
17 Common Street
Southborough, MA 01772

Re: MWRTA Advisory Board

Dear Ms. Braccio,

Pursuant to Massachusetts General Law, Chapter 161B, Sections 3 & 5, each Chief Elected Executive Official of a city or town that is a member of the Authority, is that municipality's representative to the Authority's Advisory Board. The Chief Elected Executive may, in writing, appoint a designee to act for her/him on the Advisory Board.

Given that the majority of municipal elections in the MetroWest region are conducted in the spring, and that most of the boards of selectman are then re-organized where the Chairperson is likely to change, the MWRTA asks that each member community re-certify with the name and contact information of its representative to the Authority, in writing, as soon as a Chairperson is selected. The Federal Transit Administration under Title VI encourage participation by minorities on Boards such as this.

Advisory Board members have four major duties; hire an administrator, approve a budget, set fares, and finally, to advocate for their respective municipalities by working with the administrator to improve public transportation options as well as to be the conduit for their municipal officials to the Authority.

The Authority expects to meet at least on a quarterly basis, but may have a couple of monthly meetings when votes need to be taken. As the public transportation system grows and develops, the relationship between the Advisory Board members themselves has proven to be beneficial as a regional tool to begin initiatives in other important area of municipal concern, like planning and resource sharing. If I can provide assistance, or further information, please do not hesitate to contact me.

Sincerely,

Ed Carr
Administrator

ST. MARK'S SCHOOL

June 18, 2021

Mr. Lisa M. Braccio
Chair, Board of Selectmen
Town of Southborough
Town House
17 Common Street
Southborough, MA 01772

Dear Ms.Braccio,

Enclosed please find donations to the Town of Southborough from St. Mark's School. We have included three separate checks.

- The $50,050 payment represents our annual base donation which is the total from the prior year plus inflation. This represents a 25% increase over the value from 2019.
- The $20,000 payment is meant to cover turnout gear for the Fire Department.
- The $18,000 payment is meant to cover the cost of defibrillators.

Thank you and thank you to Mr. Healy for meeting with us this past year. We appreciate all that you, along with the entire Board of Selectmen, do for the Town and for St. Mark's School. We look forward to continuing to work together as a member of the Southborough community.

Sincerely,

Robert M. Kuklewicz, CPA
Chief Financial & Operations Officer

Cc: John C. Warren, Head of School
Mark J. Purple, Town Administrator
Brian Ballantine, Treasurer-Collector

Lori Esposito

From: Vanessa Hale
Sent: Thursday, July 08, 2021 3:15 PM
To: Lori Esposito
Subject: FW: Local Input Requested: Federal Stimulus Funding

For packet under funding requests.

From: Sarah Cassell
Sent: Friday, July 2, 2021 3:26 PM
To: Vanessa Hale <vhale@southboroughma.com>
Cc: Board of Selectmen <bos@southboroughma.com>
Subject: RE: Local Input Requested: Federal Stimulus Funding

Hi Vanessa,
Happy Friday! I have been thinking about possible uses for ARP funds and consulting with other YFS departments in neighboring communities. Below is a list of ideas that have been generated so far from those conversation as well as some of the outcomes identified from our community needs assessment and strategic plan that we just completed. I have also reached out to Heather Alker, Greg Martineau and Stephanie Reinhorn, and Chief Paulhus to ask for a meeting on how else these funds might address behavioral health needs in Southborough. My meetings with them are scheduled during the next couple of weeks and I will send additional ideas along if any more come up. Thank you for the opportunity to share these thoughts. I'm happy to discuss them further!

1. Part-time clinician to assist with influx of need for residents awaiting openings through their insurance
2. Consulting psychiatrist
3. IT Software
    - HIPAA compliant Database
    - HIPAA compliant Data collection and reporting
    - HIPAA compliant Client portal for communication and scheduling and case files
    - HIPAA compliant Video conferencing for individuals and groups
    - Program registration platform
    - Bulk email service
4. Clinical Consultation/Director supervision- $7,800 would be the ideal amount per year (currently have $5k in operating budget)
5. Interface- estimated $16,000 per year (the Southborough Community Fund, Friends of the Southborough Youth Commission and the school department expressed willingness to cover the cost for 2022)
6. Public Assistance program/Social Service consultant
7. Substance Abuse Prevention consultant
8. Suicide Prevention consultant
9. Graphic designer/marketing specialist and new marketing materials (critical for outreach)
10. Annual staff trainings on Diversity Equity and Inclusion (DEI)
11. DEI consultant
12. Language Interpretation services (really should be through the town not just YFS, for marketing materials and conversations)
13. Specialized consultants/trainers, such as GSA link

Have a nice weekend!

Sarah Cassell, LMHC
Director of Southborough Youth and Family Services
Pronouns: she, her

(508) 481-5676 x 5
21 Highland St in Southborough
www.southboroughtown.com/youth-and-family-services
www.facebook.com/southboroughyouthandfamily
Follow us on Instagram and Twitter @SboroYFS

Directions to our office
By using 48 Atwood St in Southborough, MA, your GPS will take you to a residence that is opposite the driveway to our parking lot. At the top of the driveway is a small white sign that says "South Union entrance" (this is the name of our building). Park anywhere in the lot. You may enter the building via either entrance at the front of the building and will find the Southborough Youth and Family Services reception room on the first floor, right side of the building. If you arrive and find one of the front doors is locked, please try the other one. Elevator access is available on the far right of the front of the building. If the elevator access door is locked, please ring the bell and a staff member will be down to open it for you. If you are coming to our building for a program or workshop, please proceed to the top/2nd floor.

WHEN RESPONDING, PLEASE REMEMBER THE SECRETARY OF STATE CONSIDERS E-MAIL A PUBLIC RECORD

From: Vanessa Hale <vhale@southboroughma.com>
Sent: Thursday, June 24, 2021 2:35 PM
To: DL_Department Managers <deptmanagers@southboroughma.com>; CAPITAL PLANNING COMMITTEE <capcomm@southboroughma.com>
Cc: Board of Selectmen <bos@southboroughma.com>; Vanessa Hale <vhale@southboroughma.com>
Subject: FW: Local Input Requested: Federal Stimulus Funding

Good Afternoon-
Please see the message from Rep. Dykema and begin thinking about any initiative, annual goals, tasks or projects related to your department that may be pertinent. We'd like to send the Representative a report during the month of July. I would appreciate your feedback on this by July 16, 2021.

Many thanks.

-V

From: Dykema, Carolyn - Rep. (HOU) <Carolyn.Dykema@mahouse.gov>
Sent: Tuesday, June 22, 2021 11:39 AM
To: Mark Purple <mpurple@southboroughma.com>; Vanessa Hale <vhale@southboroughma.com>; Lisa Braccio <lbraccio@southboroughma.com>; Chelsea Malinowski <cmalinowski@southboroughma.com>; Andrew Dennington <adennington@southboroughma.com>; Martin Healey <mhealey@southboroughma.com>; Sam Stivers <sstivers@southboroughma.com>
Cc: Melly, David (HOU) <David.Melly@mahouse.gov>
Subject: Local Input Requested: Federal Stimulus Funding

[EXTERNAL]

Good morning,

Thank you as always for your service to the Town and I hope this email finds you well.

As you are aware, the federal government is in the process of distributing funding from the **American Rescue Plan** and debating the **American Jobs Plan** which will provide additional funding for infrastructure. Attached are fact sheets from Congresswoman Clark's office with more detail for your reference.

As you are also aware, there is funding that will be sent directly to municipalities. Earlier this month, the Executive Office of Administration and Finance will be disbursing funds to municipalities with populations under 50,000, including ours, and municipalities are asked to follow the application process to receive their funds. The allocation for Southborough is $3.1m.

On the state level, Massachusetts has already begun receiving additional funding from the American Rescue Plan, including $5.2 billion in funds that will be allocated by the Legislature in coordination with the Governor to meet pressing community needs. Discussion around the allocation of these funds will be occurring over the next few months.

As we begin the process for determining how to allocate these funds, I would appreciate any information you are able to share about local needs so that I can best advocate for the town. These needs might include affordable housing, water infrastructure, transportation, downtown recovery, behavioral health, and culture/tourism. Please provide as much detail as possible. These resource needs would be outside of those expected to be covered by the $3.1m in funding that Southborough will receive directly.

Thank you for your assistance. I will continue to advocate for Southborough's needs as we evaluate uses for this new federal funding. Please don't hesitate to contact my office with any questions.

Sincerely,

Carolyn

Carolyn C. Dykema
State Representative
8th Middlesex District

State House, Room 127
Boston, MA 02133
617-722-2680

carolyndykema.com

Lori Esposito

From: Vanessa Hale
Sent: Thursday, July 08, 2021 3:15 PM
To: Lori Esposito
Subject: FW: TASERs and ARP update
Attachments: Axon_APR_Small City Fact Sheet_GM_02.pdf; FRF-Interim-Final-Rule 5-10-2021 HiLite Public Safety page 60.pdf

And another

From: Kenneth Paulhus
Sent: Wednesday, June 30, 2021 8:00 AM
To: Vanessa Hale <vhale@southboroughma.com>
Cc: Brian Ballantine <bballantine@southboroughma.com>; Mark Purple <mpurple@southboroughma.com>
Subject: FW: TASERs and ARP update

Hi Vanessa,

I forwarded this to Mark several weeks ago.

In response to Rep. Dykema's inquiry (and the Town's plan for funds obtained), I would like to discuss upgrading our Taser units (technology is outdated from 2014, and five yr. replacement is coming on some of the units), and explore in-car camera options offered by Taser/Axon.

Also, spoke to Rep Dykema yesterday. Some word on Body Camera's should be coming shortly on EOPPS. Would like to discuss use of funds for purchase of these items as well.

All would have a positive effect on Capital moving forward in the short term (5 years or so).

Thanks,

Ken

Kenneth M. Paulhus
Chief of Police
Town of Southborough
32 Cordaville Road
Southborough MA 01772
(508) 485-2147
kpaulhus@southboroughma.com

From: Kenneth Paulhus
Sent: Thursday, June 3, 2021 7:58 AM
To: Mark Purple <mpurple@southboroughma.com>
Cc: RYAN NEWELL (rnewell@southboroughma.com) <rnewell@southboroughma.com>; SEAN MCCARTHY (smccarthy@southboroughma.com) <smccarthy@southboroughma.com>
Subject: FW: TASERs and ARP update

Hi Mark,

Just something to put on the radar when/if the Town decides to use these Federal funds.

We would look to upgrade our Tasers to the newest models (roughly 75-80k if bought outright). We would also eliminate any remaining payments on our current stock (roughly 40k).

New ones have two cartridge capability from the current one, and the technology has been vastly upgraded (so I'm told).

They would be good for five years.

Thx,

Ken

Kenneth M. Paulhus
Chief of Police
Town of Southborough
32 Cordaville Road
Southborough MA 01772
(508) 485-2147
kpaulhus@southboroughma.com

From: Ross Blank <rblank@axon.com>
Sent: Wednesday, June 2, 2021 11:25 AM
To: Kenneth Paulhus <kpaulhus@southboroughma.com>; Sean McCarthy <smccarthy@southboroughma.com>
Subject: TASERs and ARP update

[EXTERNAL]

Chief Paulhus and Sgt. McCarthy,

Good morning gentlemen, tried calling earlier but was not able to connect. Multiple reasons for the call today, first and foremost wanted to make sure that the TASERs are working well and that you have sufficient batteries and cartridges on hand.

Also, left you the voicemail regarding the 5 TASERs X26P's that appeared to be coming up on the 5 year useful life recommendation this October, but on second look those ones should be good for a few at least another year.

This is the additional information on the American Rescue Plan which is set to assist many of my Police Departments and Sheriff's Offices obtain needed gear. I just submitted my first order today where those funds were the purchase method.

Some guidance I have seen regarding the funds:

"Axon's products and services fall under Eligible Use Category 3 for the Coronavirus State and Local Fiscal Recovery Funds (FRFs) established under ARP: provide government services to the extent of eligible governments' revenue losses. See the highlighted language that applies to public safety purchases in the draft Interim Final Rule that was released by the Department of Treasury on Monday. It appears on page 60.

Also note that the draft Interim Final Rule will be published in the Federal Register shortly. When it appears, you'll be able to provide agencies with a Federal Register citation for the public safety language."

I've added the Department of the Treasury Interim Final Rule for your review and dissemination. The highlight:

Sections 602(c)(1)(C) and 603(c)(1)(C) of the Act provide recipients with br
use the Fiscal Recovery Funds for the provision of government services. Govern
can include, but are not limited to, maintenance or pay-go funded building[123] of
including roads; modernization of cybersecurity, including hardware, software, a
critical infrastructure; health services; environmental remediation; school or edu
services; and the provision of police, fire, and other public safety services. How

Lexipol has also leaned in on the matter, they seem to have a good finger on the pulse: https://info.lexipol.com/american-rescue-plan

One other update here: https://www.lexipol.com/resources/blog/american-rescue-plan-additional-guidance-on-state-and-local-fiscal-recovery-funds/

Additionally, Axon is hosting a webinar on this very topic on Tuesday, June 15th at 8AM Central / 7 AM EST. You can register here: https://axon.zoom.us/webinar/register/WN_GKLe_r2_TbSUgVfiJ-uiVw.

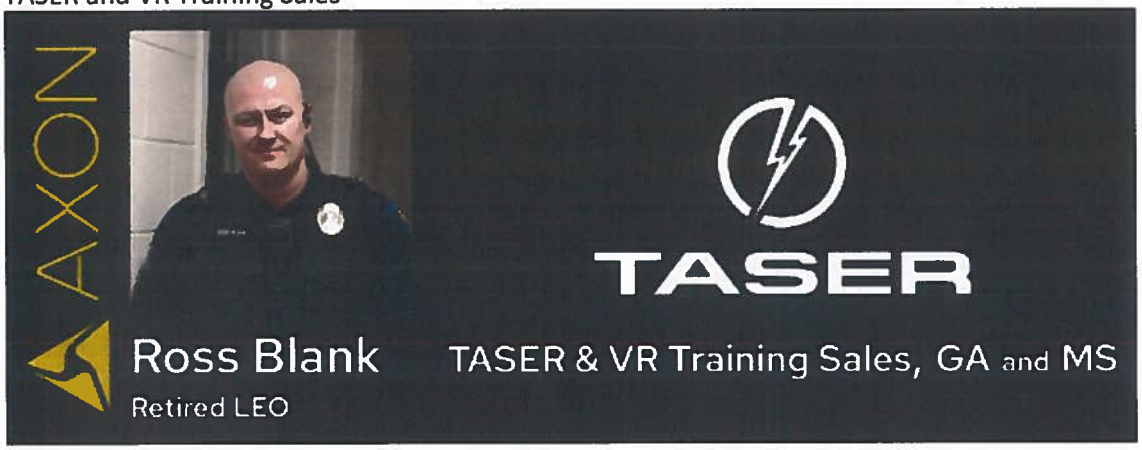
It appears these funds could be used on a TASER 7 upgrade, Body Worn Camera program, or VR Training Simulator. The webinar should provide the most up to date insight. I know Chief Paulhus was contemplating the upgrade, and it woould be my pleasure to work with y'all to make this happen.

I welcome you to call me to discuss, my direct line is 480-502-6269.

Alternatively, you can easily schedule a meeting with me using this link: https://calendly.com/rossblank

Best regards,

Ross Blank
TASER and VR Training Sales



https://calendly.com/rossblank - put time on my schedule
M / (480) 502-6269

AXON.COM

TASER INTERNATIONAL IS NOW AXON



AXON

ARP CUSTOMER SUPPORT PROGRAM

CITY FACT SHEET – POPULATION OF LESS THAN 50,000

/ THE AMERICAN RESCUE PLAN ACT (ARP)

President Biden signed the American Rescue Plan (ARP) into law on March 11, 2021. The $1.9 trillion spending package is designed to accelerate the post-COVID-19 economic recovery.

ARP allocates $65.1 billion to cities as part of the Coronavirus Local Fiscal Recovery Fund.

- **Population of Less than 50,000: $19.53 billion will be allocated** to these municipalities, with allocations capped at 75% of a city's most recent budget as of January 27, 2020. Funds will be sent to the State and distributed to the local community based on population within 30 days of receipt unless an extension is granted.

/ USE OF ARP FUNDS FOR AXON PRODUCTS AND SERVICES

Axon products and services — such as Digital Evidence Management Systems (DEMS), body cameras, and TASERs — can be purchased with ARP state and local fiscal recovery funds.

- White House guidance on the use of stimulus funds explicitly allows for public safety purchases.
- In addition, the statute allows ARP monies to replace lost, delayed, or decreased revenue, relative to projections that would have been used for planned expenditures during the pandemic, such as Axon programs or other public safety programs.

Axon will be providing our customers timely information on ARP funds and programs and further documentation on public safety spending justification.

/ WHEN CITIES RECEIVE ARP FUNDS

Funding will be distributed by Treasury to cities in two tranches—one within 60 days of enactment (i.e., by May 10, 2021), and the second one year after the disbursement of the first tranche. Funds for municipalities with populations less than 50,000 will be disbursed to the States and distributed to the municipalities within 30 days of receipt (i.e., June 10, 2021 for the first tranche).

The Department of Treasury will issue final guidance and regulations on ARP to address questions related to funding allocations, eligible uses of payments, and statutory ambiguity. ARP funds will be available until December 31, 2024.

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Vanessa Hale

From: Mark Purple
Sent: Thursday, July 8, 2021 2:52 PM
To: Vanessa Hale
Subject: FW: Treasury Fact Sheet on American Rescue Plan

This is what Steve sent me...

Mark

From: Steven Achilles <sachilles@southboroughma.com>
Sent: Tuesday, May 11, 2021 8:29 AM
To: Carla McAuliffe <cmcauliffe@southboroughma.com>; Mark Purple <mpurple@southboroughma.com>; Brian Ballantine <bballantine@southboroughma.com>; Jason W. Malinowski <jmalinowski@southboroughma.com>
Subject: Treasury Fact Sheet on American Rescue Plan

All,

After a preliminary review I feel there are two areas I would like to explore; Replacing Lost Revenue (Ambulance Fund) and Premium Pay for Essential Workers (Health, Fire specifically).

I would like to be included in future discussions.

Chief Achilles

STEVEN E. ACHILLES
Fire Chief

SOUTHBOROUGH FIRE DEPARTMENT
32 Cordaville Road
Southborough, MA 01772
Office: (508) 485-3235
Mobile: (508) 573-8386
Fax: (508) 485-3887
sachilles@southboroughma.com

From: Carla McAuliffe <cmcauliffe@southboroughma.com>
Sent: Monday, May 10, 2021 5:24 PM
To: Steven Achilles <sachilles@southboroughma.com>; Neal Aspesi <naspesi@southboroughma.com>
Subject: Fw: Treasury Fact Sheet on American Rescue Plan

Still lots of questions but info is starting to be sent out on the ARPA funds.

Thanks!
Carla

From: Brian Ballantine <bballantine@southboroughma.com>
Sent: Monday, May 10, 2021 1:33 PM

To: Carla McAuliffe <cmcauliffe@southboroughma.com>; Paul Cibelli <pcibelli@southboroughma.com>
Subject: FW: Treasury Fact Sheet on American Rescue Plan

From: Jason W. Malinowski
Sent: Monday, May 10, 2021 1:25 PM
To: Mark Purple <mpurple@southboroughma.com>; Brian Ballantine <bballantine@southboroughma.com>
Cc: Kathy Cook <kcook@southboroughma.com>
Subject: Treasury Fact Sheet on American Rescue Plan

Mark/Brian/Carla,

See attached Treasury Fact Sheet. Haven't had a chance to digest, but this should help answer the questions everyone seems to be fielding about uses for the $3M of funds, with specific facts instead of theories. I'll defer to all of you on who you want to forward along to.

Thanks,

Jason

Noise Bylaw Ad-hoc Committee Charge

Charge and Process
The Noise Bylaw Ad-hoc Committee (the "Committee") is charged with the task of preparing a draft of a proposed Noise Bylaw for Southborough (the "Draft Bylaw").

The work of the Committee shall include, but not be limited to, the following:

- Review of previous versions of noise bylaws prepared for Southborough's Town Meetings;
- Review of the noise bylaw experience of other towns, particularly with respect to measurement of noise levels and flexibility for homeowners and commercial landscapers to maintain properties;
- Consideration of enforcement issues;
- Consideration and evaluation of other approaches to selected aspects of the Draft Bylaw, and providing a report describing the "pros" and "cons" of these other approaches and the reason(s) that these alternatives were not recommended; and
- Providing periodic progress reports, as may be requested by the Board of Selectmen.

Membership
The Committee shall consist of five (5) "at-large" voting members, and two (2) ex-officio, non-voting members as follows:

- Five (5) "at-large" residents of the Town of Southborough, appointed by the Board of Selectmen;
- The Southborough Chief of Police, as an ex-officio, non-voting member; and
- One member of, or designee of, the Southborough Board of Health, as an ex-officio, non-voting member.

Term, Administration and Organization

- The Committee members shall be appointed for a term ending June 30, 2022;
- Ex-officio, non-voting Committee members shall not be counted for purposes of determining a quorum;
- Members shall serve without financial compensation; and
- The Committee shall determine what, if any, officers should be elected.

Schedule

- The Committee shall perform the work as detailed in the charge to deliver the Draft Bylaw and related reports by no later than 30 days before the printing deadline for the warrant for a Town Meeting (regular or special, as applicable) where the bylaw will be considered.
- The Committee shall work to produce a Draft Bylaw for consideration by Town Meeting as soon as reasonably possible, with the timing objective of no later than the 2022 Annual Town Meeting.

Approved by BOS 6-22-2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, July 13, 2021, 6:00 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

I. Chairman Braccio opened the meeting at 6:01 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via both in-person and remote participation to the greatest extent possible. Members of the public and/or parties with a right and/or requirement to attend this meeting may do so in-person. They also may watch or participate in the meeting remotely by finding the meeting at: https://www.southboroughtown.com/remotemeetings. Specific information and the general guidelines for remote participation can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. In the event that, despite best efforts, the public is not able to access the proceedings in real time via those technological means, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Public Comment

None

Chairman Braccio moved agenda item "m" to accommodate Town Clerk Jim Hegarty who was in attendance to notarize the document. Chairman Braccio made a motion to approve the Halloran Property Conservation Restriction. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

III. Scheduled Appointments

Volunteer Interviews

i. Matthew Berger – Economic Development Committee, term through 6/30/24

Chairman Braccio asked Mr. Berger to give his professional background and to describe his interest in this committee. Mr. Berger did so and highlighted his relevant expertise that would benefit the EDC. Chairman Braccio stated EDC Chair John Wood is supportive of this appointment. Ms. Malinowski asked about his goals with the EDC. Mr. Berger explained his interest in opportunities for small business in Town. Mr. Stivers asked if he had any specific suggestions for small businesses to form and foster in Southborough. Mr. Berger replied that he would like to educate himself regarding limitations with downtown and opportunities to meet the needs of small business owners. Mr. Dennington asked if he had thoughts on how to address vacancies in office buildings on Route 9. Mr. Berger described the vacant buildings on Route 9 by Parkerville Road and explained potential opportunity for a small retail facility. Mr. Stivers made a motion to appoint Matthew Berger to the Economic Development Committee, term through 6/30/24. Mr. Healey seconded. The motion passed all in favor (5-0-0).

ii. Isabelle B. Bogdanski – Stewardship Committee & Trails Committee, terms through 6/30/22

Chairman Braccio asked Ms. Bogdanski for a brief background and to describe her motivation for volunteering for these committees. Ms. Bogdanski outlined her educational background in environmental studies and environmental restoration and her desire to help connect residents with the trails available in Southborough. She outlined some initiatives she would like to undertake for both committees. There was discussion regarding appointing her to the Stewardship Committee and promoting the opening for the Trails Committee. Mr. Dennington stated he knew of someone who may be interested who would also be a good fit. Chairman Braccio asked Ms. Bogdanski for her preferences and she responded that she would like both but would choose the Stewardship Committee first. Mr. Healey made a motion to appoint Isabelle B. Bogdanski to the Stewardship Committee, term through 6/30/22 and the Board will promote the opening on the Trails Committee to appoint at the August 17th meeting. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

iii. Karen Wheeler – Capital Planning Committee

Chairman Braccio stated that Jason Malinowski, Chair of the Capital Planning Committee supported Ms. Wheeler. She asked Ms. Wheeler to give her professional background and reason for applying. Ms. Wheeler gave her background in finance and outlined how her skills could help contribute to the committee. Mr. Stivers asked about prospective initiatives she might have for the committee and she replied that she reviewed minutes and agendas but did not have enough information to recommend a path. Mr. Dennington asked about her opinion regarding historic preservation and investing in repairs of older buildings. She responded that there needs to be a balance to preserving historic structures and applying an economic element to the decision. Mr. Healey made a motion to appoint Karen Wheeler to the Capital Planning Committee, term through 6/30/22. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

iv. Noise Bylaw Ad-Hoc Committee

Chairman Braccio laid out the process for the interviews. She invited Mr. Lapine to the podium.

a. Peter Lapine

Chairman Braccio asked why he would like to join the committee. He stated he brought the previous bylaw to Town Meeting and gave background of the process he took to create the first warrant article. Chairman Braccio asked how restrictive he felt a noise bylaw should be. Mr. Lapine stated at a minimum hours and day limitations and noise types should be identified and restricted. Mr. Dennington asked for Mr. Lapine's professional background. Mr. Lapine stated he was retired and described his career in software and development. Mr. Healey clarified that the mandate of the committee is to create a proposed noise bylaw from scratch.

b. Betsy Rosenbloom

Chairman Braccio stated Ms. Rosenbloom withdrew her application.

c. Doris Cahill

Ms. Cahill gave her professional background as a CPA. She explained why she would like to be on the committee and that a bylaw should provide balance. She stated that she does believe in quiet enjoyment and explained her experience on the ZBA. Chairman Braccio asked about her thoughts regarding noise restrictions. Ms. Cahill replied that on a scale of one to ten, she is at an eight. Mr. Healey asked how she would have voted on the previous bylaw and she replied that she felt it needed development and would have voted against it. Mr. Stivers asked how she would interpret balance between rights of peace for residents and rights of small businesses like landscapers. Ms. Cahill explained how she interprets balance between the two including hours for higher volumes and hours for lower volumes.

d. Tabitha Bennet

Chairman Braccio stated Ms. Bennett withdrew her application.

e. Jake Hashash

Mr. Hashash gave background on his skills and expertise with noise measurement and control. He added that his desire to be on the committee is to assist the Town in their first noise bylaw and not to infringe on daily activity for residents or small businesses. He explained his views regarding balance between homeowner rights and small businesses. Mr. Healey asked how he would have voted on the previous bylaw and Mr. Hashash responded that he was not aware of the previous bylaw.

f. Lisa Dunderdale

Ms. Dunderdale gave her background as a health promotion specialist and her interest in the committee regarding health repercussions with loud noises. She stated she was a proponent of the previous noise bylaw brought to Town meeting. She explained her prior issues with construction noise and her challenge for enforcement. Chairman Braccio asked how restrictive she thought the bylaw should be and Ms. Dunderdale stated the Attorney General could provide guidance. Mr. Healey explained the Attorney General's role.

g. Cynthia Foster

Ms. Foster gave her professional background in project management for high-tech companies. She explained her work in Town departments. She said she currently works at a landscaping company and explained the concerns landscapers had with the previously proposed bylaw. She stated she would not support the original bylaw as it was too restrictive, complicated and not enforceable. Ms. Foster stated because of her jobs, she is skilled at conducting research and felt that much research should be done to ensure this bylaw is enforceable. Chairman Braccio asked her how she felt about restrictions and she replied that the homeowners should be allowed to use their property how they like and small business owners should be able to conduct their businesses as well.

h. Karen Muggeridge

Ms. Muggeridge gave a summary of her professional background as a nurse and her interest in public health. She explained that she has experience with construction near her home and why she feels a noise bylaw is important. Ms. Muggeridge gave an outline of her ideas for restrictions and stated she was leaning towards supporting the previously presented bylaw.

i. Krishna Kandarpa

Mr. Kandarpa was not present at the meeting.

Chairman Braccio explained her desire to have a diverse and balanced committee. Mr. Dennington said he felt balance and experience on other committees were important. He stated he is interested in hearing from Dr. Kandarpa as he felt he would make a good member of the committee. He asked the Board hold on a decision until he is heard from. Ms. Malinowski stated balance, understanding of financial impacts and understanding of Open Meeting Law should be a large factor in the layout of the bylaw. There was discussion regarding the candidates and the Board agreed to wait for appointment until they heard from Dr. Kandarpa on the July 22nd meeting. Mr. Healey made a motion to table the appointments for the Noise Bylaw Ad-Hoc Committee until July 22nd to give Dr. Kandarpa the opportunity to appear for an interview. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

The Board went into recess at 7:15 P.M. The Board returned from recess at 7:20 P.M.

Update on new IT position

Chairman Braccio asked to move this item to accommodate IT Manager Jason Montijo. Ms. Hale gave an overview of the job description. There was discussion regarding qualifications and Mr. Montijo described how the description would attract a candidate with the skills he requires. Mr. Purple stated that with Town Meeting scheduled for October, Mr. Montijo plans to outsource services to bridge the gap. Mr. Stivers made a motion to approve the Senior IT Specialist job description as presented. Mr. Healey seconded. The motion passed all in favor (5-0-0).

7:30 P.M.: ADA Hearing – CMRPC presentation of Draft Self-Evaluation and Transition Plan

Chairman Braccio opened the public hearing at 7:33 P.M. She stated that the ADA Committee has called their meeting to order. Mike Kennedy of the Center for Living and Working, Jim Mazik of James M. Mazik, AICP and Connor Robichaud of CMRPC joined the meeting and introduced themselves. Mr. Mazik informed the Board that the self-evaluation and transition plan should be a resource for the Town and provide guidance to the community. He explained the format of the plan and addressed the feedback from the Board that was provided to them. Mr. Mazik outlined the next steps for their review which included the schools. There was discussion regarding funding the projects and changes outlined in the review. Chairman Braccio opened the discussion to the ADA Committee. There was discussion regarding timeframes for changes, waivers, expectations and next steps. Mr. Robichaud and Mr. Mazik outlined many of the suggested updates and changes for the Town to undertake to be more compliant. Issues with Mr. Kennedy's technology were addressed as he was unable to be heard through his remote connection. Chairman Braccio informed the public that the entire document is on the Town website. Mr. Purple asked if Southborough is inline with other similar Towns. Mr. Mazik described other towns that had many more improvements to make and stated that Southborough is better than most towns when it comes to current ADA compliance. Ms. Phaneuf of the ADA Committee asked for the Board's support in asking for CPC funding for many of the suggested projects. Mr. Healey gave his full support and stated the Town may need to rethink the way they currently use CPC funds. Mr. Purple stated that through the MOD process, Complete Streets grants, the funding of the facility maintenance articles and CPC funding, the Town can aggressively work on the suggested list.

Mr. Mazik reminded the Board that the costs listed are estimates and he outlined less costly options for various suggested projects. Ms. Malinowski asked if there were remaining funds from the article for the self-evaluation to put towards this work. Mr. Purple replied that the school study needs to be completed to understand the needs and costs. Bill Sines, Chair of the ADA Committee asked about next steps. Chairman Braccio replied that prioritizing the list of suggested updates would be the first step. Mr. Healey stated that this will be a topic for the Board's August goal setting meeting.
Tim Litt (148 Woodland Road) stated that he made a lot of comments on the report and it was not distributed. He asked that they be distributed and reviewed.

Chairman Braccio moved agenda item "p." Ms. Malinowski gave an update on the shared IMA for Health shared services. She said both Town Counsel from Southborough and Northborough have reviewed and made minor revisions. She hopes that the Board and the Board of Health will sign off on the document soon. Mr. Healey made a motion to approve the Approval of Revised Health Shared Services IMA as written and presented. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

IV. Reports

Chairman's Report

j. Downtown District bylaw update

Chairman Braccio stated that Judi Barrett reviewed the draft design guidelines and she will continue to work with Ms. Connelly and Ms. Barrett to improve upon these. She added that Mr. Wood is comfortable with funding two hours of Ms. Barrett's time through the EDC consulting budget. Chairman Bracco informed the Board that the Planning Board will hold its first public hearing on this matter on July 19th.

k. July 22 meeting

Chairman Braccio informed the Board that the Historical Commission is unable to attend the July 22nd meeting but will have Town Counsel present to answer process questions. She stated they will discuss the Noise Bylaw Ad-Hoc Committee on the 22nd as well.

Members' Reports

i. Halloran property access update

Mr. Stivers informed the Board that a request was sent to MASSDOT and they are awaiting a response.

ii. Master Plan Committee update

Mr. Stivers updated the Board on the Master Plan Committee's position on the Downtown District bylaw. He said that as a board made up of representatives of other committees, they are not comfortable taking a position without the support of those respective boards and committees. He added that the Downtown District bylaw is inline with a major goal of the Master Plan Committee and he believes most boards and committees will be in support.

iii. YFS Strategic Plan presentation

Ms. Malinowski informed the Board that a strategic plan was done for Youth and Family Services by Ann Budner of ABudner Strategy Consulting. She stated the plan will be presented this evening through Zoom and she encouraged the public to watch.

Town Administrator Report

i. Update on new IT position

Mr. Purple stated this was taken care of and thanked the Board for their support.

ii. Police grant award

Mr. Purple stated that Chief Paulhus applied for the Executive Office of Public Safety and Security Competitive Grant and received $7,500.

iii. EOY update

Mr. Purple stated that the budgets are not yet finalized for fiscal year 2021 as there is another warrant but added that it will be included in the next quarterly update. He outlined the reserve fund transfers of $30,498.47 for fiscal year 2021. He explained each request which included $8,445 for the Board of Health, $997.81 for the Town Clerk, $7,759.47 for Facilities Department, $2586.19 for the school court judgement and $1,700 for Advisory. Ms. Malinowski asked if there were any interdepartmental transfers and Mr. Purple replied that there were not.

Mr. Purple updated the Board regarding SAM recording the Board meetings. He said the SAM Board has voted and approved the equipment needed to repair their system and an additional quote for Zoom integration. He explained that it can be used with or without SAM recording the meeting and

once that is setup they will look to duplicate the same system in the training room at the Public Safety Building.

Mr. Purple informed the Board that the Senior Tax Work-Off applications have been coming in and the submission deadline is open through the end of the week. He advised those submitting applications to do so through the drop box at the Senior Center.

V. Consent Agenda

a. Chairman Braccio asked to hold agenda item, "a." Chairman Braccio thanked Ms. Barry for her diligence in completing the meeting minutes. Chairman Braccio, Ms. Malinowski, Mr. Dennington and Mr. Stivers provided revision requests for the meeting minutes listed. Ms. Malinowski asked to hold the approval of the May 10, 2021 minutes to confirm a line regarding the Board of Health budget. The Board agreed. Mr. Healey made a motion to approve the May 4, 20201 regular session minutes as amended. Mr. Stivers seconded. The motion passed all in favor (4-0-1). Mr. Dennington abstained. Mr. Healey made a motion to approve the June 1, June 15 and June 22, 2021 regular session meeting minutes as amended. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

b. Mr. Healey made a motion to accept Luisa Vargas' resignation from Trails Committee, effective June 17, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

c. Mr. Healey made a motion to approve 1-day Alcohol License Application on behalf of RxAdvance events:

i. Flora's Wine Bar / Andrew Li, July 16, 2021 Employee Appreciation
ii. Latitude Beverage, July 23, 2021 Company Outing

Mr. Stivers seconded. The motion passed all in favor (5-0-0).

d. Chairman Braccio asked to hold agenda item, "d." She stated she would like Mr. Healey to speak to items "d, e and f." Accept donations from St. Mark's School totaling $88,050.00.

e. Chairman Braccio asked to hold agenda item, "e." Accept donations from Fay School totaling $20,000.00.

f. Chairman Braccio asked to hold agenda item, "f." Accept Recreation Department donations totaling $7,000.00 to support 2021 Southborough Summer Nights event.

Mr. Healey stated that he felt this was a successful year working with Fay and St. Mark's Schools. He spoke to past commitments from both schools compared to what is being contributed this year. He added both schools stated they appreciated the process and are amenable to ongoing discussions regarding contributing to the funding of the Town. Mr. Healey stated that they funded part of the Summer Nights event. He explained in-kind payments that both schools have contributed. Mr. Healey stated that Fay School and St. Mark's School would like to attend a meeting to speak to the Board. Mr. Healey made a motion to accept agenda items d, e, and f. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

g. The Board discussed the changes made to the remote participation form and the reasons for the changes. Mr. Healey voiced his concerns regarding meeting remotely and encouraged all boards and committees to meet in person if possible. Mr. Dennington made a motion to approve the revised policy and form for Remote Participation. Mr. Healey seconded. The motion passed all in favor (5-0-0).

h. Mr. Healey made a motion to appoint new Constables: Jonjy Ananth, Rajoo Ananth. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

i. Mr. Healey made a motion to appoint Student Officer Tyler Lu to Probationary Police Officer, effective July 2, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

j. Mr. Healey made a motion to appoint Jason Montijo, IT Manager:

i. Southborough Emergency Planning Committee, IT Representative (unlimited term)
ii. Municipal Technology Committee, IT Manager, Ex-Officio (unlimited term)

Mr. Stivers seconded. The motion passed all in favor (5-0-0).
k. Mr. Healey made a motion to appoint Marty Healey as MWRTA representative, term to expire 6/30/2022. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
l. Mr. Healey made a motion to appoint Police Chief Paulhus to the Noise Bylaw Ad-hoc Committee, Ex-Officio member, term 6/30/22. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
m. The approval of the Halloran Property Conservation Restriction was addressed at the beginning of the meeting.
n. Mr. Healey made a motion to award FY22 Heating Oil Contract to Falconi Energy as recommended by John Parent, Director of Facilities. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
o. Mr. Healey made a motion to award the contract for Space Needs Study. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
p. This item was addressed earlier in the meeting.
q. Mr. Healey made a motion to appoint the Facilities Maintenance position. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
r. Mr. Healey made a motion to accept the resignation of Chelsea Malinowski from SHOPC. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
s. Mr. Healey made a motion to approve departmental expenditures for FY21 per Financial policy. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

VI. Other Matters Properly Before the Board

Assignment of Board members as Department Liaisons

Chairman Braccio asked if the Board had any issues or concerns regarding the liaison assignments. Mr. Stivers asked about liaisons with the schools. There was discussion and it was agreed to review this item at the goal setting meeting in August.

Review of Special Municipal Employee designations

Chairman Braccio stated that in order for Andrew Pfaff to continue on the Advisory Committee, he would require this designation. She summarized the decision for EDC members to hold the designation. The Board agreed to leave the designations that are in place and to remove the designation for Special Counsel to the Conservation Commission for the Park Central project. Mr. Purple stated he will inform the Town Clerk of this decision.

Request to raise the Indian flag to commemorate India's 75th Independence Day celebration

Chairman Braccio stated that the Veterans submitted the section of the Massachusetts General Laws that outlines the requirements for flying another country's flag. Chairman Braccio suggested creating a proclamation instead of flying the Indian flag. The Board agreed and Chairman Braccio asked Mr. Purple to begin working on the creation of a proclamation for the July 22nd meeting.

Discussion of potential items for ARPA funding

Ms. Malinowski stated that Ms. Hale reached out to department heads and boards and committees for suggestions regarding the spending of the ARPA funding allotted to Southborough. She said she is looking for high priority projects and changes to guidelines are anticipated. She stated that Carla McAuliffe, Town Accountant suggested the Board reach out to DPW Superintendent Karen Galligan regarding infrastructure needs. Ms. Malinowski stated the needs must be prioritize and asked the Board if a working group should be created. Mr. Stivers and Mr. Healey agreed that a working group would not be needed and may slow progress. Mr. Dennington suggested the Board look at a larger and more ambitious project as he views this funding as once in a lifetime. Ms. Malinowski cautioned the Board to ensure they followed the four Connors of the Federal guidelines. The Board agreed to put this item on the June 22nd goal setting agenda.

Discussion of Special Town Meeting date

Chairman Braccio stated that concerns were raised from the Chair of the Planning Board regarding timing of required public hearings for warrant articles for the October 4th date. She added that there could be potential timing issues from the Assessor with setting the tax rate. Chairman Braccio proposed a new Town Meeting date of November 1st. Mr. Healey made a motion to reset the date for Special Town Meeting from October 4, 2021 to November 1, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0). Chairman Braccio stated she will speak to the Town Moderator before the July 22nd meeting.

VII. Public Comment

None

At 10:26 P.M. the Board entered into Executive Session per M.G.L. Chapter 30A, Section 21, and not returning to Open Session, to comply with, or act under the authority of, any general or special law (Exemption 7) to review and approve the Executive Session minutes of May 10, 2021 and June 15, 2021; and to discuss strategy with respect to litigation (assignment of pending legal cases), as the Chair has determined that an open meeting may have a detrimental effect on the Town's litigating position (Exemption 3) by roll call vote, Malinowski, aye; Healey, aye; Dennington, aye; Stivers, aye; Braccio, aye.

Upcoming Meetings
August 17, 2021
September 8, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the July 13, 2021 BOS Meeting:

- Citizen Activity Form, Matthew Berger
- Citizen Activity Form, Isabella Bogdanski
- Citizen Activity Form, Karen Wheeler
- Noise Bylaw Ad-hoc Committee Charge
- Citizen Activity Form, Peter LaPine
- Citizen Activity Form, Beth Rosenbloom
- Citizen Activity Form, Doris Cahill
- Citizen Activity Form, Tabitha Bennett
- Citizen Activity Form, Jake Hashash
- Citizen Activity Form, Lisa Dunderdale
- Citizen Activity Form, Cynthia Foster
- Citizen Activity Form, Karen Muggeridge
- Citizen Activity Form, Krishna Kandarpa
- Feedback from ADA Self-Assessment draft report
- SEMA Info Summary Sheet - Edited Version for ADA Compliance Planning
- Letter from Vanessa Hale to Personnel Board re_Senior IT Specialist 7.8.21
- Draft Regular Session Minutes, May 4, 2021
- Draft Regular Session Minutes, May 10, 2021

- Draft Regular Session Minutes, June 1, 2021
- Draft Regular Session Minutes, June 15, 2021
- Draft Regular Session Minutes, June 22, 2021
- Letter of Resignation, Luisa Vargas
- Application for One-Day Alcohol License, RxAdvance
- Letter to Lisa Braccio from St Mark's School re: Donations
- Letter to Mark Purple from Fay School re: Donation
- Letter from Tim Davis to BOS re: Consent Agenda Request — Donation Acceptance
- Remote Participation Request Form
- Remote Participation Policy, Draft 210625
- Town of Southborough Constable Application Requirements
- Application for Constable Appointment, Jonjy Ananth
- Application for Constable Appointment, Rajoo Ananth
- Letter from Chief Paulhus to BOS re_Officer Tyler Lu, Pay Status 6.30.21
- Boards and Committees Detail View, MTC and SEPC
- Letter to Lisa Braccio from MWRTA re_MWRTA Advisory Board
- Halloran CR - Approved for Signatures
- Conditions for quoting, quote summary sheet, subject bid for purchase of num. 2 fuel oil fy22
- IMA for Local Public Health Services
- Letter from John Parent to BOS re: Consent to Hiring of New Employee
- Chelsea Malinowski, Letter of Resignation from SHOPC
- Letter from Chief Paulhus to BOS re: Police FY21 Budget
- BOS Liaison List
- Letter from Jim Hegarty to Carolyn Teehan, Ethics Commission
- Letter from John Wood of the EDC to BOS 6.21.21
- Letter from Sutanuka Basu to BOS re: Indian and US Flag Raising Event 2021
- Letter from Representative Dykema re: ARPA Funding
- Local Input Requests - Federal Stimulus Funding
- Transition Plan Estimate Costs
- MGL Part IV, Title I, Chapter 264, Section 8

RECEIVED
By kbattles at 11:24 am, Nov 18, 2021

BOARD OF SELECTMEN
EXECUTIVE SESSION MEETING MINUTES
Tuesday July 13, 2021
MCAULIFFE HEARING ROOM, SOUTHBOROUGH TOWN HOUSE

Present: Lisa Braccio, Chelsea Malinowski, Marty Healey, Andrew Dennington, Sam Stivers and Town Administrator Mark Purple.

Executive Session

At 10:30 P.M. the Board entered into Executive Session per M.G.L. Chapter 30A, Section 21, and will not return to Open Session, to comply with, or act under the authority of, any general or special law (Exemption 7) to review and approve the Executive Session minutes of May 10, 2021 and June 15, 2021; and to discuss strategy with respect to litigation (assignment of pending legal cases), as the Chair has determined that an open meeting may have a detrimental effect on the Town's litigating position (Exemption 3).

Meeting Minutes: The Board reviewed the Executive Session meeting minutes from May 10, 2021 and June 15, 2021. After discussion, the Board voted by roll call to approve both sets of minutes as amended. Braccio, aye; Malinowski, aye; Stivers, aye; Dennington, aye; Healey, aye. Unanimously approved, 5-0-0.

Assignment of pending legal cases: The Board reviewed memos from Town Counsel Talerman and former Town Counsel Cipriano which detailed pending cases Attorney Cipriano could continue to handle and which cases should be transferred to new counsel [Attorney Talerman].

Attorney Cipriano felt that there were some tax cases in play. Going forward, Town Counsel Talerman would like to talk to town finance officials whether representation is needed in these cases. Attorney Talerman suggested he absorb all other pending cases, which would include Dwiggins and Park Central. Mr. Purple noted that Attorney Talerman will discuss payment terms with Attorney Cipriano regarding coverage of tax cases. The Board voted by roll call to adopt Attorney Talerman's recommendation regarding case assignment. Braccio, aye; Malinowski, aye; Stivers, aye; Dennington, aye; Healey, aye. Unanimously approved, 5-0-0.

Labor Counsel

Mr. Purple noted that Labor Counsel Tim Norris is under agreement for 90 days. Ms. Braccio inquired if Attorney Kate Feodoroff from Mead, Talerman and Costa would take over labor and employment cases. [redacted] Mr. Purple will meet with Attorney Feodoroff to assess her ability to do so and advise the Board.

On a motion made by Mr. Healey, seconded by Mr. Stivers and voted by roll call all in favor, Braccio, aye; Malinowski, aye; Stivers, aye; Healey, aye, Dennington, aye, the Executive Session adjourned at 10:50 P.M. Unanimously approved, 5-0-0.

Respectfully submitted by Vanessa Hale, Assistant Town Administrator

BOS approved 9.8.21

TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS

147 Cordaville Road
Southborough, MA 01772

Tel: 508-485-1210
Fax: 508-229-4444

DATE: August 12, 2021

MEMORANDUM

TO: **Southborough Board of Selectmen**
CC: **Mark Purple, Town Administrator**
FROM: **Karen Galligan, DPW Superintendent**
SUBJECT: **Miscellaneous Agenda Items/Updates**

The following updates are based on the August 17th agenda.

Main Street Project:

- The Town has a punch list put together for the project. This includes:
  - Reducing the wall height at School Street and Main
  - Fixing the entrances to the Town House from Common Street
  - Completing the plantings and landscaping
  - Replacing several dead trees
  - Replacing the stone marker
  - Re-installing the cast iron street signs and dedication sign
  - Fixing the street sign that is mis-placed
- MassDOT has been in touch with Verizon about completing their utility work. They have completed their copper work, but the fiber work still needs to be completed. This work has to be done at night due to customer use and down time for the cable.
- When Verizon's work is complete, tentatively by October 1st, NGrid can remove the poles and the contractor can complete the sidewalk work, curbing and miscellaneous street work on the State's punch list.

CSX:

- CSX crossing is not part of the Downtown and Various Streets Project
- Crossing work is designed and contracted by CSX
- $44,626 design fee paid from Chapter 90 Main Street funds
- Construction costs estimated by CSX at $540,000
- Funding source needs to be determined

Shared Streets Grant:

- Work is part of the Main Street Downtown and Various Streets Project

Complete Streets:

- Southborough's Complete Streets Prioritization List approved by MassDOT on 4/21/21
- Southborough can begin requesting Complete Streets Grants, up to $400,000 per year, for work on the list

Flagg Road HCVE:

- HCVE needs to be in both directions
- Westborough DPW not supportive of using part of their Route 30 as part of our truck route
- MassDOT is looking into what signs might be allowed on Route 9 to deter TT from using Flagg Road
- If send in the request and report – need to vote alternate route

Newton Street Water Main:

- Project in design
- Design funded through Water Budget
- Construction could be funded through re-allocation of funds from Article 9 2014ATM

Northborough Road:

- Looking into costs and consequences to open road and re-create stream across right-of-way
- Looking into costs to install new, compliant culvert
- Hoping to be ready for funding article at STM

RECEIVED
By Town Clerk/amb at 11:33 am, Sep 22, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, July 22, 2021, 6:30 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

I. Chairman Braccio called the meeting to order at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via both in-person and remote participation to the greatest extent possible. Members of the public and/or parties with a right and/or requirement to attend this meeting may do so in-person. They also may watch or participate in the meeting remotely by finding the meeting at: https://www.southboroughtown.com/remotemeetings. Specific information and the general guidelines for remote participation can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. In the event that, despite best efforts, the public is not able to access the proceedings in real time via those technological means, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Public Comment

None

Reconsideration of Senior IT Specialist job description

Chairman Braccio moved this agenda item and explained to the Board that the MTC and Mr. Montijo made joint changes to the description. She added that Ms. Rosenbloom had a revision and told the Board that all parties agree with the job description as presented. Mr. Stivers made a motion for the reconsideration of the Senior IT Specialist job description. Mr. Healey seconded. The motion passed all in favor (5-0-0). Mr. Healey suggested that vote should be two steps. Mr. Stivers made a motion to accept the Senior IT Specialist job description as amended. Mr. Healey seconded. The motion passed all in favor (5-0-0).

III. Scheduled Appointments

Town Counsel Jay Talerman – Demolition Delay bylaw

Chairman Braccio asked for clarity on procedures regarding §63-3 (G) and §63-3 (H) of the Town of Southborough Town Code. Attorney Talerman stated that §63-3 (H) does not outline any additional time outside of the nine-month delay period. He added the provision allows the demolition prior to the end of the nine-month period if the Commission agrees the home cannot be saved. He added that this provision allows the demolition to proceed early if the Commission is satisfied that the homeowner has exhausted their preservation efforts. He stated that section H is an exception to the nine-month period and does not add any time or contingencies to the bylaw. Attorney Talerman stated that most municipal attorneys are mindful that nine-months is an elongated timeframe and many are uncomfortable with bylaws such as these. Mr. Healey added that he has looked extensively at other demolition delay bylaws throughout the State and many are a two to three-month process and most grant a decision prior to the lapse of timeframe. Attorney Talerman agreed. Annie Pfaff

(50 Oak Hill Road) a Historical Commission member asked for a clear definition of bonafide and reasonable efforts as described in the bylaw. Attorney Talerman stated that the bylaw reads that if the Commission is satisfied the homeowner has done all they could to preserve the home, they could grant a permit prior to the nine months. He gave examples of when this could occur. Mr. Healey stated that language had been imported into other documents that gives a broader scope to the Commission to deny the permit altogether. He added that the Commission could not deny the permit.

Jim Blaschke (69 Sears Road) a Historical Commission member asked Attorney Talerman to opine regarding requiring a homeowner to put their home on the market to shorten the nine-month delay window. Attorney Talerman explained that the bylaw is a delay and the Commission cannot deny a permit. He added that the fact sheet that was adopted gave the Commission more jurisdiction as if they were handling a property in a Historical District. He said that requiring a homeowner to put their house on the market is not only unusual but likely illegal. Attorney Talerman stated that this could open the Town up to regulatory taking and explained. Chairman Braccio outlined the fact sheet and rules and regulations adopted by the Commission and outlined an opinion from Attorney Cipriano. She asked Attorney Talerman to give guidance as to the Commission's authority. Mr. Healey stated that it needs to be clear that these documents can no longer be used as they are inaccurate and potentially contain illegal information. Mr. Dennington asked if there was a process for adopting rules and regulations for any board and committee. Attorney Talerman explained that there is no clear process for boards to adopt rules and regulations in Massachusetts. He added that they cannot add regulations that are stricter than the bylaw. There was discussion regarding the creation of a process for adopting rules and regulations. Attorney Talerman outlined some potential conflicts with this and he and Mr. Dennington gave some suggestions regarding simple processes that could be made.

There was discussion regarding the three Historical Commission documents. Attorney Talerman stated that the fact sheet must be rewritten. He added that the idea of a flow chart for homeowners of historical properties is very helpful and the content needs to be reworked to be consistent with the bylaw. Mr. Stivers agreed that the Historical Commission Rules and Regulations also must be rewritten and suggested an internal flow chart be created for the Building Department and Commission. Attorney Talerman stated that the guidelines for the Building Commission should be clear and free or discretion as the Historical Commission holds all discretionary power. He added that the steps for the Building Commission should be mechanical only.

Mr. Healey made a motion to have Town Counsel continue to complete and review the three documents listed as follows: Q & A one-page sheet, the three-page Fact Sheet and the two-page document entitled "demo Delay Bylaw Southborough, MA," to advise the Historical Commission to cease the use of these documents and for the Board to instruct the Town Clerk to remove the three-page document from the website. Ms. Malinowski seconded. She asked if the Historical Commission had any comment regarding the motion. Ms. Pfaff requested the mechanical aspect of the Building Department to include checks and balances. There was discussion regarding Middle Road. The motion passed all in favor (5-0-0). Attorney Talerman stated he will work with Mr. Purple and the Commission to move forward. Mr. Healey encouraged Town employees and boards and committees to attend Attorney Talerman's Office Hours held the third Wednesday of every month from 10:00 A.M. – 12:00 P.M.

IV. Consent Agenda

a. Mr. Stivers made a motion to reappoint Jamie Mieth to ZBA, Alternate Member, term 6/30/22. Mr. Healey seconded. The motion passed all in favor (5-0-0).
b. Mr. Stivers asked to hold agenda item "b." Mr. Stivers pointed out typos on lines 45 and 223. Mr. Stivers made a motion to approve Open Session minutes: May 10, 2021 as amended. Mr. Healey seconded. The motion passed (4-0-1). Mr. Dennington abstained.
c. Mr. Healey asked to hold agenda item "c." Mr. Healey thanked Ms. Esposito for her work creating a beautiful proclamation to recognize India's Independence Day on August 15th. Mr. Healey made a motion to approve and adopt the proclamation for India's 75th Independence Day. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
d. Mr. Healey made a motion to approve January 1, 2022 as implementation date for Meals Tax. Mr. Stivers seconded. The motion passed all in favor (5-0-0). Mr. Dennington asked about the process for implementation of the meals tax. Mr. Purple stated that the Town Clerk will communicate with the Department of Revenue of the vote the Board has taken and the date of implementation. The Town then informs the Department of Revenue with a list of establishments that will be impacted. He stated that the DOR then contacts those establishments outlining the details of implementation and provides a list of items to do to prepare. He believes there will be an approximate three-month delay in revenues and the Town will see their first most likely in April.

V. Other Matters Properly Before the Board

Appoint Noise Bylaw Ad-hoc Committee, terms 6/30/22:

i. Five (5) At-Large resident volunteers

Chairman Braccio stated she had many conversations with residents who were unaware of the creation of this committee. She suggested that the Board continue with outreach and postpone the appointment of committee members until September. She added that she was unsure if the balance of applicants regarding restriction was achieved. Ms. Malinowski stated that she felt that the charge lacked any specification on holding public forums and suggested modifying the charge. She added that she also has concerns that there was a lack of outreach to the public regarding filling the committee. Mr. Healey stated that if there is any discomfort in appointing this evening, he is in favor of postponing until the September meeting. Mr. Stivers agreed. Mr. Dennington stated he felt that the committee was being created to submit a recommended draft bylaw that the Board could then modify as needed. He added it would be a challenge to find the perfect balance of committee members. Ms. Malinowski stated that she is hoping for a more finalized draft that satisfies the majority of residents in Town. She suggested submitting a simplistic noise bylaw that consists of hour limitations only for Fall Town Meeting in order to alleviate some short-term noise issues among residents.

Jake Hashash, a committee member candidate informed the Board that five of the interviewees from the previous meeting spoke and had come to an informal agreement of what they felt was a fair and simple noise bylaw that would not be too restrictive. He added that he felt that there could be appointments made this evening to continue to move the process forward. Chairman Braccio stated that the decision to wait for appointment is in no way a reflection of those interviewed. She added for the sake of transparency and resident awareness, the Board felt this was the right thing to do. Mr. Healey made a motion to table further discussion on the appointment of the Noise Bylaw Ad-hoc Committee with the idea of revisiting at the first meeting in September and to review the charge on the August 17th meeting. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

Downtown District bylaw update

Chairman Braccio updated the Board on the latest Planning Board public hearing held for the Downton District bylaw article. She stated that the zoning map was the main topic of discussion. She

summarized suggestions and feedback from residents in the area. Ms. Braccio stated that Planning Board Chairman Don Morris suggested a joint meeting be held between the Planning Board, Board of Selectmen and EDC to move forward with the zoning map. She said she reiterated to the Town Planner that all concerns, questions or discussions of the article should be held during the public hearings. Mr. Stivers stated that the EDC had made suggestions regarding the map at their meeting that he felt would make the district more buildable. He asked that those suggestions be forwarded to the Planning Board before their next hearing. Mr. Dennington stated that he attended the hearing and he was happy to see progress being made. He added that he is more optimistic that the bylaw will be endorsed by both the Board and Planning Board.

VI. Public Comment

Chairman Braccio moved this item to accommodate for Mr. Parry who has been in attendance waiting to speak. David Parry (22 Main Street) handed out a statement to the Board members. He read the statement to the Board as included in the packet. Chairman Braccio stated the Board took a position to not expand the zoning map for the Downtown District bylaw. She added that the public hearings are where the public can voice their opinion. She added that simply because there is a lot of feedback on the zoning map, does not mean it will change. Chairman Braccio said that as it stands today, she has no intentions of expanding the map in the future. Mr. Parry stated that he felt the position of the Board is not clear on this issue for residential Main Street west of downtown. Chairman Braccio stated she will forward Mr. Parry's statement to the Planning Board.

<u>Goal setting for FY22 for Board of Selectmen</u>

Chairman Braccio thanked Mr. Healey for updating the goal list with the Board's progress and felt it proves that this process works. There was discussion regarding the currently in-progress goals and which to update and remove. The Board agreed to remove the Regional Dispatch item and invite the Chiefs to an upcoming meeting for an update. The Board agreed to remove any goal that has been completed. There was discussion regarding the item to provide Town water for the fire department at Pine Hill Road. The Board agreed to make updates to the current list and spoke about the current and future financial software for the Town.

Mr. Healey outlined his goals which included following up with the ADA consulting report, creating a committee regarding the creation of a Senior/Community Center, planning for the tricentennial, creation of bike paths, the Golf Course Committee items and follow through with the proposal for a history walk in Town.

Ms. Malinowski outlined her goals which included a continued plan for ARPA funding, follow up on the ADA Consulting report and identifying long-term projects and potential bonding, continued focus on financial transparency and she suggested adding a name change from "Board of Selectmen" to a "Select Board" to the fall town meeting warrant.

Mr. Stivers stated he was happy to see an overlap on this list. He outlined opportunities to use federal funding for larger projects, would like to work towards a continued effort to increase affordable and diverse housing, investing in the opportunity to create a Community Center/Recreation Center and focusing on neighborhood parks such as Maplecrest. Chairman Braccio added that there is Town owned land that could be utilized by the Trails Committee such as property on Liberty Drive. Mr. Stivers agreed and stated that the Board should continue to focus on ARPA funding.

Mr. Dennington stated that he felt that prioritizing ARPA funding should be first on the list of goals. He added that the Board should consider big infrastructure goals for this funding while continuing to understand deadlines and processes. He added that his other goals are to finish the Downtown Initiative, follow through with the IT work underway and implement best practices, create a process for Town boards to implement rules and regulations and assist in the perpetuation of town initiatives laid out in the Master Plan upon completion.

Chairman Braccio outlined her goals to include providing training and resources on open meeting law to new volunteers, focus on revamping Route 9, instituting a yearly resident survey, bringing in boards and committees to more meetings for updates, and cleaning the Town House basement of old records. Mr. Purple stated that as part of the First Community Compact, a plan was created to address the records in the basement but there was no funding to implement the plan. He added funds have not yet been found to do so. Chairman Braccio described the current status of the basement and asked that the tools be provided to ensure the basement is cleaned and all records that need to be stored are protected/scanned and those that do not be removed.

Mr. Healey agreed to update the goal list and include the new goals discussed tonight to be provided at a future meeting.

VII. On a motion made by Mr. Healey, seconded by Mr. Stivers and voted all in favor, the meeting was adjourned at 9:01 P.M.

Upcoming Meetings
August 17, 2021
September 8, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the July 22, 2021 BOS Meeting:

- Southborough Town Code, Section 63
- Southborough Historical Commission public document
- Fact Sheet for Owners Requesting Demolition of Listed Properties
- Correspondence regarding 15 Main Street and Demolition Delay
- Letter regarding Disagreement between BOS and SHC Regarding Demolition Delay Bylaw
- Demolition Delay By-Law, Southborough Massachusetts Rules and Guidelines
- Regular Session Minutes 5.10.21
- India's Independence Day Proclamation
- Senior IT Specialist Position Description
- Noise Bylaw Ad-hoc Committee Charge
- Citizen Activity Form, Karen Muggeridge
- Citizen Activity Form, Cynthia Foster
- Citizen Activity Form, Lisa Dunderdale
- Citizen Activity Form, Peter LaPine
- Citizen Activity Form, Jake Hashash

- Citizen Activity Form, Doris Cahill
- FY 2021 Goals - Boards and Committees
- New Selectmen goals to be considered for Fiscal Year 2022
- STATEMENT FROM DAVID PARRY TO BD OF SEL. Thurs July 22, 2021

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: July 4, 2021

Name: Cynthia R Foster

Home Address: [redacted]

Mailing Address: [redacted]

Current Occupation/Employer: Retired

Narrative: I am concerned that the original proposed by-law was far too restrictive and impossible to enforce. I am a Town of Southborough retiree and am familiar with the requirements of committee members and the Town Meeting process. I currently work part time for a landscape company and would like to participate in a committee that works to develop a bylaw that Southborough needs, is enforceable, and will still allow landscape vendors to operate in Town.

Board(s) / Committee(s): NOISE BYLAW AD-HOC COMMITEE CHARGE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: July 1, 2021

Name: Jake R. Hashash

Home Address: [redacted]

Mailing Address: [redacted]

Current Occupation/Employer: Student- new high school graduate, college locally in the fall

Narrative: I would like to serve on the committee that will propose a noise by-law for Southborough (Noise Bylaw Ad-Hoc Committee). I am an 18-year-old registered voter, and my hobbies include sound engineering and noise measurement; I have my own noise level meter and have conducted many tests of sound levels of various machines and activities. I am an audiophile, and on my parent's property I help to cut the grass with a tractor, fell dead trees with a chain saw, run a leaf blower, and test and tune my 2000 Jeep Cherokee, all of which can be loud activities. Additionally, in California, I was the neighbor to many people who violated the evenings with loud parties, illegal fireworks, obnoxious motorcycles, and I lived in a town that worked to create a noise ordinance to cover the local, private airport. The reduction in daytime and nighttime noise from that ordinance made an unbelievable difference to the quality of life in that town (Pleasant Hill, CA). I feel I could add a balanced perspective by representing a young resident while also working to preserve the peaceful, rural town of Southborough, which I highly value. I am available to meet regularly as I will be attending college locally in the fall. I have a vested interest in the outcome of this law, and have always found it odd that Southborough doesn't already have one. Thank you for your consideration.

Board(s) / Committee(s):

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: July 7, 2021

Name: Karen Muggeridge

Home Address: [redacted]

Mailing Address: [redacted]

Current Occupation/Employer: Atrius Health

Narrative: I work part-time and have a flexible schedule, so am able to devote as much time as is needed to the Noise Bylaw Ad Hoc Committee.

I have many years of experience working on town committees, including: Town Governance Study Committee, Open Space Commission (which I chaired), and the Advisory Committee where I was the liaison to the SPD for several years. During our 26 years in town I have attended most other board and committee meetings.

I have been a member of the American Public Health Association as well as the Massachusetts Public Health Association. Both organizations have put out policy statements on the importance of addressing noise issues as they can significantly impact community members' health and quality of life.

I think it's time for Southborough to research and develop a noise bylaw to provide guides for achieving noise levels ALARA (As Low as Reasonably Achievable) that would be easily understandable and enforceable. I appreciate your consideration of my candidacy for this Committee.

Board(s) / Committee(s): NOISE BYLAW AD-HOC COMMITEE CHARGE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: June 25, 2021

Name: Lisa L Dunderdale

Home Address: [redacted]

Mailing Address:

Current Occupation/Employer: Health promotion/ Optum

Narrative: Noise Bylaw Ad Hoc Committee
Can meet weekly and provide addition time for related tasks

Board(s) / Committee(s):

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: June 24, 2021

Name: Peter LaPine

Home Address: [redacted]

Mailing Address:

Current Occupation/Employer:

Narrative: Noise Bylaw ad hoc committee. As a person who has spearheaded this initiative I feel it is highly appropriate that I participate in this committee. I have researched Noise Bylaws for several MA towns and spoken with at least half a dozen law enforcement officers. I have met with dozens of Southborough residents and heard their concerns about noise issues in Southborough.

Board(s) / Committee(s):

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: July 1, 2021

Name: Doris Cahill

Home Address: [redacted]

Mailing Address:

Current Occupation/Employer: Self/semi retired

Narrative: I serve as alternate on Southborough Zoning Board of Appeals and would like to bring this perspective to the committee. I am a resident of Southborough for 21 years and am dedicated to well thought out, manageable bylaws. My writing skills a very good and am an experienced licensed CPA on MA. Professionally I have project client work on an adhoc basis, typically with Engineering firms or non profits. My availability is 8 to 10 hours a month.

Board(s) / Committee(s): NOISE BYLAW AD-HOC COMMITEE CHARGE

Fwd: 15 Main Street Demolition application closed, no permit to be granted

Laurie Livoli <llivoli@southboroughma.com>
Fri 12/11/2020 2:27 PM
To: Julieann Lamy <jlamy@southboroughma.com>

Sent from my iPhone

Begin forwarded message:

From: Michael Weishan <mweishan@southboroughma.com>
Date: December 11, 2020 at 2:05:55 PM EST
To: Laurie Livoli <llivoli@southboroughma.com>
Cc: Karen Connell <karen@connellcurley.com>, Dean Lamsa <dlamsa@verizon.net>, Jim Blaschke <jblaschke@southboroughma.com>, Rebecca Deans-Rowe <rdeans-rowe@southboroughma.com>, Kathleen Battles <kbattles@southboroughma.com>, Amanda Gleeson <agleeson@southboroughma.com>, Anne Pfaff <anne.pfaff@southboroughma.com>
Subject: 15 Main Street Demolition application closed, no permit to be granted

Dear Laurie

At a meeting of the Southborough Historical Commission, last night 10 December 2020, the Commission voted 6-0 to close the demolition application for 15 Main Street. The owners, Kristen and Karen Connell, have indicated that they are unwilling to follow the requirements of the Demolition Delay Bylaw in offering the property for sale, and the Commission felt that the plans submitted constituted a re-creation of a new structure rather than the preservation of the street facades of the existing home. Thus no permit for demolition may be granted at this time.

The Commission did indicate however its willingness to consider a new application for partial demolition of the later additions to the rear which would preserve the street facades of the original portion of the home and the slightly smaller ell to the left of the original structure. This preservation would include maintaining the size and location of current windows, the height of the current rooftops and chimney stacks, and other features of the facades such as clapboard and trim, with the possible exception of the Victorian bay window to the right of the front door if the owner so chose to remove it.

Please confirm the receipt of this email at your earliest convenience.

Michael Weishan
Chair, Southborough Historical Commission.

FW: 15 Main Street Southborough

Mark Purple <mpurple@southboroughma.com>
Mon 5/17/2021 9:47 AM
To: Lisa Braccio <lbraccio@southboroughma.com>

My recent email trail with MW as requested. Thx.

Mark J. Purple
Town Administrator
Town of Southborough
P: 508-485-0710
F: 508-480-1061

From: Michael Weishan <mweishan@southboroughma.com>
Sent: Thursday, May 13, 2021 6:03 PM
To: Mark Purple <mpurple@southboroughma.com>
Subject: Re: 15 Main Street Southborough

Mark,

I respectfully suggest you review the bylaw and the subsequent rules and regulations we have published, which were all OK'd by Town Counsel. If the owner doesn't play by the rules, they start over. If Ms Connel wishes to put her house up for sale, and no one will buy it, then she can demolish it. If not, she can't. Amen.

Thanks, M.

> On May 13, 2021, at 4:47 PM, Mark Purple <mpurple@southboroughma.com> wrote:
>
> Michael:
>
> In my opinion, it is within your power to delay the permit, not to deny it. I'll wait to see if there is any more movement after your meeting this evening, but I am concerned that we may be holding something up that we no longer have a right to.
>
> Mark
> **Mark J. Purple**
> **Town Administrator**
> **Town of Southborough**
> **P: 508-485-0710**
> **F: 508-480-1061**
>
> **From:** Michael Weishan <mweishan@southboroughma.com>
> **Sent:** Thursday, May 13, 2021 4:38 PM
> **To:** Mark Purple <mpurple@southboroughma.com>
> **Cc:** Laurie Livoli <llivoli@southboroughma.com>
> **Subject:** Re: 15 Main Street Southborough

No, you are totally mistaken there, and we need to be clear about this. We instructed Ms. Livoli to close the previous demolition permit as the owner was unwilling to make the "continuing, bona fide efforts" required by the bylaw, in this case, to offer the property to other buyers. As the owner didn't make these efforts, it's within our power to deny the permit, which we did. The previous permit should have been closed months ago.

We are now working with her on a new plan that would preserve the front facades and the general appearance of the house.

On May 13, 2021, at 4:24 PM, Mark Purple <mpurple@southboroughma.com> wrote:

Michael:

I don't believe that Laurie closed the demolition permit; she simply cannot issue it earlier than nine months from the date of historical significance by the Commission, which was more than 10 months ago. The issue of selling the property, which I understand the homeowner has no intention of doing, only comes into play if the demolition permit is issued before the nine months have expired with the consent of the Commission.

I have copied Laurie on this email in case I'm missing something.

Mark
Mark J. Purple
Town Administrator
Town of Southborough
P: 508-485-0710
F: 508-480-1061

From: Michael Weishan <mweishan@southboroughma.com>
Sent: Thursday, May 13, 2021 4:13 PM
To: Mark Purple <mpurple@southboroughma.com>
Subject: Re: 15 Main Street Southborough

The demolition permit was denied and closed because the owner refused to go through the Demolition Delay process, which would mandate offering the property for sale to other interested buyers before the structure could be demolished.

She is back with us tonight with some new plans, but unless she choses to pull another permit, whatever we say is only advisory.

On May 13, 2021, at 4:05 PM, Mark Purple <mpurple@southboroughma.com> wrote:

Michael:

Good afternoon.

I was going through some open issues, and came across this email. From what I have been able to gather, the demolition permit was filed in June 2020, and no permit of any kind has been issued to date. It would seem that even with a demolition delay, the permit should have been issued by now. Can you give me an update, as I see it is on your agenda for this evening.

Thanks.

Mark
Mark J. Purple
Town Administrator
Town of Southborough
P: 508-485-0710
F: 508-480-1061

From: Karen Connell <karen@connellcurley.com>
Sent: Thursday, April 8, 2021 4:45 PM
To: Laurie Livoli <llivoli@southboroughma.com>; Mark Purple <mpurple@southboroughma.com>
Cc: Michael Weishan <mweishan@southboroughma.com>; Mark Blomstrom <Mark.Blomstrom@finodesigngroup.com>; Kristen Connell <kristen@connellcurley.com>; Daniel Bailey <dbailey@PierceAtwood.com>
Subject: 15 Main Street Southborough

[EXTERNAL]

Dear Mr. Purple and Ms. Livoli,

My architect, copied on this email, has made attempts to reach the Historic Commision in regards to renovations of my family home at 15 Main Street. Kindly advise when the next meeting will be and how we go about getting a time slot to discuss this property?

Best regards,
KarenEVConnell
15 Main Street
Southborough MA 01772

Michael Weishan, Chair
Southborough Historical Commission
508.624.7640
mweishan@southboroughma.com

Michael Weishan, Chair

Southborough Historical Commission
508.624.7640
mweishan@southboroughma.com

Michael Weishan, Chair
Southborough Historical Commission
508.624.7640
mweishan@southboroughma.com

On Jun 5, 2021, at 11:50 AM, Lisa Braccio <lbraccio@southboroughma.com> wrote:

Thank you for your note Michael. I am traveling out of State and unavailable for a call due to limited cell and internet. I will respond to your email first chance I get.

Lisa

Get Outlook for iOS

From: Michael Weishan <mweishan@southboroughma.com>
Sent: Friday, June 4, 2021 2:37 PM
To: Lisa Braccio
Cc: Mark Purple
Subject: Fwd: Legal Opinion - Historical Commission

Hi Lisa

Please see the opinion below from Aldo which clearly states that the SHC is able to promulgate additional rules and regulations relating to the DDBL. Here are those rules and regulations as pulled from the Town website.

https://www.southboroughtown.com/sites/g/files/vyhlif1231/f/uploads/revised_action_plan.pdf

The relevant section is this: 4. SHOULD THE APPLICANT BE UNWILLING TO CONSIDER RENOVATION

Should the applicant be unwilling to restore the property, the applicant must prove that he or she has made *bona fide* efforts to find an alternative buyer before a demolition order will be granted. These must include the name and contact information of a licensed real estate broker, along with a letter to the broker from the owner of recordinstructing him or her to share all information with the Southborough Historical Commission regarding the sales efforts on the property, including, but not limited to: names and contact information for all people attending showings; details of the marketing/listing campaign for the property; and all offers made on the property. The active sales effort for the property may under no circumstances be less that 120 days.NOTE: If the Commission finds that the applicant or his/her agents are not making good faith effort to find an alternative to demolition of the property, the process will halt and will not restart until the Historical Commission decides reasonable good faith efforts are being made, as determined by the facts and circumstances of each individual case

Unlike all the other property owners that have come before us, the owner of 15 Main Street was unwilling to go through this process. Therefore, the SHC notified the building commissioner that the 2020 permit was denied and no demolition permit could be granted per that permit. There should be no question about the finality of this decision, or that the original application is in anyway valid. We have continued to work with the homeowner and come up with a reasonable compromise that was on track to be completed before these issues were raised by Mr. Purple, who has repeatedly been informed that his opinions on the matter are not only erroneous but deleterious to the ongoing discussions.

Please call me at your earliest convenience to discuss.

M

Begin forwarded message:

From: ATTY ALDO CIPRIANO <aldoc.esq@comcast.net>
Subject: Legal Opinion - Historical Commission
Date: November 5, 2020 at 3:49:08 PM EST
To: Michael Weishan <mweishan@southboroughma.com>, Mark Purple <mpurple@southboroughma.com>

[EXTERNAL]

Greetings Mr. Chairman,

Please see attached.

Best,
Aldo Cipriano

Aldo A. Cipriano, Esq.
277 Main Street
Victoria Building
Second Level * Atrium Suite
Marlborough, MA 01752
Tel. (508)485-7245
Fax (508)485-2304
AldoC.Esq@comcast.net

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ALDO A. CIPRIANO
ATTORNEY AND COUNSELLOR AT LAW

277 MAIN STREET
VICTORIA BUILDING
SECOND LEVEL • ATRIUM SUITE
MARLBOROUGH, MASSACHUSETTS 01752
TEL. (508) 485-7245
FAX (508) 485-2304
E-MAIL: AldoC.ESQ@comcast.net

November 5, 2020

Michael Weishan, Chairman
Southborough Historical Commission
Town of Southborough
25 Common Street
Southborough, MA 01772

Re: Legal Opinion – Demolition of Structure, Historical Commission Review
TCO No. 20-3103

Dear Mr. Chairman,

We have reviewed your approved opinion request, copy attached, received by this office on November 2, 2020.

In that regard, "substantial demolition" within the Southborough Demolition Delay Bylaw does need to be more specifically defined. As to your suggestion, it would be permissible to clarify a definition by quantum or percentage of the demolition, which could be at least at 25% or more, as calculated by some formula, based upon the square footage of the building and specifically, its exterior features.

Section 63-9 of the Bylaw entitled "*Additional Rules and Regulations*" grants the Commission significant authority to promulgate rules and regulations necessary to administer the Bylaw, so long as not inconsistent with applicable state law.

Accordingly, the Commission could amend its existing rules and regulations to include a clarification of the term "substantial demolition" via a specific percentage to be determined.

Eventually, however, that definition should find its way into a General Bylaw change.

Also, the form that you have furnished, which is informational to any owner/applicant, copy attached, is in acceptable legal form.

Very truly yours,

Aldo A. Cipriano, Esq.
Town Counsel

AAC/fc

Cc: Mark Purple, Town Administrator

Re: Legal opinions

Michael Weishan <mweishan@southboroughma.com>
Wed 6/16/2021 2:12 PM

To: Mark Purple <mpurple@southboroughma.com>
Cc: Lisa Braccio <lbraccio@southboroughma.com>

Mark

Thank you for sending this.

Regarding the 15 Main the rules and regulations: regardless of the views of certain members of the BOS regarding the validity of our rules and regulations, which I will add, have been essentially the same for the last 3 years and predate me, it remains our unanimous opinion that the owner of 15 Main failed to fulfill section H (2) of the DDBL, which clearly states: ***The Commission is satisfied that for at least nine months the owner has made continuing, bona fide and reasonable efforts to locate a purchaser to preserve, rehabilitate or restore the subject building, and that such efforts have been unsuccessful.***

The owner publicly declined to make such efforts, therefore, she is non-compliant and the demolition permit is refused. Any issuance of a demolition permit by the Building Commissioner without resubmitting a new demolition application is in fact illegal and would subject both the town and the owner to potential lawsuits.

Regarding the Old Burial Ground, I believe there has been misunderstanding. This is not a question of ownership, but rather of curatorial control. As the chief archaeological asset in the Town, the curation, care and restoration of the Old Burial Ground should be under the jurisdiction of the Historical Commission, and we are seeking to make that clear through a bylaw change at TM. Cemetery Commissions, for example, are common throughout Massachusetts and fulfill exactly these roles. We will be seeking further legal guidance on these issues.

Lisa, it might be helpful if you attended our meeting this Thursday at the museum at 6PM. It might save a lot of time and trouble if you heard this directly from us rather than the distortions of Mr. Healey.

Michael Weishan, Chair
Southborough Historical Commission
508.624.7640
mweishan@southboroughma.com

> On Jun 16, 2021, at 1:19 PM, Mark Purple <mpurple@southboroughma.com> wrote:

RE: Legal Opinion - Historical Commission Undated Fact Sheet

ATTY ALDO CIPRIANO <aldoc.esq@comcast.net>

Mon 6/14/2021 11:58 AM

To: Lisa Braccio <lbraccio@southboroughma.com>; Mark Purple <mpurple@southboroughma.com>

[EXTERNAL]

Greetings Lisa,

We will attempt to answer these follow up questions in short order, furnished to us this morning, soon after our submittal of the prior legal opinion prior to 9AM this date.

Question 1: Can Historical Commission (HC) require a house to be put on the market for sale in a non-Historic District?

Answer 1: There is no statutory historical district in the Town of Southborough. Section 63-8 of the Demolition Delay Bylaw referencing such historical districts, we presume, was inserted if, in fact, the Town did decide to designate one or more areas of the Town as Chapter 40C, Historic Districts. The Historical Commission cannot compel the sale of a qualifying historical structure, but, in conjunction with the Building Commission, can compel compliance with the detailed provisions of Chapter 63.

Question 2: Does HC have the authority to deny a permit, or restart a process under the demolition delay bylaw?

Judicial intervention

Answer 2: The authority to approve or deny building or demolition permits is vested in a Building Commissioner, under the State Building Code. However, the issuance of such permits can be delayed based upon the interactive authority of the Historical Commission, under Chapter 63.

For example, in Subsection 63-3G, no demolition permit may be issued until nine-months after the date of determination by the Historical Commission that a significant building should be preferentially preserved with the Historical Commission and so informing the Building Commissioner. Also, the only way to "restart a process" is legal non-compliance, based upon the responsibility of owners contained in Section 63-4 whereby record owner must assist in the facilitation of the review process by providing information, allowing access and participating in the investigation of preservation options and finally, for actively cooperating in seeking alternatives with the Commission and any interested parties.

By way of example, if the time clock started and the record owner failed to cooperate during the nine-month timeline, then judicial intervention could be sought, both to compel compliance or to determine a violation of the provisions of the Bylaw. Enforcement of these matters is vested, as with all regulatory matters of similar nature, with the Building Commissioner's office.

Question 3: Does HC have the authority to extend a demolition delay beyond nine months after determining historical significance?

Answer 3: The Historical Commission in and of itself does not have that authority, but see Answer 2 above relative to potential judicial intervention.

Question 4: If there are other examples of where the three-page HC Fact Sheet are not in compliance with allowable authority, please cite those.

Answer 4: Per our above analysis, portions of Section 4 of the so-called Fact Sheet may not be in compliance with the intent and purpose of the bylaw. Again, this so-called Fact Sheet (which is supposed to be rules and regulations) needs significant restatement based upon the process we indicated earlier in the day, in our prior legal opinion furnished.

Restating our offer at the end of our June 14 th opinion on this issue, the Board may consider directing this office to conduct another no-cost workshop or class whereby the Historical Commission members would attend in conjunction with the Building Commissioner's officials, and possibly even yourself, as Chairperson of the Board, so that the issues may be laid out in the workshop format, with me present, to address legal and administrative issues that may exist. This is the most cost effective and expedited approach which has always resulted in success in our experience.

We hope this helps. If you need to speak on any of these points further, please do not hesitate to contact me.

Aldo

Aldo A. Cipriano, Esq.
277 Main Street
Victoria Building
Second Level * Atrium Suite
Marlborough, MA 01752
Tel. (508)485-7245
Fax (508)485-2304
AldoC.Esq@comcast.net

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---------- Original Message ----------
From: Mark Purple <mpurple@southboroughma.com>
To: ATTY ALDO CIPRIANO <aldoc.esq@comcast.net>, Lisa Braccio <lbraccio@southboroughma.com>
Date: 06/14/2021 9:34 AM
Subject: RE: Legal Opinion - Historical Commission Undated Fact Sheet

Aldo:

Thanks for the opinion. A few follow-up questions on behalf of Chairperson Braccio:

1. Can Historical Commission (HC) require a house to be put on the market for sale in a non-Historic District?
2. Does HC have the authority to deny a permit, or restart a process under the demolition delay bylaw?
3. Does HC have the authority to extend a demolition delay beyond nine months after determining historical significance?
4. If there are other examples of where the three-page HC Fact Sheet are not in compliance with allowable authority, please cite those.

Lisa is looking for a timeframe on a response, as she wants to discuss this tomorrow . Please reach out to her if need be.

Thanks.

Mark

Mark J. Purple

Town Administrator

Town of Southborough

P: 508-485-0710

F: 508-480-1061

From: ATTY ALDO CIPRIANO <aldoc.esq@comcast.net>
Sent: Monday, June 14, 2021 8:38 AM
To: Mark Purple <mpurple@southboroughma.com>; Lisa Braccio <lbraccio@southboroughma.com>
Subject: Legal Opinion - Historical Commission Undated Fact Sheet

[EXTERNAL]

Greetings Mark,

Please see attached.

Aldo A. Cipriano, Esq.

Town Counsel

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ALDO A. CIPRIANO
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June 14, 2021

Lisa Braccio, Chairperson
Board of Selectmen
c/o Mark Purple, Town Administrator
Town of Southborough
Town House
17 Common Street
Southborough, MA 01772

Re: Legal Opinion Request, "Fact Sheet for Owners Requesting Demolition of Listing Properties" (Undated) – Southborough Historical Commission

Greetings Madam Chairperson and Board Members,

We have been asked to review a three-page document above-referenced together with our prior detailed comprehensive legal opinion to the Building Department as it related to a prior existing non-conforming structure at 45 Highland Street.

In that regard, we have evaluated and reviewed all prior opinions and proceedings with the Historical Commission subsequent to the enactment of the Demolition Delay Bylaw which we note, is a General Bylaw creating a form of moratorium for certain qualified historical properties relative to demolition.

In this regard, please be advised of the following.

We have no record of ever reviewing the three-page so-called undated Fact Sheet furnished. This document is not in the form of administrative rules and regulations, although it does include certain provisions that would be found in regulatory regulations (i.e., plan specifics, reasons for demolition, supportive other documentation).

To be valid rules and regulations of this nature, under the Historical Commission's rule making authority, we had previously advised that the regulations be prepared, reviewed by our office and subsequently submitted for public review after some form of agenda publication, that is, that the regulations would be listed on an agenda to be reviewed in public. Although this would not be a public hearing, public input would be permissible in the discretion of the Commission.

By way of example, there are potential issues in this Fact Sheet which may go beyond the intended rule making authority. One example would be the need to submit a mortgage or real estate appraisal.

Also, we note that there is much of the application process already contained in the Bylaw. This normally would be part of rules and regulations, but is not needed as it is incorporated in the Bylaw.

Accordingly, as we have indicated, we have no record of reviewing this and it is not in the proper form of rules and regulations.

We have issued several detailed legal opinions to the Historical Commission to help guide them in carrying out the provisions of the Demolition Delay Bylaw and conducted a workshop several years ago, but for not only the Historical Commission, but with a former Building Commissioner, Mark Robidoux. There has been no such follow up with the current make-up of the Historical Commission and the current Building Commissioner.

At that particular workshop, we suggested some form of a guide to be part of the application process for informational purposes and we believe that the attached was a result of that recommendation.

Relative to the legal opinion issued on January 19, 2021 for 45 Highland Street, the comprehensive substance of that opinion related to the status of the structure under the provisions applicable for prior existing, but protected non-conforming structures. We note in that opinion that the structure at 45 Highland Street qualified under Chapter 63 and we suggested that, once any form of demolition is applied for on such a qualified historical structure, that as much detail as possible be obtained as to what, specifically, is to be demolished and supervision on site by the Building Department so as to ensure compliance with local bylaws.

We hope that this clarifies the current status of fact sheets, informational sheets and rules and regulations.

Overall, we continue to stress and recommend integration of Town agencies that are responsible to carry out local Bylaw provisions and suggest that a segregation of duties and responsibilities normally does not work.

Accordingly, we again recommend some form of meeting or workshop with the Building Department and Historical Commission members present to clarify and discuss issues, concerns and particularly, jurisdictional limitations of those involved. As we have said in the past, given the compelling nature of these workshops as educational forums, so as to mitigate legal challenges, we offer these at no cost to the Town.

If we may be of further assistance, please advise.

Respectfully submitted,

Aldo A. Cipriano, Esq.
Town Counsel

AAC/fc

TOWN OF SOUTHBOROUGH

Historical Commission
HISTORICAL MUSEUM – 25 COMMON STREET - SOUTHBOROUGH, MASSACHUSETTS 01772-1662
PHONE (508) 485 0710 - FAX (508) 480 0161 - EMAIL: historical@southboroughma.com

August 19, 2020

To: Kristen and Karen Connell
15 Main Street
Southborough, MA 01772

Cc: Laurie Livoli, Building Commissioner

Dear Mses. Connell,

On August 18, 2020 the Southborough Historical Commission determined the home at 15 Main Street, Southborough, MA should be preferentially preserved.

Chapter 63 of Town Code refers to the Demolition Delay By-Law. Section 63-1 of Town Code is the intent and purpose of this by-law and reads as follows:

63-1 Intent and purpose.
A. This bylaw is enacted for the purpose of protecting and preserving significant buildings and structures within the Town of Southborough which constitute or reflect distinctive features of the architectural or historical resources of the Town, and to encourage owners of such buildings and structures to seek out alternative options to preserve, rehabilitate or restore such buildings rather than to demolish them, thereby promoting the public welfare and preserving the cultural heritage of the Town.

In accordance with the demolition delay By-law, we are hereby issuing an action plan for your property that details your responsibilities in this regard. This plan must be completed in full to ensure you have made *"continuing, bona fide, and reasonable efforts"* to conform to provisions of the bylaw. It is the obligation of the owner to submit a proactive plan to work with the Historical Commission either to preserve the property, in whole or in part, or find another buyer willing to do so. In

order to guide you through the process and outline your responsibilities, the following action plan has been developed.

ACTION PLAN

1. Please provide documentation of assessments of rehabilitation made by a licensed contractor or engineer.

2. Please provide all plans and documentation for future development that have been submitted to any board or commission in the Town of Southborough. The Commission requires that no demolition permit can be issued by the Building Inspector on a building/structure found by the Historical Commission to be historically or architecturally significant until all permits and approvals for use and development of the property have been obtained and issued from all other town boards. Any material change, as solely determined by the Historical Commission, in the development and/or preservation plan during the evaluation process or the delay period may require, at the sole discretion of the Historical Commission, the process to restart.

3. Please provide a copy of the most recent tax assessment of the property.

4. Please provide a copy of a recent real estate/mortgage appraisal not more than three months old.

5. Please provide details of any efforts you have made to find a buyer willing to purchase the property at the appraised value. If the commission determines that the applicant is not making good faith efforts, as determined by the Historical Commission, to find an alternative to demolition of the property, the process will halt and will not restart until the Historical Commission determines reasonable good faith efforts are being made, this will be determined by the facts and circumstances of each individual case.

STATEMENT OF REASONS - A detailed description and statement of reasons for the proposed demolition/removal. Major elevations of the building detailing the width, height, depth and setbacks as described in this application and any deterioration of the building/structure should be documented. The existing uses and proposed uses of the property must be documented along with all improvements (including but not limited to walkways, driveways, fences, swimming pools, etc.) to be completed by the proposed project for the site.

PHOTOGRAPHS – Seven sets of 3x5 or larger photographs of the property and surrounding areas and properties affected by the proposed demolition must be submitted. Each photograph must be labeled with the address of the property and the date the photograph was taken. All photographs must be keyed to a plot plan (see below) to provide a thorough location description. Slides and/or a PowerPoint

presentation may be added (but not substituted for the required photographs) at the Commission hearing.

MAP – A map containing the location of the property affected by the proposed demolition must be submitted with this application. An 8-½"x11" portion of an assessors street map showing the property may be sufficient.

PLOT PLAN – A plot plan showing (1) the building/structure footprint, (2) the structure or portion thereof sought to be demolished, and (3) the dimensions of the building/structure must be submitted with this application.

SIGNATURES and/or PROOF OF OWNERSHIP – All applications for demolition delay review must be submitted and signed by the owner of record of the property as the applicant. Proof of ownership must also be submitted with the application evidenced by a copy of the current deed to the property showing the applicant's name and/or ownership interest.

Sincerely,

Rebecca Deans-Rowe
Chair, Southborough Historical Commission

Demolition Delay By-Law, Southborough Massachusetts

Rules and Guidelines

Step 1: When a property owner decides to demolish a structure in Southborough, the property owner files an application for demolition with the Building Inspector. The person who files the application is known as the "Applicant."

Step 2: Within 7 business days of receiving the Application for Demolition, the Building Inspector forwards the application to the Historical Commission. The application must contain, in addition to the paperwork required by the Building Inspector, photos showing all sides of the building to be demolished, and a plot plan showing its location.

Step 3: Within 10 business days of receiving the Application, the Historical Commission must make an initial determination if the structure to be demolished is "significant."* This will require members of the Commission to visit the property at a mutually agreed time with the building inspector to assess the property's condition. The Commission members then inform the chairman whether or not they feel the property is significant. If the majority decide:

NO, it is not significant

The Commission then notifies the Building Inspector that a demolition permit may be issued.

The building may be demolished.

YES, it is significant

The Historical Commission then notifies the building inspector that no demolition permit shall be issued.

The Commission will next hold a public hearing within 15 business days, and will post, at the applicant's expense, notice of such hearing in the local newspaper and at the Town Hall. If after a public hearing the Commission determines that significant building should not be "preferentially preserved" the Commission shall notify the Building Inspector, and the Building Inspector may issue a demolition permit upon receipt of the written decision.

If however the Commission determines the structure to be "Preferably Preserved" the Historical Commission notifies the Applicant and Building Inspector. No demolition permit may be issued for a period of 9 months. Within 10 business days, the Commission will issue to the applicant an action plan, which will outline the efforts the Commission expects the applicant to take.

During the 9-month delay period the Applicant must make continuing, *bona fide* and reasonable efforts to locate a purchaser to preserve, rehabilitate or restore the subject building, and show that such efforts have been unsuccessful. If no alternative solution can be found, the Historical Commission will notify the Applicant and the Building Inspector, who then may issue a demolition permit.

** A "significant structure" may meet one or more of the following criteria: built in or before 1925; on, or eligible for the National Register; important to the history of the town; of significant architectural importance*

Frequently Asked Questions

What properties does this by-law affect?

This by-law only affects properties that possess buildings or structures that were constructed prior to 1925 that are included in the Southborough Massachusetts Historical Properties Survey prepared by the Commission in 2000 (with revisions and updates in 2015). A copy of this report is on file at the Town Clerk's office and at the Southborough Public Library.

What is the difference between demolition and demolition by neglect?

Demolition is defined as "*any act of pulling down, destroying, removing or razing a building or commencing the work of total or substantial exterior destruction with the intent of completing the same.*" Demolition by neglect is defined as "*a process of ongoing damage to the fabric, viability and/or functionality of an unoccupied building leading towards and/or causing its eventual demolition due to decay and/or structural failure and/or severe degradation over a period of time as a result of a general lack of maintenance, and/or failure to secure the building from pests or vandals, and/or failure to take reasonable measures to prevent the ingress of water, snow, ice, and wind through the roof, walls, or apertures.*" Demolition by neglect of potentially significant structures is signaled to the Commission by the Building Inspector, who will have first contacted the owner in an attempt to rectify the situation through mutually agreeable means. Should that fail, the Commission will hold a public meeting to determine whether the building is in fact both "significant" and "preferentially preferred." If that is determined to be the case, the Commission will then work with the Building Inspector to secure the structure.

The by-law mandates access to the property by the Historical Commission. How is that arranged?

Typically, the building inspector will contact the owner to set up a mutually agreeable time to visit the property. The owner does not need to be present; members of the Commission simply need full access to the property, inside and out. It is in the interest of the owner to make expeditious arrangements for this inspection, as no demolition permit will be granted until access to the structure is achieved.

What happens if the structure is determined to be "'preferentially preserved?" How do you define "continuing, bona fide, reasonable efforts" on the part of the applicant?

When the Commission makes the judgment that a property is preferentially preserved, the Commission shall, within 10 business days, provide the applicant with an action plan, which shall vary from property to property but may include placing notices in local and regional publications, meeting with various interested parties engaged in restoration and/or exploring alternatives to demolition as well as allowing access to the property by various experts and consultants recommended by the Historical Commission to assess rehabilitation options.

Who pays for the costs of these efforts?

Like other permitting charges and fees, these costs are borne by the applicant.

Does this process always take 9 months?

Not necessarily. If at any time the Commission is satisfied that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, preserve, rehabilitate or restore such building, and/or the Commission is satisfied that the owner has made continuing, *bona fide* and reasonable efforts to locate a purchaser to preserve, rehabilitate or restore the subject building, and that such efforts have been unsuccessful, the Commission can recommend that the Building Inspector grant the demolition permit.

What happens if the applicant doesn't make these bona fide efforts?

If the Commission determines that the applicant has not made continuing, *bona fide*, and reasonable efforts as outlined in the property action plan supplied to the applicant by the Commission, the Commission may recommend that the Building Inspector not grant a demolition permit, in which case the applicant may re-apply. The applicant should also be aware that demolishing a structure without the proper authorization may result in a substantial fine, legal action or the refusal of building permits on adjacent parcels, as outlined in section 63.7 of Southborough's demolition delay by-law.

2016
The Southborough Historical Commission
17 Common Street Southborough, MA 01772
Email: historical@southboroughma.com
Web: southboroughhistoricalcommission.weebly.com

SOUTHBOROUGH HISTORICAL COMMISSION

Fact Sheet for Owners Requesting Demolition of Listed Properties

INTENT AND PURPOSE

The Demolition Delay Bylaw is enacted for the purpose of protecting and preserving significant buildings and structures within the Town of Southborough which constitute or reflect distinctive features of the architectural or historical resources of the Town, and to encourage owners of such buildings and structures to seek out alternative options to preserve, rehabilitate or restore such buildings rather than to demolish them, thereby promoting the public welfare and preserving the cultural heritage of the Town.

In accordance with the demolition delay Bylaw, property owners requesting a demolition permit on a listed property will be sent an action plan. This plan must be completed in full to ensure you have made *"continuing, bona fide, and reasonable efforts"* to conform to provisions of the bylaw. It is the obligation of the owner to submit a proactive plan to work with the Historical Commission either to preserve the property, in whole or in part, or find another buyer willing to do so. In order to guide you through the process and outline your responsibilities, the following action plan has been developed.

ACTION PLAN SPECIFICS

The following documentation must be submitted as an PDF electronic packet to the Chair of the Southborough Historical Commission in order to consider your demolition request. Under normal circumstances, the Commission would expect the applicant to assemble and submit this information within 30 days of initiating a Demolition Permit Application with the Town. **Incomplete or partial submissions will not be considered and will extend the delay.**

1. **STATEMENT OF REASONS**

Please list your main reasons for wishing to demolish the property. For each reason, please supply an estimate by a licensed contractor or engineer to remediate each issue: i.e sills and foundation are crumbling and will require $XXK to repair; the house needs new windows-$YYK; the house needs new heating/cooling systems $ZZK etc.

2. **REDEVELOPMENT PLANS**

Please provide all plans and documentation for future development that have been submitted to any board or commission in the Town of Southborough, or that you plan to submit over the next calendar year. Plans must include major elevations of the revised building detailing its width, height, depth and setbacks along with all improvements visible

from any public way (including but not limited to walkways, driveways, fences, swimming pools, etc.) to be completed for the site. The Commission requires that no demolition permit can be issued by the Building Inspector on a building/structure found by the Historical Commission to be historically or architecturally significant until all permits and approvals for use and development of the property have been obtained and issued from all other town boards. Any material change, as solely determined by the Historical Commission, in the development and/or preservation plan during the evaluation process or the delay period may require, at the sole discretion of the Historical Commission, the process to restart.

3. PROPERTY DOCUMENTATION

The following must be provided in support of this Bylaw review for your property:

The most recent **TAX ASSESSMENT** of the property.

A REAL ESTATE/MORTGAGE APPRAISAL not more than three months old.

A SET of PHOTOGRAPHS of the property and surrounding areas and properties affected by the proposed demolition with a resolution of at least 300 DPI must be submitted. Each photograph must be captioned with the address of the property and the date the photograph was taken. All photographs must be keyed to a plot plan (see below) to provide a thorough location description. Slides and/or a PowerPoint presentation may be added (but not substituted for the required photographs) at the Commission hearing.

A MAP containing the location of the property affected by the proposed demolition must be submitted with this application. An 8-½"x11" portion of an assessor's street map showing the property will be sufficient.

A PLOT PLAN – A plot plan showing (1) the current building/structure footprint, (2) the structure or portion thereof sought to be demolished, (3) the dimensions of the building/structure, and (4) any requested changes to the footprint or building location.

SIGNATURES and/or PROOF OF OWNERSHIP – All applications for demolition delay review must be submitted and signed by the owner of record of the property as the applicant. Proof of ownership must also be submitted with the application evidenced by a copy of the current deed to the property showing the applicant's name and/or ownership interest. If the owner wishes a third party to represent him/her before the Commission, a notarized power of attorney must be submitted with the application.

Once the above materials have been gathered, the Commission will meet and review the materials. If upon such the Commission decides that the structure has fallen into such

decrepitude that cannot be restored, the Commission may vote to allow the demolition to proceed. If, however, there is a reasonable possibility for restoration, either by the applicant or other parties, the demolition delay process will continue.

4. **SHOULD THE APPLICANT BE UNWILLING TO CONSIDER RENOVATION**

Should the applicant be unwilling to restore the property, the applicant must prove that he or she has made *bona fide* efforts to find an alternative buyer before a demolition order will be granted. These must include the name and contact information of a licensed real estate broker, along with a letter to the broker from the owner of record instructing him or her to share all information with the Southborough Historical Commission regarding the sales efforts on the property, including, but not limited to: names and contact information for all people attending showings; details of the marketing/listing campaign for the property; and all offers made on the property. **The active sales effort for the property may under no circumstances be less that 120 days.**

NOTE: If the Commission finds that the applicant or his/her agents are not making good faith effort to find an alternative to demolition of the property, the process will halt and will not restart until the Historical Commission decides reasonable good faith efforts are being made, as determined by the facts and circumstances of each individual case.

5. NOTICE OF DETERMINATION

The Demolition Delay Bylaw calls for the Historical Commission to notify the Building Commissioner in writing of any determination within five business days of a hearing that reviews an affected property.

Questions? We're here to help. Please email: historical@southboroughma.com. (Note: due to Massachusetts Open Meeting Law requirements we are unable to answer questions via phone or text. All questions must be addressed in person at a Commission meeting or via email.

FY 2021 Goals - Boards and Committees.	In Progress	Recent Steps	Completed
OML training and support/training for running Open Meetings.	XX		
Promote and enforce Town Email Use Policy.	XX		
Update, consolidate and promote compliance with general policies.			XX
Encourage and provide support for televising meetings.	XX	XX	
Encourage and provide support for composite agendas and packets.	XX		
Enhance informational outreach and recruiting for volunteers (forum).			XX
Conduct public comment at beginning & end of meetings			XX
Review and update descriptions and charges.	XX		
FY 2021 Goals - Community Initiatives			
Coordinate and oversee Downtown Initiative.	XX	XX	
Coordiate communication/roundtables with local businesses.	XX		
Pursue PILOT initiatives, including community center and projects.	XX	XX	
Pursue "bike friendly" policies and explore Biking Committee.			XX
300th Anniversary planning, including Committee creation.	XX		
FY 2021 Goals - Employees			
Create Employee Handbook.			
Update job descriptions for BoS staff.	XX		
BoS review of annual staff performance reviews.			XX
Review staffing and BoS office organization.			XX
Analyze Personnel Board/Town Administrator authority.			XX
FY 2021 Goals - Infrastructure			
Explore municipal electric plant.			
Natl Grid parcel 54-40	XX		XX
Assimilate Pine Hill Rd into Town Water re: Fire (via MWRA)	XX	XX	
FY 2021 Goals - Long Range/Strategic Planning			
Explore establishing grant writing position(s).	XX		
BoS training, reporting and hiring initiatives re: diversity and inclusion.			XX
FY 2021 Goals - Municipal Finance			
Additional approval/oversight on appropriation line items.			XX
Schedule quarterly budget updates (Finance Director).			XX
Establish budget narratives, including long-term impacts.			
Establish BoS budget liaisons.			XX
Communicate BoS position to departments re: new FTEs.			XX
Establish long-term capital plans (with Capital Committee).			XX
Explore generating additional commercial tax revenue.			XX
Identify and establish a roster of Town service contracts.			XX
Review contracted services and explore re-bidding.			XX
Maximize potential Covid-19 reimbursements and grants.	XX		XX
Coordinated budget discussions with Advisory, Capital and Schools.			XX
FY 2021 Goals - Organizational			
Quarterly newsletter.	XX		
Explore public safety regional dispatch.	XX		

Evaluate organizational processes: postage; mailings; data exchanges.			XX
Budget software implementation.			XX
Pursue policies and projects for 40B threshold.	XX		XX
Customer service survey re: Town departments.			XX

PROCLAMATION

WHEREAS, on August 15, 1947, India gained its independence from the United Kingdom, and is now the largest democracy in the world; and

WHEREAS, India's Independence Day is one of India's three national holidays and is celebrated by 1.3 billion people across the country with flag-hoisting ceremonies, kite-flying, and parades; and

WHEREAS, Indian Americans are the second-largest immigrant group in the United States, with nearly four million people of Indian origin residing in the United States, who contribute greatly to the social, economic and civic well-being of our Nation; and

WHEREAS, the Town of Southborough recognizes and values diversity of its residents and people everywhere, and joins with our Indian American community in celebrating their independence, rich culture and traditions.

NOW, THEREFORE, we, The Southborough Board of Selectmen, do hereby recognize August 15, 2021, as **INDIA'S 75th INDEPENDENCE DAY** and we call this observance to the attention of all of our residents.

_____
Lisa M. Braccio, Chairman

_____
Chelsea M. Malinowski

_____
Martin F. Healey

_____
Sam Stivers

_____
Andrew R. Dennington

SOUTHBOROUGH HISTORICAL COMMISSION

June 23, 2021
VIA EMAIL

Ms. Lisa Braccio
Mr. Andrew Dennington
Mr. Martin Healey
Ms. Chelsea Malinowski
Mr. Sam Stivers

Board of Selectmen, Town of Southborough
17 Common Street
Southborough, MA 01772

Subj: **Disagreement between BOS and SHC Regarding Demolition Delay Bylaw Requirements and Applicability**

Honorable BOS Members:

We believe the events in the last few weeks, especially the unfavorable descriptors attached to the Historical Commission on June 15th 2021 in a public BOS session without SHC presence, are unwarranted.

We also believe that the BOS actions to override the SHC determinations regarding 15 Main Street may be contrary to the legal authority granted us within the Southborough Demolition Delay Bylaw (DDBL – see Southborough Town website https://ecode360.com/30371651). The Demolition Delay Bylaw states in Section 63.3 D through G that the Historical Commission is the body to determine whether a structure is to be Preferentially Preserved, and the sole body empowered to release a structure from this requirement (Section 63.3 H).

That said, there is an apparent disconnect between the intent of the DDBL (as evidenced by the DDBL Rules and Guidelines issued in 2016, attached) and its exact legal wording. In particular, the language in 63.3 (H) specifies that for nine months the owner must make "continuing, bona fide and reasonable efforts to locate a purchaser" to assure the Commission that no one else is willing to buy the property at market rates before demolition can be granted, but this appears to have been overlooked regarding 15 Main Street.

We wish to set aside the rhetoric on both sides and work with the BOS to affirm, and if necessary, to clarify the requirements of the Southborough Demolition Delay Bylaw. Thus, we as a unanimous body are reaching out to seek a consistent approach to managing demolition requests for this property and others that will come before the SHC.

SHC @ the Historical Museum • 25 Common Street • Southborough, Massachusetts • 01772-1662
PHONE (508) 485-0710 - FAX (508) 480-0161 – EMAIL: historical@southboroughma.com

To this end, we request a joint, public resolution session between the BOS and full SHC. To prepare and ensure this larger group time is efficiently spent, we are also formally requesting access (form attached) to the Town's legal Counsel prior to our meeting with the BOS to assist in the correct interpretation of the DDBL provisions, the degree to which the Rules and Guidelines are binding on homeowners, and identify any recommended changes for clarity. Following that session, we will be happy to meet collaboratively with the Selectmen and reach mutual accord regarding the process of ongoing review of Preferentially Preserved properties built before 1925 and thus subject to the DDBL.

Our straightforward goal is simply this: an improved spirit of cooperation and an agreement on a consistent, even-handed approach to historic properties so that we both can better serve our citizens and our history.

We should point out that the current discord and lack of cooperation between the BOS and the SHC has been distressing to all of us, bringing into question whether several members will wish to continue to serve in our volunteer SHC capacities. It should not be this way, and we would sincerely like to 'get on the same page' with you so that there is mutual understanding of the requirements and a consistent approach. We ask that you join with us in restoring mutually-respectful interactions.

Approving the attached request for access to Town Counsel is the first step; a joint meeting to resolve any difference in opinion between BOS and SHC is the second. We therefore look forward to your affirmative response and to coordinating a joint meeting as soon as possible.

Sincerely,

Kathleen Battles
SHC Member

James Blaschke
SHC Member

Rebecca Deans-Rowe
SHC Vice Chair

Amanda Gleeson
SHC Member

Kevin Miller
SHC Member

Annie Pfaff
SHC Member

Michael Weishan
SHC Chair

New Selectmen goals to be considered for Fiscal Year 2022

Lisa

1) Provide better training and tools to our volunteers, from required OML/Agenda training to additional training and resources to allow better facilitation of the Board/Committee/Commission charges as warranted. We need to invest in our volunteers to allow them to excel. A good example is when Aldo met with Planning Board, ZBA and ConCom individually to discuss roles and answer questions as needed.
2) I would like to see more focus on Affordable Housing and RT 9 business options, the two paths may cross through repurpose, but utilizing all current, forthcoming and new grant opportunities to stay current with the economic times with vacancies and such.
3) I would like to institute a yearly survey of all employees regarding process, room for improvement, morale and general thoughts that can help us stay efficient.
4) Quarterly Committee/Commission/Board updates on what they are working on and if there is any way we can assist via email. Would like to incorporate a quarterly meeting (break into 4 groups) and have each group come to a quarterly meeting to better network and potentially be more efficient and work in less silos. So each would be required once a year to attend.

Marty

1) Develop ADA priority and funding options
2) Develop process/ad hoc committee for Senior Ctr/Community Center locations
3) Develop Infrastructure Priority List
4) 2 new committees (an FY 21 retread): 1) Tricentennial; 2) Bike
5) Review (w/ Town Counsel) - Existing committees and charges
6) Golf Course - Address Long-Term Planning
7) Walking History Park and Planning

Chelsea

1) Plan for ARPA
2) Implementation of ADA report
3) Continued focus on financial transparency

Sam

1) Enhance downtown area (e.g., proposed rezoning; acquire Parcel 54-40)
2) Add affordable/diverse housing (e.g., new units goals; "housing choice" zoning; "friendly" 40B)
3) Upgrade basic infrastructure elements (e.g., ADA gap closure; Rt 9 wastewater capacity; stormwater system upgrades; close water system gaps)
4) Enhance recreation/open space infrastructure (e.g., close sidewalk/bike path gaps, key open space parcel acquisition; neighborhood parks (Liberty, Pinecone/Maplecrest, others?))
5) Create structure/skills/staffing to maximize access to current and future Federal funding (including ARPA, proposed "Jobs Plan" legislation, proposed "Families Plan" legislation, proposed "Sanders Plan", legislation, etc.)

Andrew

Existing priorities in process that I think should be carried over into FY22:

1) Downtown Initiative
2) Get a long-term fiscal projection from Brian this quarter to set the stage for this coming budget cycle

Additional priorities, some of which are in process:

3) Integrate new IT hire - improve cybersecurity - continue working towards best practices in IT.
4) Redevelopment of aging office buildings on Route 9
    a. Increase frequency of update meetings/discussions with EDC in order to identify opportunities for same?

New priorities:

5) Identify a long-term capital goal that can be funded with ARPA and act on it - Sewer? Sidewalks?
6) Identify a long-term capital goal that emerges from Master Plan and act on it - Sidewalks?
7) Activate meals tax for 1/1/2022, per Town Meeting vote

Noise Bylaw Ad-hoc Committee Charge

Charge and Process
The Noise Bylaw Ad-hoc Committee (the "Committee") is charged with the task of preparing a draft of a proposed Noise Bylaw for Southborough (the "Draft Bylaw").

The work of the Committee shall include, but not be limited to, the following:

- Review of previous versions of noise bylaws prepared for Southborough's Town Meetings;
- Review of the noise bylaw experience of other towns, particularly with respect to measurement of noise levels and flexibility for homeowners and commercial landscapers to maintain properties;
- Consideration of enforcement issues;
- Consideration and evaluation of other approaches to selected aspects of the Draft Bylaw, and providing a report describing the "pros" and "cons" of these other approaches and the reason(s) that these alternatives were not recommended; and
- Providing periodic progress reports, as may be requested by the Board of Selectmen.

Membership
The Committee shall consist of five (5) "at-large" voting members, and two (2) ex-officio, non-voting members as follows:

- Five (5) "at-large" residents of the Town of Southborough, appointed by the Board of Selectmen;
- The Southborough Chief of Police, as an ex-officio, non-voting member; and
- One member of, or designee of, the Southborough Board of Health, as an ex-officio, non-voting member.

Term, Administration and Organization

- The Committee members shall be appointed for a term ending June 30, 2022;
- Ex-officio, non-voting Committee members shall not be counted for purposes of determining a quorum;
- Members shall serve without financial compensation; and
- The Committee shall determine what, if any, officers should be elected.

Schedule

- The Committee shall perform the work as detailed in the charge to deliver the Draft Bylaw and related reports by no later than 30 days before the printing deadline for the warrant for a Town Meeting (regular or special, as applicable) where the bylaw will be considered.
- The Committee shall work to produce a Draft Bylaw for consideration by Town Meeting as soon as reasonably possible, with the timing objective of no later than the 2022 Annual Town Meeting.

Approved by BOS 6-22-2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Monday, May 10, 2021, 7:00 P.M.
Location: Virtual Meeting through Zoom
Present: Marty Healey, Lisa Braccio, Chelsea Malinowski, Brian Shea, Sam Stivers and Town Administrator Mark Purple

I. Chairman Healey opened the meeting at 7:00 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. For this meeting, members of the public who wish to watch or participate in the meeting may do so in the following manner by finding the meeting at: https://www.southboroughtown.com/remotemeetings. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. **Public Comment**

Tim Litt (148 Woodland Road) stated he sent an email to the Board to urge them to reconsider their vote to supersede the Board of Health budget and asked them to support the budget as presented. He cautioned the Board against disagreeing with the Board of Health at Town Meeting.

III. **Scheduled Appointments**

Joint Meeting with Advisory Committee – FY22 Budget

Kathy Cook, Chair of Advisory, called the meeting to order at 7:03 P.M. Ms. Cook provided a summary of the 90-minute Advisory meeting that was held at 5:30 P.M. and the Board of Health budget changes that were reviewed at that meeting. The changes included restoring employee training to the amount printed in the warrant ($2,000) and restoring $300 in advertising. The Advisory Committee voted (7-0) to support the health budget at $176,863 which would equal a $57,418 amendment.

Ms. Cook gave a summary of the budget as follows:

- Health Director and nurse – is $3,000 more than the column E numbers as it fixes an error. It provides 19 hours for the health director (salary of 110k/annually) and 15 hours for the nurse (salary of 90k/annually)

- Admin/Business Associate – Board of Health requests Barbara Spiri fully within in their budget (not in Assessors) and raise her step from 4 to 5 to make her a business associate. The salary in column G is at the step 4 rate with the SAP recommended 2.8% increase. The number is for 24 hours/week.
- Per diem nurse is in addition to the requested full-time nurse.
- $10,000 scanner as Board of Health has concerns about HIPPA violations – Advisory feels $10,000 should be taken out and put into the Reserve fund (increasing the fund from $180,000 to $190,000). The new IT Director will be making a recommendation as to HIPPA compliance for all departments, not just the Board of Health.
- Phones were moved to budget line item 159 Utilities – Facilities Department budget.
- Ms. Cook stated she was going to skip over contracted services and the $800 for office supplies remains unchanged.
- Instate travel was put back to the FY 21 (Advisory has an issue with instate travel from all departments, not just the Board of Health)

Ms. Cook explained that the $300K Shared Services grant (shared with 3 other towns) has a 1.5 full-time nurse that is included. Advisory felt that was sufficient and changed the Board of Health number to zero.

Regarding contracted services, the town has an inspector who works 3 days/week. (He also works for Boylston.) Boylston is one of the towns included in the Shared Services grant. Advisory felt that would be a way to work together for some shared services using the inspector. Advisory voted 4-3 to reduce the Health Department budget by $57,418 and amend the Reserve Fund to increase by $10,000.

Discussion continued regarding the $57,000 difference as outlined below:

- Contracted services and per diem nurse – assertion that the cost would be covered by the Shared Services Grant.
- Removal of the $10,000 for the scanner
- Salary (proposed) for the business associate
- Length of contracts for full-time nurse and full-time director. Ms. Cook corrected her previous understanding of the nurse's contract length. The contract is through 12/31/21. It was later clarified that the Director's contract ends 6/30/21. A new contract is planned to be written for the July '21 through June '22 fiscal year.

Marylou Woodford was brought in for explanation on the Shared Services Grant. She stated that no Title 5 inspections will be covered by the grant. She explained that she felt Southborough will not be getting much money from the grant and added the grant is $300,000 for 3 years to be shared among 4 towns. Northborough is the fiscal agent and will receive the $300k/annually for 3 years. There is an advisory team (with one person from each town) that will help manage the money.

The grant includes:

- 1.5 public health nurse that will be shared by 4 towns.

- Southborough will be getting software for managing inspection services for food and housing. Software will get paid out of the grant. Ms. Woodford stated that since the town

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doesn't have a lot of food inspections and housing inspections/violations, the grant does not provide much funding to the town.

The $16,800 amount that Advisory removed (states "to be covered by Shared Services") will actually be covered by CARES Act funding. Also, the contracted services for septic inspections will not be covered by Shared Services and that needs to be removed.

The contractor services budget number increased $12,000 (from $52K to $64K). This is to increase inspection service availability from the current 3 days to 5 days. Ms. Woodford stated that almost 90% of the contracted services line (for inspection services) goes back to the town and that almost $50,000 has been received this year.

Ms. Woodford said there is a new requirement that every house and business that is bought and sold has to go through the Health Department. While she agreed with Ms. Cook that Title 5 inspections have been in place, she feels that since Mr. Pisinski's contract ends at the end of June, there will not be coverage for Mondays & Tuesdays when he used to be available for emergency inspections.

Mr. Stivers mentioned the pending American Rescue plan that has a lot of funding sources. It is a grant that Southborough will get potentially within a month at approximately 500k. It is for COVID related expenses and will be available to be used during the full FY22 period.

Ms. Cook continued that Advisory has worked with the Board of Health on their budget. The Board of Health has asked to leave Ms. Spiri at her 24/16 hour schedule (Health/Assessors) and Advisory worked out a plan to pay for more than the 24 hours, if needed. The Board of Health would like her to have her at the office daily, she needs to be given her own laptop (which would allow her to do Assessor work from the Health office). Mr. Cibelli said Ms. Spiri could work most of his 16-hour allocation and that he would only need her occasionally for special projects. Any additional hours above the 24 would be paid for by CARES Act funding.

Ms. Cook suggested that the CARES Act funding be maximized. Reimbursement will not be made if there is funding in the budget. She stated that the Board of Health budget is more likely to get funded than the Assessor's budget and that is why Advisory wanted to keep the 24/16 split. She feels that in the fall and with the status of COVID, there is an opportunity to revisit staffing needs versus what is being requested. Ms. Cook stated that she has an issue with comments that Advisory is micromanaging the Health Department budget. Advisory was trying to work with them in a fiscally responsible manner so they could take advantage of CARES Act funding and not double their budget in one year.

Ms. Woodford was still uncomfortable with not having all the business associate's hours in the Health budget due to possible unforeseen situations.

Chairman Healey made a motion to support the budget that was approved by the Advisory Committee this evening (7-0) with the exception of the contracted services line item. Ms. Braccio seconded. The motion passed by roll call vote (4-1-0), Braccio, aye; Malinowski, aye; Shea, aye; Stivers, nay; Healey, aye. Chairman Healey made a motion to amend the reserve fund amount from $180,000 to $190,000. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

The Capital Planning Committee joined the meeting and Chair, Jason Malinowski called the meeting to order at 8:14 P.M. Mr. Shea indicated that he was surprised at how high the bid

price was. He did not have any concerns with the façade and the demolition delay bylaw is still in play. Mr. Shea expressed concern with fact that one of partners that submitted the bid is also a part of the Capital Planning Committee and that this needs to be vetted, including timeframes for when this member participated in votes on the Capital Planning Committee with respect to the timing of the RFP. Placing a call to the AG's office is in order per Mr. Shea. Mr. Healey agreed that this was fair.

Ms. Malinowski wanted to see more than one bid to give residents a comparison on (1) the price and (2) what was going to be done with the property. Ms. Malinowski is on fence on whether to bring to Town Meeting.

Ms. Braccio was also surprised that there was only one bid. She was also surprised by the amount of the bid. Ms. Braccio indicated that the Town needs to weigh the opportunity of the bid and what the value is, as opposed to looking into affordable units. As it stands today, Ms. Braccio indicated that she was not ready to bring forward to Town Meeting.

Mr. Healey indicated that his initial inclination is to bring to Town Meeting. He also indicated that if the Town's requirement was to protect the façade, the amount of the bid will go way down. Taking into consideration that a decent amount of maintaining the structure was included in the bid, Mr. Healey indicated that $700,000 is a decent price, looking in the prism of what happened with Fayville Hall.

Mr. Malinowski prefaced to the Board that the Capital Planning Committee has not met since bid came in and scoring was performed. Mr. Malinowski reminded the BOS that the main reason that the Capital Planning Committee recommended that the BOS go out to RFP was: (1) $37k per year to maintain to house two departments; (2) over $500k of capital to be spent in the next ten years on the building, with a good majority coming sooner rather than later. Mr. Malinowski reconfirmed these numbers with Mr. Parent in advance of tonight's meeting and Mr. Parent stood by the aforementioned figures. Other items he outlined for the BOS to consider as they decide on next steps include the fact that two departments in South Union would need a home. Also, the playground was scoped out of the plan and there would be expenditures to repurpose. With respect to the scoring, it was all or none; for the façade, the intent was to say that they were trying to honor that request.

Mr. Healey asked the Board if the board needs more time and expressed that he is agnostic with respect to this. Ms. Cook, Chair of Advisory, added that the impact of adding heads on schools is a red herring; school costs are fixed. Ms. Cook also brought up the possibility of real estate tax income if the building were to be sold.

Ms. Braccio agreed the decision on South Union is the decision of Town Meeting. She is willing to change her opinion to let Town Meeting vote. Ms. Malinowski added that she is not opposed to bring to Town Meeting but the BOS needs to vet what Mr. Shea brought up earlier in the discussion. Mr. Shea would be in favor to bring to Town Meeting if there were a vote tonight, assuming a positive outcome from the vetting process. Mr. Stivers asked what would be brought to Town Meeting and Mr. Healey indicated that it would be the article in the Town Warrant with the bid figure added. Mr. Stivers added he is on the fence and it is call of the voters. Mr. Stivers felt the Town could get a better bid if they went back out with another RFP. Mr. Healey indicated

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that the consensus is that this will be addressed more on May 18th. Mr. Purple agreed nothing needs to be done for Town meeting since it is already on a warrant article.

Ms. Braccio asked Mr. Healey how this would be presented at Town Meeting. Mr. Healey expects that the Capital Planning Committee would be heavily involved in a presentation and participation in any Q&A.

Mr. Malinowski asked the BOS if there was an appetite to reach out to the party that made the bid. He also opined that the BOS needs to be able to articulate why it is worth moving forward with, including pros and cons. Mr. Healey responded that he is not prepared to take a vote on the merits of the proposal. Ms. Cook offered her opinion to move to the Fall Town Meeting. When asked by Mr. Healey if this would be an option, Mr. Purple indicated that this is something that could be investigated, with counsel involvement.

Mr. Palmer asked if Town Meeting could be used as a forum to set the criteria for the P&S. Mr. Healey did not believe so and Ms. Braccio indicated that any suggestion by Town Meeting would not be binding. Ms. Cook thanked Mr. Shea for his service to the Town as a Board member. The Advisory meeting adjourned at 8:42 P.M. The Capital Planning Committee meeting adjourned at 8:43 P.M.

IV. Reports

Chairman's Report

Mr. Healey gave accolades to Mr. Shea for his time and effort given to the Town as his role on multiple boards and committees and especially the Board of Selectmen. Ms. Braccio thanked him for his work and stated she learned a lot from him and enjoyed working with him. Ms. Malinowski said she enjoyed working with Mr. Shea and thanked him for volunteering his time. Mr. Stivers echoed his colleagues' comments and he appreciates his service to the Town. Mr. Purple stated each member brings something different to the Board and Mr. Shea brings a calming presence to the Board and is very much a bridge builder. He added that Mr. Shea has helped navigate many difficult issues. Mr. Shea thanked Mr. Purple and Ms. Hale for their assistance over the years and all the department heads. He stated the Town is well served and thanked all nine members he served with over the years.

Members' Reports

None

Town Administrator Report

None

V. Consent Agenda

a. Chairman Healey made a motion to approve Meeting Minutes: April 13, 2021 Open Session. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

b. Chairman Healey made a motion to accept the donation of $250.00 from Main Street Bank for Recreation Summer Concert Series. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

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c. Chairman Healey made a motion to approve Police Department Policy for Traffic Constables. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

VI. Other Matters

Continued discussion regarding flag placements at the Old Burial Ground

Mr. Healey stated he did some additional research on topics that was raised at the discussion last week including the EOC decision regarding this flag. He stated that none of the decisions found that any of the flags currently in the Old Burial Ground were problematic themselves. He summarized the purpose of the flags in the Old Burial Ground. He gave the recommendation that the Board do not vote whether to remove the flags as the authorization has been given to the veterans to fly the flags and he did not see any basis to do remove them. He added that concern was shown that the flags are being presented in an inappropriate way across the country. Chairman Healey stated that is not being done here, but there is concern that the Town could be seen in a bad light. He suggested a collaboration to solve that issue through a plaque, literature or other avenues to ensure that misappropriation of important American History is not represented here and to make clear that it is not the intent of the flags.

Ms. Braccio stated she also looked at some additional history of the flags. She said the foundation of the Country is to allow every person to stand up and be heard. She gave the example of athletes kneeling at the presentation of the flag and added that having the discussions of these flags is allowed but does not change history. Ms. Braccio stated the intent is not for misappropriation but education is key. She suggested adding literature and collaborating with the veterans and Historical Society to present both the positives and negatives of the flag. She stated she would like additional history added to the historical walk about the Burial Ground and she supports Chairman Healey's suggestion.

Ms. Malinowski thanked all the speakers from the previous meeting for educating her and giving all perspectives. She stated that the takeaway she took was the intent of the flag and its original meaning and about Ms. Deans-Rowe stating her generation has a different view of the flag. She likes the idea of educating the public on the original intent of the flag and what it is currently used for and how it's been misrepresented. Ms. Malinowski stated she supports Chairman Healey's suggestion to collaborate and to educate.

Mr. Shea gave an example of political parties and politicians using a popular song to tie their campaign theme to. He described some instances where there were agreements between the artists and politicians and some where it was not allowed. He stated that it is up to society to stand up for Mr. Gadsden who is no longer alive and to stand up for the original meaning of the flag. He suggested using CPC funds to share the information Mr. Kolenda presented regarding the flag at last meeting. He quoted James Madison and he felt the Board needs to provide the knowledge and education of the true meaning of the symbols. He added he is in favor of keeping the flags and teach the historical significance of all the flags.

Mr. Stivers stated he felt there should be historical materials for the entirety of the Old Burial Ground and suggested looking into making it a part of the National Register of Historic Places. He stated he appreciated the opinions of both the veterans and the younger generation who identified the flag with a different meaning than its original. He added that he hopes the continued conversations address the fact that Southborough does not support any

misrepresentation of the flags and that some flags may be placed on grave locations. He asked for an investigation into whether flags are placed on graves sites and if so, that they are moved.

Chairman Healey stated he appreciated the presentations from Ms. Deans-Rowe and Ms. Watters regarding the history of the Old Burial Ground. He asked for authorization from the Board to invite those interested to continue conversations to honor those buried in the Old Burial Ground and educate the public on the intent and meaning of the flags. The Board agreed. Chairman Healey stated he will reach out to Mr. Kolenda, Mr. Whynot, Ms. Deans-Rowe, Ms. Watters and the Historical Commission to ensure the representation and placement of flags are accurate. Ms. Braccio said that she may be misinterpreting the text, but thought in the book "Lost Southborough" by Michael Weishan, he stated the Old Burial Ground is also a Nipmuc Indian Burial Ground. She added if this is true, she would like that to be included in the history. She asked Chairman Healey to reach out to Mr. Weishan for clarity and he agreed to do so.

Review of bid submittals for disposition of South Union School

This item was discussed under item three.

Town Meeting preparation – Assignment of articles, presentations

Mr. Purple explained the process for assigning articles to Board members as outlined and listed in the packet. Chairman Healey stated this was reasonable and asked that he be removed from the capital budget bonding article. Mr. Purple agreed to do so.

Discussion of next steps for bid submittals for Legal Services RFP

Chairman Healey asked Mr. Stivers and Mr. Purple to review the bid responses to ensure all five followed submittal protocols. He recommended that all applications that qualified for Board review be brought forward to a meeting for public discussion. The Board and Mr. Purple agreed. Chairman Healey asked that any representatives or firms whose applications meet the RFP requirements be contacted to schedule interviews for lead counsel. The Board agreed.

VII. Public Comment

None

VII. Chairman Healey made a motion to enter into Executive Session per M.G.L. Chapter 30A, Section 21, and not returning to Open Session – to discuss strategy with respect to litigation for the listed items (Exemption 3), Louise Barron, et al. v. Southborough Board of Selectmen, et al. [Exemption 3] and Huang, et al. v. Southborough Zoning Board of Appeals, et al. [Exemption 3] as the Chair declares that an open meeting may have a detrimental effect on the litigating position of the public body at 9:13 P.M. Mr. Shea seconded. The motion passed all in favor (5-0-0) by roll call vote, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye.

Upcoming Meetings
May 18, 2021
Annual Town Meeting May 22, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the May 10, 2021 BOS Meeting:

- Draft Regular Session Minutes, April 13, 2021
- Recreation Commission Donation Acceptance Request
- 5.08 Traffic Constables Policy
- Bid Results, South Union School Disposition RFP
- Draft May 22, 2021 Annual Town Meeting Record
- Draft 210430 Motions for 2021 Annual Town Meeting
- May 22, 2021 Town Meeting Warrant
- Bid opening document, May 5, 2021

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Position Description

Job Title	Senior IT Specialist
Department	Information Technology
Employment Status	Full-Time
Exempt/Non Exempt Status	Non-exempt

Scope of Work

This position provides network/desktop support and backup support as directed by the IT Manager; serves as the primary manager of one or more of the following: workstations, network, GIS, website, servers, and/or application(s).

Acts in the capacity of the IT Manager when he/she is unavailable.

Supervision

Received	IT Manager
Exercised	None

Essential Job Functions **The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.**

- Assist in tracking help desk calls pertaining to application(s), networking, systems problems and issues, up to and including resolution of work orders.
- Build rapport and elicit problem details from help desk customers.
- Identify, diagnose, analyze data and resolve problems for users regarding software and hardware, networking and infrastructure including cyber-security risk management; communicates solutions to end-users.
- Contribute to the development of IT related policy and strategy development to enhance services, research relevant technology protocol that would benefit and sustain mission of all town departments, initiate changes that improve efficiency of all departments

Date of approval:

SAP, SCHEDULE A, GRADE X

- Provide hardware support of end-user equipment, such as installing replacement hardware or upgrading hardware, maintaining computer inventory (including supplies) database.
- Performs daily checks of server event logs, scheduled backups, and intrusion-detection logs
- Support Software/Hardware on equipment such as, Scanners, Copiers, Printers, Monitors and other peripherals.
- Manage and administer various IT related services, such as telephone networks, municipal software, website and social media relations etc.
- Primary employee on-call for emergency situations for town departments, such as the Police Department, the Fire Department, etc.
- Supports the goals of the IT Department through creative problem solving, decision making and a commitment to customer service.
- Administers e-mail accounts, network user accounts and monitors internet bandwidth.
- Facilitate technology needs for board/committee meetings and other internal functions of municipal government.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

High School Diploma / GED Required. A ~~,~~ b~~B~~achelors d~~D~~egree or higher is strongly preferred, as are relevant certifications~~.~~. Five years or more of responsible experience in an information technology environment; or an equivalent combination of education and experience.

Knowledge of	• Comprehensive knowledge of Windows operating systems. • Networking fundamentals (Network+, Security+ or Cisco certification a plus) • Comprehensive knowledge of Windows Servers (Microsoft Server Certification MCSA). • Office 365 & Azure.
Ability to	• Ability to manage multiple projects with time related constraints in a fast- paced environment. • Ability to establish and maintain cooperative relationships with town officials, employees community partners and vendors • Possess wherewithal to influence others with supporting relevant research and documentation • Provide excellent judgement when reviewing potential errors, program development and cost analysis for procurement of supplies and services • Conduct employee training for various applications to a wide variety of end users

Skill in	• Must be well organized, an effective communicator at multiple levels and able to grasp system concepts and communicate their applications. • Must be capable of quickly learning new systems and associated software applications for proficient execution of tasks. • Liaise I.T. initiatives between disparate groups of internal and/or external customers, appointed/elected officials or employees. • High level of integrity and accountability • Diagnostic and problem solving skills

Necessary Special Requirements

Current drivers license

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- The employee is occasionally exposed to unpleasant conditions, such as heat, cold; dim or bright lights, dust, and noise.
- The employee must occasionally lift and/or move up to 50 pounds.

Town of Southborough is an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, national origin, age, gender sexual orientation, sexual identity, marital status, military or veteran status, disability, genetic information, or any other category protected by applicable federal, state or local

SOUTHBOROUGH HISTORICAL COMMISSION

Before planning to demolish a structure in the Town of Southborough, in whole or in part, here are some important things to keep in keep in mind.

Southborough in 2016 enacted a Demolition Delay Bylaw that may place a demolition delay on "*Any building, in whole or in part, which was constructed prior to 1925 and is included in the Southborough Massachusetts Historic Properties Survey prepared by the Commission in 2000 (with revisions and updates in 2015) on file with the Town Clerk's office.*"

It is the homeowner's responsibility to ascertain whether or not their property is subject to the bylaw. You may check online HERE, or inquire directly with the Southborough Historical Commission at historical@southboroughma.com. Substantial penalties may be incurred through failure to comply with the bylaw. The text of the law may be found HERE.

For the purposes of the ByLaw, the Commission has determined that "total or substantial exterior destruction" is defined as any change that will permanently alter any façade of an historically significant structure viewable from any public way by more than XX%.

The purview of the Historical Commission extends only to the exterior of the structure. Interior renovations are not subject to SHC review, but of course require appropriate permitting from the Building Commissioner and other Town departments.

Some commonly asked questions:

I have a property listed in the Massachusetts Historic Properties Survey: Do I need to Historical Commission permission to:	
Paint my house a different color?	NO
Replace my windows or doors?	NO (though we would suggest looking at historically appropriate styles)
Build an addition or add a garage?	NO
Alter the interior in any way?	NO
Remove a tower, porch or gable on the front of my house?	YES
Tear down a wing of my house viewable from a public way?	YES
Permanently alter any street façade by more than XX%?	YES
Demolish any listed structure entirely?	YES

Questions? We're happy to help. Email us: historical@southboroughma.com

Historical Museum • 25 Common Street • Southborough, Massachusetts • 01772-1662
PHONE (508) 485-0710 - FAX (508) 480-0161 – EMAIL: historical@southboroughma.com

Town of Southborough, MA
Monday, June 14, 2021

Chapter 63. Demolition Delay

§ 63-1. Intent and purpose.

A. This bylaw is enacted for the purpose of protecting and preserving significant buildings and structures within the Town of Southborough which constitute or reflect distinctive features of the architectural or historical resources of the Town, and to encourage owners of such buildings and structures to seek out alternative options to preserve, rehabilitate or restore such buildings rather than to demolish them, thereby promoting the public welfare and preserving the cultural heritage of the Town.

B. To achieve these purposes, the Southborough Historical Commission is authorized to advise the Building Inspector with respect to the issuance of permits for the demolition of significant buildings. The issuance of demolition permits for significant buildings is regulated as provided by this bylaw.

§ 63-2. Definitions.

BUILDING INSPECTOR
The person occupying the office of Building Inspector or otherwise authorized to issue demolition permits.

BUILDINGS AND STRUCTURES
Any combination of materials forming a shelter for persons, animals, or property that constitute the historic built environment of the Town.

COMMISSION
The Southborough Historical Commission.

DEMOLITION
Any act of pulling down, destroying, removing or razing a building or commencing the work of total or substantial exterior destruction with the intent of completing the same.

DEMOLITION BY NEGLECT
A process of ongoing damage to the features, viability and/or functionability of an unoccupied building leading towards and/or causing its eventual demolition due to decay and/or structural failure and/or severe degradation over a period of time as a result of a general lack of maintenance, and/or failure to secure the building from pests or vandals, and/or failure to take reasonable measures to prevent the ingress of water, snow, ice, and wind through the roof, walls, or apertures.

DEMOLITION PERMIT
The permit issued by the Building Inspector for a demolition, substantial demolition or removal of a building, excluding a demolition permit issued solely for the demolition of the interior of a building.

HISTORICALLY OR ARCHITECTURALLY SIGNIFICANT BUILDING

Any building, in whole or in part, which was constructed prior to 1925 and is included in the Southborough Massachusetts Historic Properties Survey prepared by the Commission in 2000 (with revisions and updates in 2015) on file with the Town Clerk's office.

PREFERENTIALLY PRESERVED

Any historically or architecturally significant building which the Commission determines is in the public interest to be preserved or rehabilitated rather than to be demolished.

§ 63-3. Procedure.

A. No permit for the demolition of a historically or architecturally significant building shall be issued other than in conformity with the provisions of this bylaw, as well as in conformity with the provisions of other laws applicable to the demolition of buildings and the issuance of permits generally.

B. Application contents: Every application for a demolition permit for a historically or architecturally significant building shall be filed with the Building Inspector and shall contain the following information: (i) the address of the building to be demolished; (ii) the owner's name, address and telephone number; (iii) a brief description of the type of building and the condition requiring issuance of the permit; (iv) date of building as established by the Board of Assessors, deed or documentation verifying year of construction; and (v) a brief description of the proposed reuse, reconstruction or replacement on the premises upon which the building is located.

C. Within seven business days from receipt of an application for a demolition permit of a historically or architecturally significant building, the Building Inspector shall forward a copy to the Commission. No demolition permit shall be issued during this time.

D. Within 10 business days after receipt of the application for demolition permit by the Commission, the Commission shall make a determination of architectural and/or historical significance based upon the federal Secretary of the Interior's standards for historic buildings. Upon determination by the Commission that the building is not architecturally and/or historically significant, the Commission shall so notify the Building Inspector in writing. Upon receipt of such notification, or after the expiration of 15 business days from the date of submission to the Commission, if the Building Inspector has not received notification from the Commission, the Building inspector may issue the demolition permit.

E. Upon determination by the Commission that the building is historically and/or architecturally significant, the Building Inspector and applicant shall be so notified in writing, and a demolition permit shall not be issued. The Commission shall hold a public hearing within 45 business days of the determination of significance to determine whether the building should be preferentially preserved. Public notice of the time, place and purpose of the hearing shall be published by the Building Department at the expense of the applicant in a newspaper of general circulation in the Town not less than seven days before the day of said hearing and shall be posted in a conspicuous place in the Town Hall for a period of not less than seven days before the day of said hearing.
[Amended 3-23-2019 ATM by Art. 26]

F. If after a public hearing the Commission determines that the significant building should not be preferentially preserved, the Commission shall notify the Building Inspector, in writing, within five business days of the hearing, and the Building Inspector may issue a demolition permit upon receipt of the written decision.

G. If after a public hearing the Commission determines that the significant buildings should be preferentially preserved, the Commission shall so notify the Building Inspector in writing within

five business days of the hearing, and no demolition permit may be issued until nine months after the date of the determination by the Commission.

H. Notwithstanding anything contained in Subsection **G**, the Building Inspector may issue a demolition permit for a preferably preserved building at any time after receipt of written advice from the Commission to the effect that either:

(1) The Commission is satisfied that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, preserve, rehabilitate or restore such building; or

(2) The Commission is satisfied that for at least nine months the owner has made continuing, bona fide and reasonable efforts to locate a purchaser to preserve, rehabilitate or restore the subject building, and that such efforts have been unsuccessful.

§ 63-4. Responsibility of owners.

It shall be the responsibility of the owner of record or his designee to assist in the facilitation of the above process by providing information, allowing access to the property and securing the premises; for participating in the investigation of preservation options; and for actively cooperating in seeking alternatives with the Commission and any interested parties.

§ 63-5. Emergency demolition.

Nothing in this bylaw shall prohibit the Building Inspector from immediately ordering the demolition of any building in the event of imminent danger to the safety of the public pursuant to the applicable standards under the State Building Code.

§ 63-6. Demolition by neglect.

A. If the Building Inspector has reason to believe, through visual inspection or other means, that a significant building may be undergoing demolition by neglect, then the Building Inspector shall notify the Commission and the owner, and the Commission and the Building Inspector shall jointly hold a public hearing to i) confirm whether or not the building is a significant building, and ii) determine whether or not it is undergoing demolition by neglect, which shall require the concurrence of the Commission. In furtherance of determining its condition, the Commission may, at any time, request an inspection of the building by the Building Inspector.

B. If the Commission and the Building Inspector agree that the building is undergoing demolition by neglect, the Commission and the Building Inspector shall attempt to negotiate a voluntary agreement with the owner for appropriate and timely repairs sufficient to structurally stabilize the building and/or prevent further deterioration. The Building Inspector will report the result to the Commission.

C. In the event that the Building Inspector determines that he is not able to negotiate such an agreement with the owner, for any reason, or that the owner has agreed to undertake but has failed to satisfactorily complete such repairs in a timely manner, then the Building Inspector may take such action as is permitted, including seeking a court order that specific repairs be undertaken to secure the building against the elements, vandals and vermin, to halt further deterioration, and to stabilize it structurally. The Building Inspector may forbear from commencing an action in court for any reason and will preferentially consider any claim of undue economic hardship by the owner.

D. Upon completion of all repairs that have been agreed upon between the owner and the Building Inspector or that have been ordered by the Building Inspector, or that have been ordered by the court, and upon certification by the Building Inspector that said repairs have been completed, the Building Inspector shall certify that the building is no longer undergoing demolition by neglect.

§ 63-7. Enforcement and remedies.

The Building Inspector is specifically authorized to institute any and all actions and proceedings, in law or equity, as he or she may deem necessary and appropriate to obtain compliance with the requirements of this bylaw or to prevent a threatened violation thereof. No building permit shall be issued with respect to any premises upon which a significant building has been voluntarily demolished in violation of this bylaw for a period of two years after the date of the completion of such demolition. As used herein, "premises" refers to the parcel of land upon which the demolished significant building was located and all adjoining parcels of land under common ownership or control.

§ 63-8. Historic Districts Act.

Nothing in this bylaw shall be deemed to conflict with the provisions of the Historic Districts Act, MGL c. 40C. If any of the provisions of this bylaw do so conflict, that Act shall prevail.

§ 63-9. Additional rules and regulations.

The Historical Commission is authorized to promulgate from time to time rules and regulations it deems necessary to administer the bylaw that are not inconsistent with applicable state law.

STATEMENT FROM DAVID PARRY TO BD OF SEL. Thurs July 22, 2021

You, the BOS, are the official sponsor of the new Downtown Zoning article.

You have forwarded your article to the Plg Bd, and they are now reviewing it at public hearings.

If you watched the PB hearing 4 days ago, you witnessed the start of big, new problem for passage of your article.

Because some owners of resid prop along Main, west of dntn, now request their resid lots be INCLUDED in your Zn

They want to allow commercial uses on their lots, which are now zoned residential.

Some of you may recall that in the 1980s, this same issue arose, causing a storm of protest at the ZBA.

It was called "creeping commercialism". A lawsuit was filed which was finally resolved at the State Ct of Appeals. No commercial uses were allowed to spread westward onto resid lots.

Also – every Tn M Plan since then included GOAL of preserving historic resid character of Main St, west of dntn.

So WHY is this happening AGAIN, now?

FIRST ONE owner of resid lot on NORTH side Main, asked to be in the cmcl zone. Then SECOND owner SOUTH side.

Then a resid suggested that the cmcl zone be extended to include ALL lots , north and south sides, all the way to 85, or even to Fay Sch and the Tn Hs.

All these suggestions are now being MAPPED by the town planner, for presentation at the next PB hearing Aug16.

This is domino effect. First one homeowner, then another, makes a request to profit INDIVIDUALLY from cmcl zoning, at the expense of OTHERS.
Because allowing new cmcl uses on these resid lots, will make ALL resid lots vulnerable, and will reduce the property value of ALL resid lots along Main west of dntn.
This is just starting to pit neighbor against neighb.
What can stop this? ... Is there a way for you, the BOS to head off this coming storm? Yes there is.
The problem has arisen because the BOS has not been sufficiently clear about its policy position, relative the future zoning of Main St, west of dntn.
You have not yet clearly stated that you agree with the Tn M Plan – namely, to preserve the hist resid character of Main, west of dntn.
In CONCLUSION, I respectfully request, that the BOS send a letter to the Plg Bd, to make clear your support of the M Plan goal of preserving the hist resid character of Main St West of dntn, and FURTHER, that the BOS does NOT support expansion of the proposed Dntn Zone to the west of the existing dntn boundary of the zoning map.
Please would one of you make a motion and act on this tonight, before it is too late.

TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS

147 Cordaville Road
Southborough, MA 01772

Tel: 508-485-1210
Fax: 508-229-4444

DATE: August 12, 2021

MEMORANDUM

TO: **Southborough Board of Selectmen**
CC: **Mark Purple, Town Administrator**
FROM: **Karen Galligan, DPW Superintendent**
SUBJECT: **Miscellaneous Agenda Items/Updates**

The following updates are based on the August 17th agenda.

Main Street Project:

- The Town has a punch list put together for the project. This includes:
  - Reducing the wall height at School Street and Main
  - Fixing the entrances to the Town House from Common Street
  - Completing the plantings and landscaping
  - Replacing several dead trees
  - Replacing the stone marker
  - Re-installing the cast iron street signs and dedication sign
  - Fixing the street sign that is mis-placed
- MassDOT has been in touch with Verizon about completing their utility work. They have completed their copper work, but the fiber work still needs to be completed. This work has to be done at night due to customer use and down time for the cable.
- When Verizon's work is complete, tentatively by October 1st, NGrid can remove the poles and the contractor can complete the sidewalk work, curbing and miscellaneous street work on the State's punch list.

CSX:

- CSX crossing is not part of the Downtown and Various Streets Project
- Crossing work is designed and contracted by CSX
- $44,626 design fee paid from Chapter 90 Main Street funds
- Construction costs estimated by CSX at $540,000
- Funding source needs to be determined

Shared Streets Grant:

- Work is part of the Main Street Downtown and Various Streets Project

Complete Streets:

- Southborough's Complete Streets Prioritization List approved by MassDOT on 4/21/21
- Southborough can begin requesting Complete Streets Grants, up to $400,000 per year, for work on the list

Flagg Road HCVE:

- HCVE needs to be in both directions
- Westborough DPW not supportive of using part of their Route 30 as part of our truck route
- MassDOT is looking into what signs might be allowed on Route 9 to deter TT from using Flagg Road
- If send in the request and report – need to vote alternate route

Newton Street Water Main:

- Project in design
- Design funded through Water Budget
- Construction could be funded through re-allocation of funds from Article 9 2014ATM

Northborough Road:

- Looking into costs and consequences to open road and re-create stream across right-of-way
- Looking into costs to install new, compliant culvert
- Hoping to be ready for funding article at STM

RECEIVED
By kbattles at 10:26 am, Oct 07, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, August 17, 2020, 6:15 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA and Virtual Meeting through Zoom
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

I. Chairwoman Braccio called the meeting to order at 6:18 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via both in-person and remote participation to the greatest extent possible. Members of the public and/or parties with a right and/or requirement to attend this meeting may do so in-person. They also may watch or participate in the meeting remotely by finding the meeting at: https://www.southboroughtown.com/remotemeetings. Specific information and the general guidelines for remote participation can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. In the event that, despite best efforts, the public is not able to access the proceedings in real time via those technological means, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Scholarship Committee recipients

Chairwoman Braccio asked to move this item to the first on the agenda to accommodate the attendees. She welcomed the recipients and commended them for their educational achievements. The Board announced each recipient and gave a background on their accomplishments.

The two Carol Harris Scholarships were awarded to the following:

Emmelia Habib whose extracurricular activities and work experience include Algonquin Tiny Tomahawks Pre-School Teachers, Teacher Assistant ant NextGeneration Children's Center. Ms. Habib will be attending Westfield State University.

Grace Hartnett (participated remotely through Zoom) whose extracurricular activities and work experience include the Special Olympics, National Honor Society, DECA and Global Goals. Ms. Hartnett will be attending the University of Maryland.

The three Town Scholarships were awarded to the following:

Olivia Battles whose extracurricular activities and work experience include Best Buddies, Harbinger, Freshman Orientation Leader, Administrative Assistant to the Southborough Town Clerk. Ms. Battles will be attending the College of the Holy Cross.

Erin Desmond whose extracurricular activities and work experience include Best Buddies, Varsity Field Hockey, Varsity Rugby and employment at Beaumont Nursing Home. Ms. Desmond will be attending Mount Holyoke College.

Bennet Yee whose extracurricular activities and work experience include Special Olympics, Volleyball, Green Earth Club and Algonquin Full Orchestra. Mr. Yee will be attending Washington University in St. Louis.

II. Public Comment

Laura Scott (37 Presidential Drive) handed out photos of 35 Presidential Drive to the Board and described her pending court appeal of a ZBA appeal decision regarding building permit BP-21-92. She asked that Town Counsel review the process followed to permit the building permit and review the correspondence from the Building Commissioner to the builder. She asked that the Board issue a stop work order on the project at 35 Presidential Drive and that the Planning Board and Board of Health review the project while her case proceeds. Mr. Purple informed Ms. Scott that the documents have been scanned and distributed to those members participating remotely.

Scheduled Appointments

Volunteer Interviews for Youth Commission vacancy, term 6/30/24

i. David Joyner

Mr. Joyner described his reasons for volunteering and his experience on the Community Preservation Committee. He stated he was approached by Ms. Cassell to volunteer and gave a background of his work within the community and his career. He stated he recently joined the Big Brother- Big Sister Maisy Program and explained how that aligns with Youth and Family Services. The Board asked Mr. Joyner questions regarding his background and his goals with the Commission. He listed his goals and the experience he could bring to the Commission. Lauren Richey, Chair of the Southborough Youth Commission summarized her conversation with Mr. Joyner and stated she felt he was very qualified to join the Commission. Mr. Healey stated he is impressed with Mr. Joyner and Ms. Bancroft and asked how many vacancies there were on the Commission. Chairwoman Braccio stated there was one vacancy and asked the Board to wait to appoint until the September 8th meeting in order for Ms. Bancroft to attend. The Board and Ms. Richey agreed.

ii. Stacie Bancroft

Ms. Bancroft was not in attendance.

Police Chief Paulhus – Request to appoint Luke Soccorso as Probationary Police Officer, effective August 19, 2021

Chief Paulhus introduced Mr. Soccorso and stated he was the best fit for the department out of twenty-seven applicants. Mr. Soccorso gave a background of his experience which included working for the Nantucket Police Department, TSA and graduating from Curry College. He stated his goal is to work in a small municipal town and to be involved in the community. The Board welcomed him and praised him for his work. Mr. Healey made a motion to appoint Luke Soccorso as Probationary Police Officer, effective August 19, 2021. Mr. Stivers seconded. The motion passed all in favor by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Chairwoman Braccio called for a recess at 7:04 P.M. The Board returned at 7:07 P.M.

Fire Chief Achilles & Police Chief Paulhus – Update on Public Safety communications

Chief Paulhus stated that the State is allotting funds for communities to regionalize their dispatch and he and Chief Achilles are asking the Board approve their exploring this option to gather information. Chief Achilles stated that it would be remiss to not gather information when it is available. He added that he felt both the Fire and Police Departments are currently stable and identified ways in which

regionalization communications could improve the departments and its services. Chief Paulhus stated that now is the time to commit to the exploration of regional dispatch to leverage funds and resources offered by the State. Chairwoman Braccio stated she visited the Foxboro regional dispatch center and supported the Chiefs exploring the option. Ms. Malinowski asked about the next steps and timeline. Chief Achilles responded that Westborough, Marlborough and Grafton had strong interest and gave an overview of next steps. Ms. Malinowski stated she would be in favor of exploring this option. Chief Achilles explained the future needs and costs of the current dispatch operations and stated he would like to identify what is best for the community regarding services and cost. Mr. Healey supported the idea to explore this option. Mr. Stivers asked if Southborough could host. Chief Paulhus replied that Southborough could not and he explained why the conglomerate would need to be in a separate building. Mr. Purple gave additional background regarding the commitment and stated that once the Town decides to enter into a regionalized dispatch center they cannot go back to an independent system. Mr. Healey asked if requiring a standalone facility for regional dispatch would be a non-starter for Chief Paulhus. Chief Paulhus replied that regionalization is the wave of the future and there are issues he can identify but would like to have more information. Mr. Healey stated he is comfortable with Mr. Purple coordinating with the Chiefs to move forward.

Chief Paulhus told the Board that the current dispatch will need to expand and he explained the one operating dispatcher per shift and how it is currently staffed with overtime and part-time employees. He added that he will be looking to add at least one additional full-time personnel and some supervision in the budget. Ms. Malinowski stated she was supportive of Mr. Purple working with the Chief to gather more information about regionalization. Mr. Stivers asked to review the Acton/Concord regionalization to understand their process. Mr. Purple stated he will move forward with the Chiefs.

<u>Chief Achilles – Article requests for STM – Authority of Fire Department</u>

Chairwoman Braccio explained that new information was brought forward after the agenda was posted and this item no longer needs to be addressed. Mr. Purple explained the history behind MGL Chapter 48 Section 42, 43 and 44 and the Special Act of 1920. The Board was comfortable that the Fire Chief holds the authority needed.

<u>Carla McAuliffe, Town Accountant – COVID-19 update & proposed consultant contract</u>

Ms. McAuliffe updated the Board on the statues of the CARES Act, FEMA reimbursement and ARPA funding. She stated the Town has been reimbursed $66,000 of the $350,000 spent through FEMA; $59,000 of the 218,000 allocated from the CARES Act and the Town received $1.5million from ARPA. There was discussion regarding how often an update to the Board should be given and the Board agreed monthly was appropriate. Ms. McAuliffe outlined the proposed contract from Capital Strategic Solutions. Ms. Malinowski stated she felt the project manager was a good fit and hiring a consultant would be beneficial to the Town Accountant and Treasurer Collector. Mr. Stivers felt this would be assist in moving swiftly to pursue all opportunities for funding through federal programs. Mr. Purple felt the consultants' role could provide recommendations and options for priorities to apply the funding. Mr. Healey stated the consultant is essential. Ms. McAuliffe stated the funding for the consultant would be through the CARES Act and would be of no cost to the Town. Mr. Healey stated he would like to meet the consultants and the Board agreed to invite them to the September 9th meeting. Mr. Healey made a motion that the Board approve and authorize the proposal for the American Rescue Plan Act support services by CSS to include $160 per hour rate and to make it clear that there is no fixed duration for the proposal and is terminal at will by the Town and overall subject

to review by Town Counsel. Mr. Stivers seconded. The motion passed (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Chairwoman Braccio called the meeting to recess at 8:27 P.M. The Board returned at 8:31 P.M.

Karen Galligan, DPW Superintendent

i. Update on repair work in the Rural Cemetery

Ms. Galligan updated the Board on the work being done at the Rural Cemetery which included hiring a conservator to review the condition of the stones and Ms. Galligan's team restored over 100 stones in eight weeks. Chairwoman Braccio thanked Ms. Galligan and her team for their diligent work.

ii. Update on Main Street project; recommendation for bid award

Ms. Galligan outlined outstanding items needed to conclude the Main Street project including Verizon and National Grid poles. She updated the Board on the DOT bridge work that has taken place and stated they have kept the public well informed of each step of the process.

iii. Update on Northboro Road

Ms. Galligan outlined the status of Northboro Road and stated that once costs are acquired for contracting work, she will present options to the Board. She outlined project implications that would impact cost and work scope and added she would like to include an article at Special Town Meeting to approve the cost of this project. There was discussion regarding potential proposals and cost.

iv. Update on water project for Newton Street

Ms. Galligan stated that they are in the design phase of this project and she hopes to reallocate $900,000 left over from the replacement of a water main on Route 9 to this project. Mr. Healey encouraged Ms. Galligan to reach out to the consultants at CSS to inquire whether this and other projects could fall under ARPA funding. Ms. Galligan stated she supplied a list to Mr. Purple for Representative Dykema. She added that this design should be completed in late fall. Mr. Purple explained the steps needed to be taken to reallocate the funds from other sources to this project. Chairwoman Braccio asked if the project would likely start next year and Ms. Galligan confirmed that was most likely.

v. Update on Shared Streets grant

Ms. Galligan explained the bid process for fixing the St. Mark's Street and Route 85 intersection. The project needs to be completed by December 31st in order to use the $290,000 in Shared Spaces Grant funds. She explained the status of additional projects and stated that the bid explanation is included in the packet. There was discussion of Chapter 90 funds and other projects that it could be distributed to. Ms. Malinowski asked if Ms. Galligan anticipated the need to increase the fiscal year 2022 road maintenance and explained that she is not in favor of moving a playground to the proposed park at the corner of St. Mark's Street and Route 85. She added that because of this, she is also not in favor of the bid alternative. Mr. Healey asked what the park would look like and what options are available under the existing bid. Ms. Galligan described options that work in the same price range and within both bid alternatives. There was discussion regarding drainage in this area, ADA project goals and possible CPC funding. Ms. Galligan explained that the $290,000 needs to be used by the end of the year and outlined options for approval this evening. Mr. Healey stated he was in favor of the project and asked if there was flexibility from a grant perspective and additional federal infrastructure if the Board approved the bid. Ms. Galligan confirmed that was the case. There was discussion regarding an extension and the possibility of fixing the sidewalks in this area. The Board discussed whether this would impact routine road maintenance and the ability for the

Town to begin larger projects in the future. There was discussion regarding costs and funding sources.

Mr. Stivers made a motion to award the Various Streets Project base bid taking out the alternatives to the lowest bidder, EH Perkins Construction of 56 Main Street Hudson, MA 01749. Mr. Healey seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Mr. Healey made a motion to allocate remaining unallocated funds from Southborough's 2020 Chapter 90 apportionment and Southborough's 2021 and 2022 Chapter 90 apportionment to the Various Streets Project as necessary for the full bid amount. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Mr. Healey made a motion to pursue Complete Streets and SITS grants for portions of Various Streets Projects. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

vi. Update on Complete Streets; authorization of grant applications

This topic was discussed in the above agenda items.

vii. Update on Chapter 90; recommendation for allocation of funds

This topic was discussed in the above agenda items.

viii. Update on Flagg Road HCVE request

Ms. Galligan explained that in order to create a truck exclusion an alternative route has to be put forward and if it includes another town, that town must agree to it. She explained the challenges that arise from possible alternative routes and there was consensus that the problem would most likely be moved to another road and not solved. The Board discussed options to deter truck traffic and Ms. Galligan suggested a more global view of traffic patterns. Ms. Galligan explained the results of the recent traffic study on Flagg Road. Mr. Healey stated that he felt a global traffic study is appropriate and felt that if most of the trucks that are currently taking this route would be exempt, then the problem is not fixable. Mr. Stivers suggested reaching out to MASSDOT and speaking to traffic engineers who have worked with similar communities. Ms. Malinowski suggested relooking at the Main Street truck exclusion and Ms. Galligan explained alternate route options. Mr. Dennington agreed to relook at the Main Street truck exclusion. The Board discussed investigating the cost of such a study. Chairwoman Braccio asked that more information be presented at the September 8th meeting. She volunteered to work with Mr. Purple, Ms. Galligan and MASSDOT.

Jonas Linden (39 Flagg Road) stated that the results of the most current traffic study on Flagg Road meets the criteria for a truck exclusion and asked the Board to submit the request to MASSDOT without incurring more costs through another traffic study. Mr. Healey stated he agreed with the need to address the Flagg Road traffic issues but stated he would like more input regarding alternate routes; specifically, from the Police Chief and Fire Chief.

Kristine Dameri (18 Flagg Road) outlined the dangers of trucks and high-speed traffic on Flagg Road specifically in regards to the number of children walking and biking on this and neighboring roads. Chairwoman Braccio read a comment from Nicole Rhind asking to remove the truck exclusion from Main Street and put one on Flagg and Deerfoot Roads.

ix. Review of proposed Tree Policy

Mr. Stivers stated that he has had conversations with Ms. Luttrell from the Planning Board, Mr. Purple and Town Counsel to record and create an explicit public policy on various state laws and regulations on tree removal and trimming. He described the process to research and create the document. Ms. Galligan explained her concerns which included holding a lengthy hearing process that is not required by law for the removal of dead trees. She explained the Mass General Law regarding tree removal and the current process. Mr. Stivers stated that there were two separate hearings for tree removals this past fall and explained that he felt the decision process was quick and effective. Mr. Healey asked if Town Counsel has reviewed this document and Mr. Stivers replied that he had not. Mr. Healey asked for Town Counsel to review the proposed tree policy. He asked what problem the policy will solve and Mr. Stivers replied increased public transparency and participation. There was discussion regarding whether the Board of Selectmen would be the appellate board and Mr. Healey explained his concerns if the Board were to be the appellate body for another elected board. Ms. Luttrell explained that any scenic road project that affected a public tree should have joint hearings with the Tree Warden and Planning Board with no opportunity for appeal. She explained the history of tree hearings and Ms. Galligan explained that the DPW has not taken down a live tree since 2014. She explained the process taken and that only live trees require a hearing. Mr. Stivers stated that state law does not distinguish between live and dead trees and Chairwoman Braccio stated that the Board will get clarity from Town Counsel and speak to this matter at their next meeting.

III. Reports

Chairwoman's Report

i. Barbara Jandrue retirement

Chairwoman Braccio stated she attended her retirement celebration after over twenty-five years as director there. She stated Ms. Jandrue was presented with a citation of award from Representative Dykema. She thanked Ms. Jandrue for all her work.

ii. September 25th CERT recognition

Chairwoman Braccio asked the Board to mark their calendars to attend the recognition luncheon to acknowledge the volunteers for the work they've done at the vaccination clinic.

Chairwoman Braccio informed that Board the Town Clerk Jim Hegarty will have a dedication from the Post Master and Regional Manager of the Post Office to unveil a new "thank you" stamp. The stamp is dedicated to all those in the Town of Southborough that assisted in holding safe and effective elections. The dedication will be held September 1st at the Town House.

Members' Reports

i. Language interpreter services

Ms. Malinowski stated that the Police Department currently has access to these services and she is working on creating access to more departments. She gave background on the cost and services offered. Mr. Stivers suggested including Youth and Family Services for these services and Ms. Malinowski stated she is already in discussion with them to do so.

Town Administrator Report

Mr. Purple stated that the Town does have a contract for language interpreter services and he has been in contact with the vendor to provide new contracts for other departments. He stated he will

be working with Ms. Malinowski to identify those departments and creating their access to the services.

Mr. Purple stated that Southborough Access Media has notified him that the equipment needed for Zoom integration is backordered and they are looking at mid-September for those items to come in. He stated the target is to have the system ready by the first meeting in October.

IV. Consent Agenda

a. Mr. Healey held agenda item "a." Mr. Healey stated he held this item previously and was encouraged by the meeting held with the Historical Commission a month ago. He stated that he had a conversation with some members after that meeting and was very encouraged the Historical Commission is moving in the right direction. Mr. Healey made a motion to reappoint Rebecca Deans-Rowe to Historical Commission, term 6/30/24. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

b. Mr. Healey made a motion to award the OPM contract to Central Mass Projects for Town House renovations. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

c. Mr. Healey made a motion to award catch basin cleaning contract through MAPC consortium bid. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

d. Mr. Healey made a motion to accept donations totaling $300.00 for Fire Department Ambulance Fund. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

e. Mr. Healey made a motion to appoint Daniel Moreira as Full-Time Communications Officer, effective August 19, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

f. Mr. Healey made a motion to appoint Nancy Dauteuil as Part-Time Telecommunications Officer, effective August 19, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

g. Mr. Healey made a motion to appoint Isabella B. Bogdanski to Trails Committee, term 6/30/22. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

h. Mr. Healey made a motion to appoint Taylor West to Southborough Emergency Planning Committee / Health Dept. Rep., unlimited term. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

i. Mr. Healey made a motion to reappoint Mary Ann Anderson to Taxation Aid Committee, term 6/30/22. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

j. Mr. Healey made a motion to open the warrant for Special Town Meeting on November 1, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

k. Mr. Healey made a motion to appoint Dr. Heather Alker to Noise Bylaw Ad-Hoc Committee. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

l. Mr. Healey made a motion to authorize Chairwoman Braccio to accept the renewal pricing for Municipal Aggregation Program. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

b. Other Matters Properly Before the Board

Review updated Noise Bylaw Ad-Hoc Committee charge

Ms. Malinowski requested including a minimum of three public hearings to gather public input, adding language to bullet three to clarify and outline enforcement and reincluding bullet two which outlines the research of neighboring town's noise bylaws. Mr. Healey stated that requiring public forums is important and stressed that he does not want the committee to use the previously proposed noise bylaw as a reference point. Mr. Healey made a motion to approve the Noise Bylaw Ad-Hoc Committee charge with the discussed changes. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Warrant articles for Special Town Meeting

Chairwoman Braccio outlined the potential increase in the Board of Health budget and the additional IT position which would be an article presented at Special Town Meeting. Mr. Purple listed the change from "Board of Selectmen" to "Select Board," a traffic study article, and the Downtown District bylaw as additional articles for the warrant. The timing of submitting articles and closing the warrant were discussed. Mr. Purple stated the vote to close the final warrant would be scheduled for the first meeting in October.

Mask mandate for Town buildings

Chairwoman Braccio stated that Dr. Alker has informed her that the number of positive COVID-19 cases in Southborough exceeds the number from this time last year and suggested a mask mandate for Town buildings. She suggested the Board require employees and the public to wear masks indoors through September 21st when the Board can reevaluate. There was discussion regarding the need for a mask mandate. Chairwoman Braccio made a motion to mandate masks for Town buildings for visitors and employees in common areas and working with the public and if an employee is at their desk and inside the allowed six feet of space, they can remain mask-less. Mr. Dennington seconded. The motion passed (3-2-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, nay; Stivers, nay; Braccio, aye. Chairwoman Braccio made a motion requiring all boards and committees to conduct meetings through Zoom only through September 21st. Mr. Dennington seconded. The motion passed (3-2-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, nay; Stivers, nay; Braccio, aye.

Process to fill Board of Health vacancy

Ms. Malinowski recused herself from this discussion. Chairwoman Braccio summarized her conversation with the Board of Health regarding the hiring of the vacant position. She stated there was one applicant and there were concerns that being advertised in the summer could have been the reason there were not more. There was discussion whether the application deadline should be extended in order to receive more applicants. Chairwoman Braccio stated she will reach out to the Board of Health to inform them to conduct the interview for the Board to review their recommendation before August 30th.

c. Public Comment

Tim Litt (148 Woodland Road) stated that there are multiple ways to regionalize dispatch communications and suggested investigating distributing the organization which he felt would be less costly. He added that the there needs to be a sidewalk leading to the Public Safety Building in order for the public to have full accessibility to it.

d. Executive Session

On a motion made by Chairwoman Braccio at 11:36 P.M. the Board entered into Executive Session per M.G.L. Chapter 30A, Section 21, and not returning to Open Session, to discuss contract negotiations for the Town Administrator (Exemption 2), as the Chair has determined that an open meeting may have a detrimental effect on the Town's litigating position. Roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio aye.

Upcoming Meetings
September 8, 2021
September 21, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the August 17, 2021 BOS Meeting:

- Bid results Various Streets Project Base and Alternatives
- 8-17-21 flagg hcve-CSX-Nbro Culvert-MWRA-Newt water
- Citizen Activity Form, David Joyner
- Citizen Activity Form, Stacie Bancroft
- Letter from Chief Paulhus to BOS dated 7.28.21
- Chief Achilles Article requests for STM – Authority of Fire Department
- Letter from Carla McAuliffe to BOS re: Update on COVID-19 Funding
- Letter from Jason Malinowski to Mark Purple re_ Town House OPM RFQ 8.10.21
- Letter from Karen Galligan to BOS re: Catch Basin Cleaning Contract 8.11.21
- Donation Requests from Chief Achilles 7.12.21
- Letter from Chief Paulhus to BOS dated 7.27.21
- Letter from Chief Paulhus to BOS dated 8.4.21
- Citizen Activity Form, Isabella B. Bogdanski
- Letter from Neal Aspesi, SEMA to BOS dated 7.18.21
- Draft Noise Bylaw Ad-hoc Committee Charge 6.22.2021
- Town of Southborough—Public Shade Tree Policy 8.11.21

From: Katie Barry
To: Amy Berry
Subject: RE: Board of Selectmen Request for minutes 8-17-2021
Date: Friday, October 1, 2021 12:01:26 PM

Thank you. These minutes are on the 10.5.21 agenda for the Board to approve.

From: Amy Berry
Sent: Friday, October 01, 2021 11:27 AM
To: Katie Barry <kbarry@southboroughma.com>
Subject: Board of Selectmen Request for minutes 8-17-2021

Southborough Town Code § 9-25 requires that minutes of each public meeting and the documents used at the meeting be submitted to the Town Clerk within 45 days of the meeting and that the Town Clerk notify the board or committee chair when that reporting requirement is not met.

I'm writing to advise you that as of today, the Town Clerk's Office has not received the minutes and documents used at the **8/17/2021** meeting of the **Board of Selectmen**.

The Attorney General has determined that a document is considered to be "**used at a meeting**" when the document is:

- Physically present, and
- Identified by name, and
- Its contents are discussed at the meeting.

As a reminder, please submit the documents as individual files and ensure the name of **each separate file** matches how it is identified in the **Documents Used at This Meeting** section of the minutes.

Please reply to this email with your response which will be posted on the town website until the minutes and documents are received.

Please advise if you are unable to provide minutes for one of the following reasons:

1. The meeting was cancelled.
2. No meeting was held due to the lack of a quorum.

The meeting involved executive session(s) and the minutes for the executive session portion(s) cannot be released at this time. Note that minutes for the open session portion of a meeting must be released. Also, the board or committee must review any withheld executive session minutes regularly to ensure there is still a valid reason to withhold minutes from the public. We suggest you consult with Town Counsel on any matters concerning the release of executive session minutes.

Thank you, Amy

Amy Berry
Town of Southborough
Assistant Town Clerk
17 Commons St.

Southborough, MA 01772
Phone: 508-485-0710 ext. 5513
Fax: 508-480-0161
aberry@southboroughma.com

Item No	Total Quantity	Unit	Description	E.H. Perkins Unit Price	J.H. Lynch & Sons Unit Price	ET&L Corp Unit Price	R. M. Pacella Unit Price	E.H. Perkins Amount	J.H. Lynch & Sons Amount	ET&L Corp Amount	R. M. Pacella Amount
101.	1.0	ACRE	CLEARING AND GRUBBING	$ 50,000.00	$ 14,500.00	$ 38,000.00	$ 60,000.00	$ 50,000	$ 14,500	$ 38,000	$ 60,000.00
102.1	170.0	PER FOOT	TREE TRIMMING	$ 25.00	$ 30.00	$ 21.00	$ 25.00	$ 4,250	$ 5,100	$ 3,570	$ 4,250.00
102.511	31.0	EACH	TREE PROTECTION – ARMORING & PRUNING	$ 350.00	$ 450.00	$ 525.00	$ 220.00	$ 10,850	$ 13,950	$ 16,275	$ 6,820.00
102.513	150.0	PER FOOT	AIR EXCAVATION AND ROOT PRUNING	$ 150.00	$ 150.00	$ 55.00	$ 1.00	$ 22,500	$ 22,500	$ 8,250	$ 150.00
102.521	365.0	PER FOOT	TREE AND PLANT PROTECTION FENCE	$ 9.00	$ 11.00	$ 14.00	$ 15.00	$ 3,285	$ 4,015	$ 5,110	$ 5,475.00
103.	8.0	EACH	TREE REMOVED - DIAMETER UNDER 24 INCHES	$ 1,500.00	$ 1,000.00	$ 2,000.00	$ 2,500.00	$ 12,000	$ 8,000	$ 16,000	$ 20,000.00
104.	2.0	EACH	TREE REMOVED - DIAMETER 24 INCHES AND OVER	$ 2,500.00	$ 3,500.00	$ 3,200.00	$ 4,500.00	$ 5,000	$ 7,000	$ 6,400	$ 9,000.00
120.1	5,000.0	CY	UNCLASSIFIED EXCAVATION	$ 45.00	$ 75.00	$ 50.00	$ 35.00	$ 225,000	$ 375,000	$ 250,000	$ 175,000.00
141.	80.0	CY	CLASS A TRENCH EXCAVATION	$ 20.00	$ 75.00	$ 73.00	$ 40.00	$ 1,600	$ 6,000	$ 5,840	$ 3,200.00
141.1	90.0	CY	TEST PIT FOR EXPLORATION	$ 20.00	$ 225.00	$ 140.00	$ 150.00	$ 1,800	$ 20,250	$ 12,600	$ 13,500.00
142.	415.0	CY	CLASS B TRENCH EXCAVATION	$ 30.00	$ 0.01	$ 38.00	$ 15.00	$ 12,450	$ 4	$ 15,770	$ 6,225.00
144.	25.0	CY	CLASS B ROCK EXCAVATION	$ 300.00	$ 400.00	$ 200.00	$ 350.00	$ 7,500	$ 10,000	$ 5,000	$ 8,750.00
145.	1.0	EACH	DRAINAGE STRUCTURE ABANDONED	$ 250.00	$ 1,000.00	$ 1,050.00	$ 550.00	$ 250	$ 1,000	$ 1,050	$ 550.00
146.	14.0	EACH	DRAINAGE STRUCTURE REMOVED	$ 250.00	$ 1,100.00	$ 750.00	$ 750.00	$ 3,500	$ 15,400	$ 10,500	$ 10,500.00
150.	150.0	CY	ORDINARY BORROW	$ 15.00	$ 45.00	$ 20.00	$ 10.00	$ 2,250	$ 6,750	$ 3,000	$ 1,500.00
151.	4,000.0	CY	GRAVEL BORROW	$ 15.00	$ 45.00	$ 47.00	$ 35.00	$ 60,000	$ 180,000	$ 188,000	$ 140,000.00
151.01	300.0	CY	GRAVEL BORROW - TYPE C	$ 15.00	$ 60.00	$ 72.00	$ 45.00	$ 4,500	$ 18,000	$ 21,600	$ 13,500.00
153.	200.0	CY	CONTROLLED DENSITY FILL - EXCAVATABLE	$ 110.00	$ 175.00	$ 134.00	$ 85.00	$ 22,000	$ 35,000	$ 26,800	$ 17,000.00
156.	45.0	PER TON	CRUSHED STONE	$ 35.00	$ 20.00	$ 70.00	$ 45.00	$ 1,575	$ 900	$ 3,150	$ 2,025.00
170.	10,910.0	SY	FINE GRADING AND COMPACTING - SUBGRADE AREA	$ 0.10	$ 10.00	$ 6.00	$ 25.00	$ 1,091	$ 109,100	$ 65,460	$ 272,750.00
201.	18.0	EACH	CATCH BASIN	$ 4,000.00	$ 4,200.00	$ 3,800.00	$ 10,000.00	$ 72,000	$ 75,600	$ 68,400	$ 180,000.00
201.1	1.0	EACH	CATCH BASIN - 5 FOOT DIAMETER	$ 5,000.00	$ 6,500.00	$ 6,000.00	$ 12,000.00	$ 5,000	$ 6,500	$ 6,000	$ 12,000.00
201.2	5.0	EACH	ALTERNATIVE CATCH BASIN	$ 4,000.00	$ 7,500.00	$ 5,800.00	$ 11,500.00	$ 20,000	$ 37,500	$ 29,000	$ 57,500.00
202.	19.0	EACH	MANHOLE	$ 4,000.00	$ 6,000.00	$ 3,800.00	$ 10,000.00	$ 76,000	$ 114,000	$ 72,200	$ 190,000.00
203.	1.0	EACH	SPECIAL MANHOLE	$ 5,000.00	$ 10,000.00	$ 7,700.00	$ 12,500.00	$ 5,000	$ 10,000	$ 7,700	$ 12,500.00
204.	1.0	EACH	GUTTER INLET	$ 2,000.00	$ 3,100.00	$ 2,000.00	$ 4,500.00	$ 2,000	$ 3,100	$ 2,000	$ 4,500.00
209.21	4.0	EACH	AREA DRAIN	$ 2,500.00	$ 2,750.00	$ 3,100.00	$ 3,850.00	$ 10,000	$ 11,000	$ 12,400	$ 15,400.00
220.	46.0	EACH	DRAINAGE STRUCTURE ADJUSTED	$ 325.00	$ 325.00	$ 625.00	$ 450.00	$ 14,950	$ 14,950	$ 28,750	$ 20,700.00
222.3	50.0	EACH	FRAME AND GRATE (OR COVER) MUNICIPAL STANDARD	$ 750.00	$ 500.00	$ 1,200.00	$ 1,250.00	$ 37,500	$ 25,000	$ 60,000	$ 62,500.00
223.	2.0	EACH	FRAME AND GRATE (OR COVER) REMOVED AND RESET	$ 300.00	$ 325.00	$ 590.00	$ 450.00	$ 600	$ 650	$ 1,180	$ 900.00
223.2	22.0	EACH	FRAME AND GRATE (OR COVER) REMOVED AND DISCARDED	$ 300.00	$ 100.00	$ 225.00	$ 35.00	$ 6,600	$ 2,200	$ 4,950	$ 770.00
224.12	26.0	EACH	12 INCH HOOD	$ 500.00	$ 350.00	$ 560.00	$ 650.00	$ 13,000	$ 9,100	$ 14,560	$ 16,900.00
241.12	1,750.0	PER FOOT	12 INCH REINFORCED CONCRETE PIPE	$ 75.00	$ 100.00	$ 116.00	$ 80.00	$ 131,250	$ 175,000	$ 203,000	$ 140,000.00
241.15	125.0	PER FOOT	15 INCH REINFORCED CONCRETE PIPE	$ 80.00	$ 125.00	$ 105.00	$ 100.00	$ 10,000	$ 15,625	$ 13,125	$ 12,500.00
241.18	365.0	PER FOOT	18 INCH REINFORCED CONCRETE PIPE	$ 90.00	$ 132.00	$ 100.00	$ 115.00	$ 32,850	$ 48,180	$ 36,500	$ 41,975.00
244.12	300.0	PER FOOT	12 INCH REINFORCED CONCRETE PIPE CLASS V	$ 75.00	$ 128.00	$ 132.00	$ 85.00	$ 22,500	$ 38,400	$ 39,600	$ 25,500.00

250.10	230.0	PER FOOT	10 INCH POLYVINYLCHLORIDE SANITARY SEWER PIPE	$ 80.00	$ 89.00	$ 110.00	$ 95.00	$ 18,400	$ 20,470	$ 25,300	$ 21,850.00
251.01	270.0	PER FOOT	1 INCH POLYVINYLCHLORIDE PIPE FOR WEEP HOLES	$ 20.00	$ 40.00	$ 13.50	$ 20.00	$ 5,400	$ 10,800	$ 3,645	$ 5,400.00
258.	2.0	SY	STONE FOR PIPE ENDS	$ 100.00	$ 400.00	$ 130.00	$ 85.00	$ 200	$ 800	$ 260	$ 170.00
269.10	90.0	PER FOOT	10 INCH SLOT-PERFORATED CORRUGATED PLASTIC PIPE (SUBDRAIN)	$ 50.00	$ 83.00	$ 74.00	$ 125.00	$ 4,500	$ 7,470	$ 6,660	$ 11,250.00
303.10	300.0	PER FOOT	10 INCH DUCTILE IRON WATER PIPE (MECHANICAL JOINT)	$ 125.00	$ 235.00	$ 224.00	$ 165.00	$ 37,500	$ 70,500	$ 67,200	$ 49,500.00
309.	500.0	PER POUND	DUCTILE IRON FITTINGS FOR WATER PIPE	$ 5.00	$ 9.00	$ 14.00	$ 10.00	$ 2,500	$ 4,500	$ 7,000	$ 5,000.00
336.1	130.0	PER FOOT	1 INCH PLASTIC WATER PIPE	$ 50.00	$ 92.00	$ 112.00	$ 115.00	$ 6,500	$ 11,960	$ 14,560	$ 14,950.00
358.	2.0	EACH	GATE BOX ADJUSTED	$ 250.00	$ 330.00	$ 280.00	$ 450.00	$ 500	$ 660	$ 560	$ 900.00
363.1	3.0	EACH	1 INCH CORPORATION COCK	$ 800.00	$ 1,275.00	$ 1,700.00	$ 1,250.00	$ 2,400	$ 3,825	$ 5,100	$ 3,750.00
375.10	1.0	EACH	10 INCH INSERTION VALVE AND BOX	$ 9,500.00	$ 17,000.00	$ 21,000.00	$ 16,500.00	$ 9,500	$ 17,000	$ 21,000	$ 16,500.00
376.2	1.0	EACH	HYDRANT - REMOVED AND RESET	$ 5,000.00	$ 3,400.00	$ 2,600.00	$ 4,500.00	$ 5,000	$ 3,400	$ 2,600	$ 4,500.00
381.3	3.0	EACH	SERVICE BOX ADJUSTED	$ 200.00	$ 75.00	$ 185.00	$ 250.00	$ 600	$ 225	$ 555	$ 750.00
384.	3.0	EACH	CURB STOP	$ 500.00	$ 280.00	$ 470.00	$ 850.00	$ 1,500	$ 840	$ 1,410	$ 2,550.00
402.	380.0	CY	DENSE GRADED CRUSHED STONE FOR SUB-BASE	$ 50.00	$ 65.00	$ 118.00	$ 75.00	$ 19,000	$ 24,700	$ 44,840	$ 28,500.00
415.2	6,200.0	SY	PAVEMENT FINE MILLING	$ 5.00	$ 3.60	$ 3.00	$ 5.50	$ 31,000	$ 22,320	$ 18,600	$ 34,100.00
440.	12,380.0	PER POUND	CALCIUM CHLORIDE FOR ROADWAY DUST CONTROL	$ 0.25	$ 0.35	$ 0.58	$ 0.25	$ 3,095	$ 4,333	$ 7,180	$ 3,095.00
443.	9.0	PER MGL	WATER FOR ROADWAY DUST CONTROL	$ 10.00	$ 200.00	$ 60.00	$ 125.00	$ 90	$ 1,800	$ 540	$ 1,125.00
451.	790.0	PER TON	HMA FOR PATCHING	$ 150.00	$ 150.00	$ 290.00	$ 0.01	$ 118,500	$ 118,500	$ 229,100	$ 7.90
452.	1,200.0	PER GALLON	ASPHALT EMULSION FOR TACK COAT	$ 5.00	$ 4.00	$ 8.50	$ 15.00	$ 6,000	$ 4,800	$ 10,200	$ 18,000.00
453.	10,600.0	PER FOOT	HMA JOINT SEALANT	$ 0.75	$ 0.01	$ 1.00	$ 0.25	$ 7,950	$ 106	$ 10,600	$ 2,650.00
460.23	1,200.0	PER TON	SUPERPAVE SURFACE COURSE - 12.5 (SSC - 12.5)	$ 95.00	$ 112.00	$ 120.00	$ 165.00	$ 114,000	$ 134,400	$ 144,000	$ 198,000.00
460.31	590.0	PER TON	SUPERPAVE INTERMEDIATE COURSE - 12.5 (SIC - 12.5)	$ 95.00	$ 105.00	$ 120.00	$ 145.00	$ 56,050	$ 61,950	$ 70,800	$ 85,550.00
460.42	730.0	PER TON	SUPERPAVE BASE COURSE - 37.5 (SBC-37.5)	$ 95.00	$ 105.00	$ 108.00	$ 145.00	$ 69,350	$ 76,650	$ 78,840	$ 105,850.00
472.	200.0	PER TON	TEMPORARY ASPHALT PATCHING	$ 150.00	$ 225.00	$ 240.00	$ 200.00	$ 30,000	$ 45,000	$ 48,000	$ 40,000.00
506.	3,570.0	PER FOOT	GRANITE CURB TYPE VB - STRAIGHT	$ 45.00	$ 40.00	$ 49.00	$ 45.00	$ 160,650	$ 142,800	$ 174,930	$ 160,650.00
506.1	710.0	PER FOOT	GRANITE CURB TYPE VB - CURVED	$ 50.00	$ 50.00	$ 68.00	$ 55.00	$ 35,500	$ 35,500	$ 48,280	$ 39,050.00
509.	195.0	PER FOOT	GRANITE TRANSITION CURB FOR PEDESTRIAN CURB RAMPS - STRAIGHT	$ 45.00	$ 51.00	$ 61.00	$ 45.00	$ 8,775	$ 9,945	$ 11,895	$ 8,775.00
509.1	290.0	PER FOOT	GRANITE TRANSITION CURB FOR PEDESTRIAN CURB RAMPS - CURVED	$ 50.00	$ 55.00	$ 76.00	$ 55.00	$ 14,500	$ 15,950	$ 22,040	$ 15,950.00
514.	19.0	EACH	GRANITE CURB INLET - STRAIGHT	$ 500.00	$ 535.00	$ 500.00	$ 485.00	$ 9,500	$ 10,165	$ 9,500	$ 9,215.00
515.	2.0	EACH	GRANITE CURB INLET - CURVED	$ 600.00	$ 615.00	$ 615.00	$ 585.00	$ 1,200	$ 1,230	$ 1,230	$ 1,170.00
516.	2.0	EACH	GRANITE CURB CORNER TYPE A	$ 500.00	$ 400.00	$ 310.00	$ 385.00	$ 1,000	$ 800	$ 620	$ 770.00
570.3	40.0	PER FOOT	HOT MIX ASPHALT CURB TYPE 3	$ 10.00	$ 40.00	$ 130.00	$ 25.00	$ 400	$ 1,600	$ 5,200	$ 1,000.00
670.	60.0	PER FOOT	FENCE REMOVED AND RESET	$ 80.00	$ 75.00	$ 100.00	$ 50.00	$ 4,800	$ 4,500	$ 6,000	$ 3,000.00

691.	185.0	PER FOOT	BALANCE STONE WALL REMOVED AND REBUILT	$ 250.00	$ 225.00	$ 98.00	$ 214.00	$ 46,250	$ 41,625	$ 18,130	$ 39,590.00
697.1	24.0	EACH	SILT SACK	$ 45.00	$ 200.00	$ 260.00	$ 50.00	$ 1,080	$ 4,800	$ 6,240	$ 1,200.00
701.	2,240.0	SY	CEMENT CONCRETE SIDEWALK	$ 55.00	$ 46.00	$ 57.00	$ 65.00	$ 123,200	$ 103,040	$ 127,680	$ 145,600.00
701.1	75.0	SY	CEMENT CONCRETE SIDEWALK AT DRIVEWAYS	$ 75.00	$ 55.00	$ 80.00	$ 125.00	$ 5,625	$ 4,125	$ 6,000	$ 9,375.00
701.2	220.0	SY	CEMENT CONCRETE WHEELCHAIR RAMP	$ 125.00	$ 75.00	$ 85.00	$ 125.00	$ 27,500	$ 16,500	$ 18,700	$ 27,500.00
701.3	285.0	SY	STAMPED CEMENT CONCRETE	$ 300.00	$ 100.00	$ 400.00	$ 165.00	$ 85,500	$ 28,500	$ 114,000	$ 47,025.00
702.	145.0	PER TON	HOT MIX ASPHALT SIDEWALK OR DRIVEWAY	$ 200.00	$ 225.00	$ 240.00	$ 265.00	$ 29,000	$ 32,625	$ 34,800	$ 38,425.00
706.9	190.0	SY	TEXTURIZED SYNTHETIC PAVEMENT	$ 250.00	$ 200.00	$ 385.00	$ 240.00	$ 47,500	$ 38,000	$ 73,150	$ 45,600.00
707.101	2.0	EACH	PARK BENCH	$ 3,000.00	$ 2,800.00	$ 5,400.00	$ 3,500.00	$ 6,000	$ 5,600	$ 10,800	$ 7,000.00
707.121	4.0	EACH	CURVED BENCH - TYPE 1	$ 7,500.00	$ 5,150.00	$ 6,000.00	$ 8,500.00	$ 30,000	$ 20,600	$ 24,000	$ 34,000.00
707.122	2.0	EACH	CURVED BENCH - TYPE 2	$ 7,500.00	$ 5,150.00	$ 6,000.00	$ 8,500.00	$ 15,000	$ 10,300	$ 12,000	$ 17,000.00
707.9	1.0	EACH	BICYCLE RACK	$ 4,000.00	$ 3,500.00	$ 6,500.00	$ 1,650.00	$ 4,000	$ 3,500	$ 6,500	$ 1,650.00
715.1	1.0	EACH	RURAL MAIL BOX REMOVED AND RESET	$ 125.00	$ 350.00	$ 195.00	$ 285.00	$ 125	$ 350	$ 195	$ 285.00
750.	500.0	CY	BIORETENTION SOIL	$ 50.00	$ 87.00	$ 10.00	$ 50.00	$ 25,000	$ 43,500	$ 5,000	$ 25,000.00
751.	540.0	CY	LOAM BORROW	$ 50.00	$ 45.00	$ 100.00	$ 45.00	$ 27,000	$ 24,300	$ 54,000	$ 24,300.00
756.	1.0	LUMP SUM	NPDES STORM WATER POLLUTION PREVENTION PLAN	$ 75,000.00	$ 7,500.00	$ 7,000.00	$ 25,000.00	$ 75,000	$ 7,500	$ 7,000	$ 25,000.00
765.	3,540.0	SY	SEEDING	$ 1.10	$ 2.50	$ 3.75	$ 2.20	$ 3,894	$ 8,850	$ 13,275	$ 7,788.00
767.121	200.0	EACH	SEDIMENT CONTROL BARRIER	$ 7.00	$ 7.00	$ 17.00	$ 15.00	$ 1,400	$ 1,400	$ 3,400	$ 3,000.00
776.840	1.0	EACH	MAPLE - SUGAR 3-3.5 INCHES CALIPER	$ 1,500.00	$ 1,150.00	$ 2,300.00	$ 1,300.00	$ 1,500	$ 1,150	$ 2,300	$ 1,300.00
772.058	3.0	EACH	ARBORVITAE - EMERALD GREEN 5-6 FEET	$ 400.00	$ 310.50	$ 490.00	$ 275.00	$ 1,200	$ 932	$ 1,470	$ 825.00
777.249	2.0	EACH	OAK - SCARLET (3-3.5" CAL)	$ 1,500.00	$ 1,150.00	$ 2,300.00	$ 1,300.00	$ 3,000	$ 2,300	$ 4,600	$ 2,600.00
777.267	1.0	EACH	OAK - SWAMP WHITE (3-3.5" CAL)	$ 1,300.00	$ 1,046.00	$ 2,100.00	$ 1,150.00	$ 1,300	$ 1,046	$ 2,100	$ 1,150.00
778.161	3.0	EACH	BIRCH - RIVER 'HERITAGE' 8-10 FOOT CLUMP	$ 600.00	$ 437.00	$ 780.00	$ 430.00	$ 1,800	$ 1,311	$ 2,340	$ 1,290.00
783.047	4.0	EACH	SHAD TREE - DOWNY CLUMP (8-10' FT, CLUMP)	$ 1,300.00	$ 954.50	$ 1,970.00	$ 1,100.00	$ 5,200	$ 3,818	$ 7,880	$ 4,400.00
783.442	1.0	EACH	TULIP TREE 2.5-3 INCH CALIPER	$ 1,300.00	$ 1,276.50	$ 1,970.00	$ 1,100.00	$ 1,300	$ 1,277	$ 1,970	$ 1,100.00
787.039	3.0	EACH	DWARF MUGO PINE (2.5-3' FT)	$ 200.00	$ 115.00	$ 180.00	$ 100.00	$ 600	$ 345	$ 540	$ 300.00
787.082	6.0	EACH	RHODODENDRON - PINK ROSEBAY (3-4' FT)	$ 400.00	$ 310.50	$ 650.00	$ 365.00	$ 2,400	$ 1,863	$ 3,900	$ 2,190.00
790.635	20.0	EACH	DOGWOOD - REDOSIER 'ARCTIC FIRE' (2-3' FT)	$ 100.00	$ 71.30	$ 150.00	$ 85.00	$ 2,000	$ 1,426	$ 3,000	$ 1,700.00
794.735	29.0	EACH	SUMMERSWEET SHRUB (2-3' FT)	$ 75.00	$ 52.90	$ 94.00	$ 50.00	$ 2,175	$ 1,534	$ 2,726	$ 1,450.00
794.811	32.0	EACH	SWEETGALE (2-3' FT)	$ 100.00	$ 69.00	$ 125.00	$ 70.00	$ 3,200	$ 2,208	$ 4,000	$ 2,240.00
795.161	24.0	EACH	WINTERBERRY - 'SPARKLEBERRY' (3-4' FT)	$ 100.00	$ 66.70	$ 155.00	$ 85.00	$ 2,400	$ 1,601	$ 3,720	$ 2,040.00
795.185	5.0	EACH	WITCH HAZEL - AUTUMN BLOOMING 2-3 FEET	$ 100.00	$ 55.20	$ 98.00	$ 55.00	$ 500	$ 276	$ 490	$ 275.00
796.416	196.0	EACH	LITTLE BLUESTEM 2 GALLONS	$ 40.00	$ 27.60	$ 49.00	$ 27.00	$ 7,840	$ 5,410	$ 9,604	$ 5,292.00
796.450	172.0	EACH	PURPLE LOVE GRASS 2 GALLONS	$ 40.00	$ 27.60	$ 49.00	$ 27.00	$ 6,880	$ 4,747	$ 8,428	$ 4,644.00
796.485	585.0	EACH	PENNSYLVANIA SEDGE 1 GALLON	$ 30.00	$ 23.00	$ 35.00	$ 19.00	$ 17,550	$ 13,455	$ 20,475	$ 11,115.00
796.709	233.0	EACH	STRAWBERRY - APPALACHIAN BARREN 1 GALLON	$ 30.00	$ 23.00	$ 41.00	$ 22.00	$ 6,990	$ 5,359	$ 9,553	$ 5,126.00
796.711	229.0	EACH	BEARDTOUNGE 1 GALLON	$ 30.00	$ 23.00	$ 37.00	$ 20.00	$ 6,870	$ 5,267	$ 8,473	$ 4,580.00
796.714	18.0	EACH	BEE BALM 1 GALLON	$ 30.00	$ 23.00	$ 32.00	$ 18.00	$ 540	$ 414	$ 576	$ 324.00
796.716	159.0	EACH	BLACK-EYED SUSAN 1 GALLON	$ 30.00	$ 20.70	$ 32.00	$ 18.00	$ 4,770	$ 3,291	$ 5,088	$ 2,862.00
796.720	291.0	EACH	BUTTERFLY MILKWEED 1 GALLON	$ 30.00	$ 23.00	$ 41.00	$ 22.00	$ 8,730	$ 6,693	$ 11,931	$ 6,402.00
796.780	25.0	EACH	SPIKE GAYFEATHER 1 GALLON	$ 30.00	$ 23.00	$ 32.00	$ 18.00	$ 750	$ 575	$ 800	$ 450.00
796.794	26.0	EACH	BLUE FLAG 1 GALLON	$ 30.00	$ 23.00	$ 32.00	$ 18.00	$ 780	$ 598	$ 832	$ 468.00
796.803	166.0	EACH	NEW ENGLAND ASTER 1 GALLON	$ 30.00	$ 20.70	$ 32.00	$ 18.00	$ 4,980	$ 3,436	$ 5,312	$ 2,988.00
796.805	122.0	EACH	PHLOX - EMERALD PINK CREEPING 1 GALLON	$ 30.00	$ 27.19	$ 32.00	$ 18.00	$ 3,660	$ 3,317	$ 3,904	$ 2,196.00
796.849	20.0	EACH	SWEET JOE PYE WEED 1 GALLON	$ 30.00	$ 23.00	$ 37.00	$ 18.00	$ 600	$ 460	$ 740	$ 360.00
832.	175.0	SF	WARNING-REGULATORY AND ROUTE MARKER - ALUMINUM PANEL (TYPE A)	$ 25.00	$ 12.00	$ 18.00	$ 13.00	$ 4,375	$ 2,100	$ 3,150	$ 2,275.00
866.104	5,840.0	PER FOOT	4 INCH REFLECTORIZED WHITE LINE (THERMOPLASTIC)	$ 0.65	$ 1.25	$ 0.70	$ 0.65	$ 3,796	$ 7,300	$ 4,088	$ 3,796.00

866.112	870.0	PER FOOT	12 INCH REFLECTORIZED WHITE LINE (THERMOPLASTIC)	$ 7.00	$ 6.00	$ 3.75	$ 5.25	$ 6,090	$ 5,220	$ 3,263	$ 4,567.50
867.104	5,720.0	PER FOOT	4 INCH REFLECTORIZED YELLOW LINE (THERMOPLASTIC)	$ 0.65	$ 1.25	$ 0.65	$ 0.65	$ 3,718	$ 7,150	$ 3,718	$ 3,718.00
874.2	16.0	EACH	TRAFFIC SIGN REMOVED AND RESET	$ 200.00	$ 175.00	$ 95.00	$ 150.00	$ 3,200	$ 2,800	$ 1,520	$ 2,400.00
874.4	15.0	EACH	TRAFFIC SIGN REMOVED AND STACKED	$ 50.00	$ 25.00	$ 27.00	$ 25.00	$ 750	$ 375	$ 405	$ 375.00
999.	1.0	LUMP SUM	CONSTRUCTION STAKING	$ 40,000.00	$ 40,000.00	$ 15,000.00	$ 49,200.00	$ 40,000	$ 40,000	$ 15,000	$ 49,200.00
999.1	1.0	ALLOWANCE	POLICE SERVICES	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000	$ 10,000	$ 10,000	$ 10,000.00
999.2	1.0	LUMP SUM	AS-BUILT PLANS	$ 75,000.00	$ 30,000.00	$ 6,000.00	$ 24,000.00	$ 75,000	$ 30,000	$ 6,000	$ 24,000.00
Total Base								$ 2,496,029	$ 2,882,942	$ 3,108,751	$ 3,126,704
										From Bid Form:	
										Cost difference:	

ALT 1

Item No	Total Quantity	Unit	Description	E.H. Perkins Unit Price	J.H. Lynch & Sons, Inc.	ET&L Corp	R. M. Pacella	E.H. Perkins Unit Price	J.H. Lynch & Sons, Inc. Amount	ET&L Corp Amount	R. M. Pacella Amount
491.	330.0	PER SY	POURED IN PLACE PLAYGROUND SURFACING	$ 130.00	$ 175.00	$ 210.00	$ 140	$ 42,900.00	$ 57,750.00	$ 69,300.00	$ 46,200.00
708.01	1.0	LS	PLAYGROUND EQUIPMENT REMOVED AND RESET	$ 35,000.00	$ 35,500.00	$ 85,000.00	$ 65,000	$ 35,000.00	$ 35,500.00	$ 85,000.00	$ 65,000.00
812.501	30.0	EACH	PRECAST PEDESTAL FOUNDATION - TYPE A	$ 100.00	$ 0.01	$ 450.00	$ 1	$ 3,000.00	$ 0.30	$ 13,500.00	$ 30.00
812.502	12.0	EACH	PRECAST PEDESTAL FOUNDATION - TYPE B	$ 100.00	$ 0.01	$ 460.00	$ 1	$ 1,200.00	$ 0.12	$ 5,520.00	$ 12.00
							Total Alt 1 :	**$82,100.00**	**$93,250.42**	**$173,320.00**	**$111,242.00**
							From Bid Form:	**$82,100.00**	**$93,250.31**	**$173,320.00**	**$3,126,739.40**
							Cost Plus Base Bid:	**$2,578,129.00**	**$2,976,191.95**	**$3,282,070.90**	**$3,237,946.40**
							From Bid Form:	**$2,578,129.00**	**$2,976,191.84**	**$3,282,070.90**	**$3,126,739.40**
										Cost difference:	$0.00

Item No	Total Quantity	Unit	Description	E.H. Perkins Unit Price	J.H. Lynch & Sons	ET&L Corp	R. M. Pacella	E.H. Perkins Amount	J.H. Lynch & Sons Amount	ET&L Corp Amount	R. M. Pacella Amount
101.	0.1	ACRE	CLEARING AND GRUBBING	$ 50,000.00	$ 15,000.00	$ 61,000.00	$ 60,000.00	$ 5,000.00	$ 1,500.00	$ 6,100.00	$ 6,000.00
102.1	300.0	FT	TREE TRIMMING	$ 25.00	$ 30.00	$ 21.00	$ 25.00	$ 7,500.00	$ 9,000.00	$ 6,300.00	$ 7,500.00
120.1	100.0	CY	UNCLASSIFIED EXCAVATION	$ 45.00	$ 65.00	$ 72.00	$ 65.00	$ 4,500.00	$ 6,500.00	$ 7,200.00	$ 6,500.00
141.	200.0	CY	CLASS A TRENCH EXCAVATION	$ 20.00	$ 225.00	$ 70.00	$ 25.00	$ 4,000.00	$ 45,000.00	$ 14,000.00	$ 5,000.00
144.	5.0	CY	CLASS B ROCK EXCAVATION	$ 300.00	$ 400.00	$ 200.00	$ 350.00	$ 1,500.00	$ 2,000.00	$ 1,000.00	$ 1,750.00
151.	150.0	CY	GRAVEL BORROW	$ 15.00	$ 55.00	$ 80.00	$ 55.00	$ 2,250.00	$ 8,250.00	$ 12,000.00	$ 8,250.00
151.01	70.0	CY	GRAVEL BORROW - TYPE C	$ 15.00	$ 60.00	$ 76.00	$ 70.00	$ 1,050.00	$ 4,200.00	$ 5,320.00	$ 4,900.00
156.	5.0	PER TON	CRUSHED STONE	$ 35.00	$ 32.00	$ 56.00	$ 45.00	$ 175.00	$ 160.00	$ 280.00	$ 225.00
170.	350.0	SY	FINE GRADING AND COMPACTING - SUBGRADE AREA	$ 0.10	$ 15.00	$ 6.50	$ 25.00	$ 35.00	$ 5,250.00	$ 2,275.00	$ 8,750.00
201.	1.0	EACH	CATCH BASIN	$ 4,000.00	$ 5,500.00	$ 4,000.00	$ 10,000.00	$ 4,000.00	$ 5,500.00	$ 4,000.00	$ 10,000.00
201.2	1.0	EACH	ALTERNATIVE CATCH BASIN	$ 4,000.00	$ 0.01	$ 4,800.00	$ 11,500.00	$ 4,000.00	$ 0.01	$ 4,800.00	$ 11,500.00
203.	1.0	EACH	SPECIAL MANHOLE	$ 5,000.00	$ 6,500.00	$ 5,800.00	$ 12,500.00	$ 5,000.00	$ 6,500.00	$ 5,800.00	$ 12,500.00
222.3	4.0	EACH	FRAME AND GRATE (OR COVER) MUNICIPAL STANDARD	$ 750.00	$ 500.00	$ 830.00	$ 1,250.00	$ 3,000.00	$ 2,000.00	$ 3,320.00	$ 5,000.00
224.12	2.0	EACH	12 INCH HOOD	$ 500.00	$ 350.00	$ 525.00	$ 650.00	$ 1,000.00	$ 700.00	$ 1,050.00	$ 1,300.00
241.12	130.0	FT	12 INCH REINFORCED CONCRETE PIPE	$ 75.00	$ 115.00	$ 88.00	$ 95.00	$ 9,750.00	$ 14,950.00	$ 11,440.00	$ 12,350.00
242.12	1.0	EACH	12 INCH REINFORCED CONCRETE PIPE FLARED END	$ 1,000.00	$ 1,500.00	$ 750.00	$ 2,250.00	$ 1,000.00	$ 1,500.00	$ 750.00	$ 2,250.00
244.12	25.0	FT	12 INCH REINFORCED CONCRETE PIPE CLASS V	$ 75.00	$ 120.00	$ 140.00	$ 100.00	$ 1,875.00	$ 3,000.00	$ 3,500.00	$ 2,500.00
258.	10.0	SY	STONE FOR PIPE ENDS	$ 50.00	$ 275.00	$ 80.00	$ 65.00	$ 500.00	$ 2,750.00	$ 800.00	$ 650.00
415.2	1,700.0	SY	PAVEMENT FINE MILLING	$ 5.00	$ 4.00	$ 5.50	$ 5.50	$ 8,500.00	$ 6,800.00	$ 9,350.00	$ 9,350.00
451.	10.0	PER TON	HMA FOR PATCHING	$ 150.00	$ 285.00	$ 240.00	$ 365.00	$ 1,500.00	$ 2,850.00	$ 2,400.00	$ 3,650.00
452.	200.0	PER GALLON	ASPHALT EMULSION FOR TACK COAT	$ 5.00	$ 0.01	$ 7.00	$ 15.00	$ 1,000.00	$ 2.00	$ 1,400.00	$ 3,000.00
453.	1,200.0	PER FOOT	HMA JOINT SEALANT	$ 0.75	$ 0.01	$ 0.82	$ 0.25	$ 900.00	$ 12.00	$ 984.00	$ 300.00
460.23	170.0	PER TON	SUPERPAVE SURFACE COURSE - 12.5 (SSC - 12.5)	$ 95.00	$ 112.00	$ 124.00	$ 165.00	$ 16,150.00	$ 19,040.00	$ 21,080.00	$ 28,050.00

472.	10.0	PER TON	TEMPORARY ASPHALT PATCHING	$ 150.00	$ 225.00	$ 240.00	$ 200.00	$ 1,500.00	$ 2,250.00	$ 2,400.00	$ 2,000.00
506.	520.0	FT	GRANITE CURB TYPE VB - STRAIGHT	$ 45.00	$ 40.00	$ 40.00	$ 45.00	$ 23,400.00	$ 20,800.00	$ 20,800.00	$ 23,400.00
509.	20.0	FT	GRANITE TRANSITION CURB FOR PEDESTRIAN CURB RAMPS - STRAIGHT	$ 45.00	$ 65.00	$ 50.00	$ 45.00	$ 900.00	$ 1,300.00	$ 1,000.00	$ 900.00
514.	2.0	EACH	GRANITE CURB INLET - STRAIGHT	$ 500.00	$ 535.00	$ 415.00	$ 485.00	$ 1,000.00	$ 1,070.00	$ 830.00	$ 970.00
645.148	180.0	EACH	48 INCH CHAIN LINK FENCE (PIPE TOP RAIL) VINYL COATED (LINE POST OPTION)	$ 100.00	$ 75.00	$ 74.00	$ 51.00	$ 18,000.00	$ 13,500.00	$ 13,320.00	$ 9,180.00
652.048	2.0	EACH	48 INCH CHAIN LINK FENCE END POST	$ 500.00	$ 500.00	$ 340.00	$ 500.00	$ 1,000.00	$ 1,000.00	$ 680.00	$ 1,000.00
685.	120.0	CY	STONE MASONRY WALL IN CEMENT MORTAR	$ 750.00	$ 995.00	$ 800.00	$ 700.00	$ 90,000.00	$ 119,400.00	$ 96,000.00	$ 84,000.00
691.	150.0	FOOT	BALANCE STONE WALL REMOVED AND REBUILT	$ 300.00	$ 145.00	$ 100.00	$ 195.00	$ 45,000.00	$ 21,750.00	$ 15,000.00	$ 29,250.00
701.	350.0	SY	CEMENT CONCRETE SIDEWALK	$ 55.00	$ 45.00	$ 45.00	$ 65.00	$ 19,250.00	$ 15,750.00	$ 15,750.00	$ 22,750.00
701.1	15.0	SY	CEMENT CONCRETE SIDEWALK AT DRIVEWAYS	$ 75.00	$ 55.00	$ 58.00	$ 125.00	$ 1,125.00	$ 825.00	$ 870.00	$ 1,875.00
702.	5.0	PER TON	HOT MIX ASPHALT SIDEWALK OR DRIVEWAY	$ 200.00	$ 200.00	$ 190.00	$ 265.00	$ 1,000.00	$ 1,000.00	$ 950.00	$ 1,325.00
715.1	1.0	EACH	RURAL MAIL BOX REMOVED AND RESET	$ 125.00	$ 350.00	$ 165.00	$ 285.00	$ 125.00	$ 350.00	$ 165.00	$ 285.00
751.	75.0	CY	LOAM BORROW	$ 50.00	$ 45.00	$ 95.00	$ 45.00	$ 3,750.00	$ 3,375.00	$ 7,125.00	$ 3,375.00
765.	450.0	SY	SEEDING	$ 1.10	$ 2.50	$ 3.00	$ 2.20	$ 495.00	$ 1,125.00	$ 1,350.00	$ 990.00
767.121	150.0	EACH	SEDIMENT CONTROL BARRIER	$ 7.00	$ 7.00	$ 16.00	$ 15.00	$ 1,050.00	$ 1,050.00	$ 2,400.00	$ 2,250.00
866.104	1,100.0	PER FOOT	4 INCH REFLECTORIZED WHITE LINE (THERMOPLASTIC)	$ 0.65	$ 1.25	$ 0.70	$ 0.65	$ 715.00	$ 1,375.00	$ 770.00	$ 715.00
867.104	1,100.0	PER FOOT	4 INCH REFLECTORIZED YELLOW LINE (THERMOPLASTIC)	$ 0.65	$ 1.25	$ 0.70	$ 0.65	$ 715.00	$ 1,375.00	$ 770.00	$ 715.00
999.	1.0	LUMP SUM	CONSTRUCTION STAKING	$ 15,000.00	$ 8,000.00	$ 5,000.00	$ 5,000.00	$ 15,000.00	$ 8,000.00	$ 5,000.00	$ 5,000.00
999.2	1.0	LUMP SUM	AS-BUILT PLANS	$ 25,000.00	$ 8,000.00	$ 2,000.00	$ 5,000.00	$ 25,000.00	$ 8,000.00	$ 2,000.00	$ 5,000.00
					Total Alt 2 :			$ 333,210.00	$ 370,759.01	$ 312,329.00	$ 346,255.00
					Cost Plus Base Bid Plus Alt 1 & 2			$ 2,911,339.00	$ 3,346,950.96	$ 3,594,399.90	$ 3,584,201.40

ARTICLE XX:

To see if the Town will accept the provisions of Chapter 48, Sec. 42 of the Massachusetts General Laws "Establishment of fire departments; appointment of fire chief; removal; powers and duties":

"Towns accepting the provisions of this section and sections forty-three and forty-four, or which have accepted corresponding provisions of earlier laws may establish a fire department to be under the control of an officer to be known as the chief of the fire department. The chief shall be appointed by the selectmen, and shall receive such salary as the selectmen may from time to time determine, not exceeding in the aggregate the amount annually appropriated therefor. He may be removed for cause by the selectmen at any time after a hearing. He shall have charge of extinguishing fires in the town and the protection of life and property in case of fire. He shall purchase subject to the approval of the selectmen and keep in repair all property and apparatus used for and by the fire department. He shall have and exercise all the powers and discharge all the duties conferred or imposed by statute upon engineers in towns except as herein provided, and shall appoint a deputy chief and such officers and firemen as he may think necessary, and may remove the same at any time for cause and after a hearing. He shall have full and absolute authority in the administration of the department, shall make all rules and regulations for its operation, shall report to the selectmen from time to time as they may require, and shall annually report to the town the condition of the department with his recommendations thereon; he shall fix the compensation of the permanent and call members of the fire department subject to the approval of the selectmen. In the expenditure of money the chief shall be subject to such further limitations as the town may from time to time prescribe. The appointment of the chief of the fire department in any town or district having a population of five thousand or less may be for a period of three years.";

Or do or act anything in relation thereto.

Proposed by: FIRE CHIEF
Board of Selectmen Recommendation:
Advisory Committee Recommendation:

Summary: *Acceptance of this provision of the General Law would formally establish the responsibilities and authority of the Fire Chief.*

32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508)-485-3235 (508)-485-3887 (FAX)

ARTICLE XX:

To see if the Town will accept the provisions of Chapter 48, Sec. 43 of the Massachusetts General Laws "Duties of fire chief; role of fire warden":

"The chief of a fire department shall act as forest warden in all such towns which accept the provisions of either of the two preceding sections, and shall have authority to appoint deputy wardens and fix their compensation subject to the approval of the selectmen.";

Or do or act anything in relation thereto.

Proposed by: FIRE CHIEF
Board of Selectmen Recommendation:
Advisory Committee Recommendation:

Summary: *Acceptance of this provision of the General Law would formally establish the Fire Chief as forest warden for the town.*

32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508)-485-3235 (508)-485-3887 (FAX)

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	July 22, 2021
Name:	David Joyner
Home Address:	15 Skylar Drive SOUTHBOROUGH, MA 01772
Mailing Address:	100 Federal Street Boston
Current Occupation/Employer:	SVP/Senior Asset Manager/Bank of America
Narrative:	I have a long career in housing primarily focused on affordable housing. My roles have included property management, asset management, and advocacy. I am a member of the Community Preservation Committee here in Southborough. I am also in the background check process to be a Big Brother. I am available on evenings that the CPC is not meeting.
Board(s) / Committee(s):	___YOUTH COMMISSION

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	June 17, 2021
Name:	Isabella B Bogdanski
Home Address:	11 Ward Road SOUTHBOROUGH, MA 01772
Mailing Address:	11 Ward Road SOUTHBOROUGH, MA 01772
Current Occupation/Employer:	Bigelow Nurseries
Narrative:	I have open availability afternoons past 4pm as well as weekends. I am a current college graduate from Saint Mike's in Vermont with experience in agriculture and perennial production as well as environmental restoration techniques. I have a strong background in outdoor activities which is relevant to both the Trails and Stewardship Committees.
Board(s) / Committee(s):	___STEWARDSHIP COMMITTEE ___TRAILS COMMITTEE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	July 29, 2021
Name:	Stacie Bancroft
Home Address:	76 Mount Vickery Rd Southborough
Mailing Address:	76 Mount Vickery Rd Southborough
Current Occupation/Employer:	Behavior Analyst/New England Center for Children
Narrative:	I can commit 3-5 hours per month. I have enjoyed working with children and families for 20 years. I have a Ph.D. in behavior analysis and have extensive clinical experience in sleep, eating, toileting, behavioral, and general parenting strategy support. I teach graduate classes at WNEU university and have taught at Regis College on autism and developmental disabilities, child development and early intervention. I run a research lab on the development of leisure repertoires for children and families. I'm also a mom to 3 awesome kids ranging in age from 4 months to 7 years.
Board(s) / Committee(s):	___YOUTH COMMISSION

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

Monday, July 12, 2021

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Town of Southborough Board of Selectmen,

Enclosed, please find the following donation made to the Town of Southborough Ambulance Fund for your acceptance.

RECEIVED FROM:	AMOUNT:	ACCOUNT SPECIFIED:
Paula & Roberto Phillipo	$100	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration of this request.

Sincerely,

Steven E. Achilles
Southborough Fire Chief

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

Wednesday, July 28, 2021

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Town of Southborough Board of Selectmen,

Enclosed, please find the following donation made to the Town of Southborough Ambulance Fund for your acceptance.

RECEIVED FROM:	AMOUNT:	ACCOUNT SPECIFIED:
Richard and Barbara Sullivan	$200	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration of this request.

Sincerely,

Steven E. Achilles
Southborough Fire Chief

Noise Bylaw Ad-hoc Committee Charge

Charge and Process
The Noise Bylaw Ad-hoc Committee (the "Committee") is charged with the task of preparing a draft of a proposed Noise Bylaw for Southborough (the "Draft Bylaw").

The work of the Committee shall include, but not be limited to, the following:

- Review of previous versions of noise bylaws prepared for Southborough's Town Meetings;
- Review of the noise bylaw experience of other towns, particularly with respect to measurement of noise levels and flexibility for homeowners and commercial landscapers to maintain properties;
- Conduct a minimum of three (3) public forums for community (residents, businesses, etc.) input
- ~~Consideration of~~Clearly define purpose and enforcement that address current issues ~~issues~~;
- Consideration and evaluation of other approaches to selected aspects of the Draft Bylaw, and providing a report describing the "pros" and "cons" of these other approaches and the reason(s) that these alternatives were not recommended; and
- Providing periodic progress reports, as may be requested by the Board of Selectmen.

Membership
The Committee shall consist of five (5) "at-large" voting members, and two (2) ex-officio, non-voting members as follows:

- Five (5) "at-large" residents of the Town of Southborough, appointed by the Board of Selectmen;
- The Southborough Chief of Police, as an ex-officio, non-voting member; and
- One member of, or designee of, the Southborough Board of Health, as an ex-officio, non-voting member.

Term, Administration and Organization

- The Committee members shall be appointed for a term ending June 30, 2022;
- Ex-officio, non-voting Committee members shall not be counted for purposes of determining a quorum;
- Members shall serve without financial compensation; and
- The Committee shall determine what, if any, officers should be elected.

Schedule

- The Committee shall perform the work as detailed in the charge to deliver the Draft Bylaw and related reports by no later than 30 days before the printing deadline for the warrant for a Town Meeting (regular or special, as applicable) where the bylaw will be considered.

- The Committee shall work to produce a Draft Bylaw for consideration by Town Meeting as soon as reasonably possible, with the timing objective of no later than the 2022 Annual Town Meeting.

TOWN OF SOUTHBOROUGH

OFFICE OF THE TOWN ACCOUNTANT
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · cmcauliffe@southboroughma.com

TO: Board of Selectmen
FROM: Carla McAuliffe, Town Accountant
DATE: June 12, 2017
SUBJECT: Update on COVID-19 Funding

I wanted to provide the Board with an update on the status of the various State and Federal funding sources, issued to help communities deal with the financial obligations of effectively responding to the COVID-19 pandemic. While some of these funding sources appear to be winding down, such as FEMA and CARES, others such as ARPA are just beginning to ramp up. The requirements for determining funding eligibility, tracking expenses, and filing for reimbursement will only be increasing from what they currently are now. I would estimate that 50% of my time is currently spent on COVID-19 related work, which is in addition to my normal accounting responsibilities that presently includes closing out the previous Fiscal Year with the Dept. of Revenue and providing required information to our new audit firm.

CARES:

- Scheduled to end 12/31/2021;
- Reporting #5 is due 9/2/2021;
- Final Drawdown application, which includes anticipated expenditures through 12/31/2021, is due 10/29/2021;
- The US Department of the Treasury requires quarterly reports for CARES and have advised municipalities to continue to submit quarterly spending reports until September 2, 2022.

FEMA PA and Vaccine:

- FEMA PA Application #2 in process for expenses through 6/30/2021;
- FEMA Vaccine Application in process for COVID vaccine clinic expenses through 8/4/2021;
- We anticipate a 3rd FEMA PA application to be filed by the end of the calendar year for expenses 7/1/2021 through 9/30/2021;

- FEMA PA is scheduled to end on 9/30/2021, but they are required to provide a 30-day notice of the termination of the program, which has not yet been received.

ARPA:

- We have received $534,228 this fiscal year. We are still awaiting news on the disbursement of the county portion. All funds must be encumbered by 12/31/2024 and spent by 12/31/2026.
- The federal public comment period for ARPA closed on 7/16/2021 the final ruling should be released on or about 9/1/2021.
- Revised Amount $3,051,241 (includes County portion)

Federal Infrastructure Bill:

- Senate passed by a vote of 69-30 on August 10, 2021. Awaiting deliberation and vote in the House, TBD.

U.S. DEPARTMENT OF THE TREASURY



Coronavirus State and Local Fiscal Recovery Funds

The American Rescue Plan will deliver $350 billion for state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs.

The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Funding Objectives

- **Support urgent COVID-19 response efforts** to continue to decrease spread of the virus and bring the pandemic under control
- **Replace lost public sector revenue** to strengthen support for vital public services and help retain jobs
- **Support immediate economic stabilization** for households and businesses
- **Address systemic public health and economic challenges** that have contributed to the inequal impact of the pandemic

Eligible Jurisdictions & Allocations

Direct Recipients

- States and District of Columbia ($195.3 billion)
- Counties ($65.1 billion)
- Metropolitan cities ($45.6 billion)
- Tribal governments ($20.0 billion)
- Territories ($4.5 billion)

Indirect Recipients

- Non-entitlement units ($19.5 billion)

Support Public Health Response
Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff

Address Negative Economic Impacts
Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector

Replace Public Sector Revenue Loss
Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic

Premium Pay for Essential Workers
Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors

Water and Sewer Infrastructure
Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure

Broadband Infrastructure
Make necessary investments to provide unserved or underserved locations with new or expanded broadband access

For More Information: Please visit www.treasury.gov/SLFRP
For Media Inquiries: Please contact the U.S. Treasury Press Office at (202) 622-2960
For General Inquiries: Please email SLFRP@treasury.gov for additional information

U.S. DEPARTMENT OF THE TREASURY

Example Uses of Funds

Support Public Health Response

- **Services to contain and mitigate the spread of COVID-19,** including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services,** including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response

Address Negative Economic Impacts

- **Deliver assistance to workers and families,** including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries,** including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs

Replace Public Sector Revenue Loss

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to the expected trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag

Premium Pay for Essential Workers

- **Provide premium pay to essential workers,** both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers,** who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker's wages

Water & Sewer Infrastructure

- **Includes improvements to infrastructure,** such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund

Broadband Infrastructure

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund

Equity-Focused Services

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments

Ineligible Uses

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

The examples listed in this document are non-exhaustive, do not describe all terms and conditions associated with the use of this funding, and do not describe all the restrictions on use that may apply. The U.S. Department of the Treasury provides this document, the State and Local contact channels, and other resources for informational purposes. Although efforts have been made to ensure the accuracy of the information provided, the information is subject to change or correction. Any Coronavirus State and Local Fiscal Recovery Funds received will be subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which shall incorporate the provisions of the Interim Final Rule and/or Final Rule that implements this program.

Proposal for American Rescue Plan Act (ARPA) Grant Support Services for the Town of Southborough

Presented by

CAPITAL STRATEGIC SOLUTIONS

Overview

Capital Strategic Solutions (CSS) is a certified **Women-Owned Business** that specializes in grant writing and administration, community/public relations, community engagement, crisis communication, website design services and tactical social media outreach. At CSS, we provide specialized grant writing and administration focused on state and federal grant programs. We offer professional consulting services through an authentic exchange with our clients and by building meaningful relationships. CSS provides support services to assist our clients in developing the tools that they need for success. Our team focuses on the organization and flow of information and will conduct research to allow our clients to increase their productivity. We strive to obtain sustainable results that benefit the community.

Primary Goal

Capital Strategic Solutions will provide specialized consulting services to include grant management and reporting in an effort to maximize the Town of Southborough's drawdown of state and federal funding streams from the American Rescue Plan Act (ARPA) and other Covid-19 pandemic recovery programs.

CSS is prepared to offer the following services including, but not limited to:

- **Preparation of a proposed plan of projects to be undertaken through available funding related to ARPA and any other Covid-19 recovery program**
- **Development of a comprehensive portfolio with multiple funding streams to support the Town of Southborough's Covid-19 pandemic disaster response and economic recovery**
- **Financial, procurement and administrative support services associated with ARPA and COVID-19 funding**
- **Management of the Town's disaster recovery funding streams in compliance with the Office of Management and Budgets (OMB) Uniform Administrative Requirements, cost principles and audit requirements for federal awards**

Project Planning for ARPA and Covid-19 Funding

Working with input from the town's designated staff members, CSS will create and provide the Town of Southborough with a comprehensive list of potential projects that could be considered for funding through various federal and state programs including:

- **American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Fund**
- **CARES Act: Coronavirus Relief Fund – Municipal Program**
- **Federal Emergency Management Agency (FEMA) Public Assistance Programs related to the Covid-19 Pandemic**
- **Department of Environmental Protection (DEP) and Environmental Protection Agency (EPA) programs for infrastructure projects related to pandemic economic recovery**
- **Other grants and funding related to response and recovery from the Covid-19 pandemic**

Capital Strategic Solutions will provide the Town of Southborough with a Project Plan so that officials and staff members can make informed decisions on which projects should receive available funding.

Covid-19 Pandemic Recovery Funding Portfolio

Capital Strategic Solutions will develop a comprehensive recovery funding portfolio for the Town of Southborough with multiple funding streams to support the Town's Covid-19 pandemic disaster response and economic recovery. The portfolio will include reimbursement programs, stimulus funding, grants or loans from various federal or state programs, especially those identified in Covid-19 related state and federal legislation.

CSS will manage the flow of recovery funding programs through submission, approval, denial and appeals, and/or implementation and closeout of all related projects. This effort shall augment and expand the Town's capacity for cost tracking, recordkeeping, records retention and fiscal management to support the recovery programs associated with the pandemic. CSS will develop a fiscal management tool to assist in tracking all Covid-19 pandemic recovery funding and expenditures and shall provide appropriate written and oral reporting of all funding streams related to Covid-19 pandemic recovery funding.

Financial, Procurement & Administrative Support Services

Capital Strategic Services has decades of experience working with municipal finance, state and federal procurement requirements. The Project Manager also possesses extensive experience and training related to emergency management and federal grants management. CSS is prepared to provide the administrative support that is necessary to appropriately file

for reimbursements through state and federal funding and shall supply the Town of Southborough will full reporting on all grant activities related to the Covid-19 pandemic recovery funding on a weekly, bi-weekly or monthly basis at the discretion of the Town.

Project Manager:

Designated Project Manager: Jennifer Thompson, MPA
With over twenty years of experience in the public sector, Jennifer has spent much of her career managing multimillion dollar budgets, infrastructure funding, and administering state and federal grants in both large and small communities. She has a strong background and training in emergency management and is MCPPO certified. Jennifer holds a Masters Degree in Public Administration, a Bachelors Degree in Communications, as well as many professional certifications.

A *Not to Exceed* proposal for the fiscal management and reporting of grant funding related to recovery from the Covid-19 pandemic for a period covering one year is ***Forty-Nine Thousand Six Hundred Dollars ($49,600)***. Work will commence upon the signed acceptance of the proposed services as described above.

Nichol Figueiredo

Authorized by Nichol M. Figueiredo
Chief Executive Officer
Capital Strategic Solutions, LLC.
July 28, 2021

Authorized by _____

_____
Town of Southborough
July 28, 2021

KENNETH M. PAULHUS
CHIEF OF POLICE

TOWN OF SOUTHBOROUGH
POLICE DEPARTMENT

32 Cordaville Road
Southborough, Massachusetts 01772

Emergency: 9-1-
All Other: (508)485-212
Business: (508)485-214
Fax: (508)485-463
kpaulhus@southboroughma.com

To: Southborough Board of Selectmen

From: Police Chief Kenneth Paulhus

Subject: Full-Time Telecommunications Officer

Date: July 27, 2021

Dear Board of Selectmen:

Please consider my recommendation to elevate Mr. Daniel Moreira as a Full-Time Telecommunications Officer, effective on August 19, 2021. He is currently a Part-Time T/C Officer for the Department. The opening became available when T/C Officer John Terranova resigned from the position on June 5, 2021, to pursue other employment.

The recommended pay rate for the position will be **Step 1 of the Local 44 Contract, $22.41 per hour**, based on his past training and experience.

Please feel free to contact me with any questions you might have.

Kenneth M. Paulhus
Chief of Police

KENNETH M. PAULHUS
CHIEF OF POLICE

TOWN OF SOUTHBOROUGH
POLICE DEPARTMENT

32 Cordaville Road
Southborough, Massachusetts 01772

Emergency: 9-1-1
All Other: (508)485-2121
Business: (508)485-2147
Fax: (508)485-4634
kpaulhus@southboroughma.com

To: Honorable Board of Selectmen

From: Chief Kenneth M. Paulhus

Subject: Appointment of Probationary Officer Luke Soccorso

Date: July 28, 2021

Dear Board of Selectmen:

Please consider my request to appoint Mr. Luke Soccorso as a Probationary Police Officer with the Town of Southborough, effective August 19, 2021. He is a resident of Worcester. Mr. Soccorso is currently working as a Campus Police Officer at Framingham State University. In addition, he holds a B.A. Degree in Criminal Justice from Curry College, and is a 2018 graduate of the MPTC Special State Police Officer Academy in New Braintree.

As you can see from his resume, Mr. Soccorso holds advanced training and experience in the public safety profession that will be of great benefit to the Southborough Police Department.

The position is available due to the resignation of Patrolman John Officer in May of this year.

Mr. Soccorso's compensation will be PS-7 Step 1, $1,008.87 per week (Local 167 Contract).

Please contact me with any questions or concerns.

Kenneth M. Paulhus
Chief of Police

Protecting Our Community...Together!

Luke Soccorso

[redacted]

OBJECTIVE

Law enforcement professional with a strong interest in helping and serving people. Seeking a job that requires strong leadership, composure and an employer with a high level of productivity. Currently working at Framingham State University Police Department and interested in a job with a local city/town. Starting July 1st my SSPO academy will be accepted by the MPTC as an equivalent to a full-time academy.

EDUCATION

Foxboro High School, Foxboro, MA
Graduated in 2010
Curry College, Milton, MA
Bachelor of Arts, May 2014
Major: Criminal Justice
Minor: Communications
GPA: 3.53

EXPERIENCE

Police Officer, Framingham State University — January 2019- Present

- Full time police officer patrolling campus and answering calls for service
- Assist Framingham Police Department when requested with matters within the vicinity of campus

Police Officer, Western New England University (Springfield MA) — June 2017- January 2019

- Full time police officer patrolling campus and answering calls for service
- Assist Springfield Police Department with off campus parties and various issues involving students
- Work police details on campus for large events such as football games, school dances, and graduation

Reserve Police Officer, Mansfield Police Department — June 2015-June 2017

- Various road details directing traffic and providing security for various venues
- Police patrol at concerts and events enforcing laws and keeping peace
- A first responder to a wide variety of calls

Transportation Security Administration Officer (TSA), Boston/Logan — January 2015 - April 2016

- Effectively screened thousands of passengers each day keeping the traveling public safe
- Preformed bag searches confiscating prohibited items from passengers
- Interpreted thousands of x-ray images daily looking for prohibited items in carry-on bags
- Confirmed identities of passengers checking travel documents and various government issued ID's

Massachusetts Police Academy's

SSPO #29, (Special State Police Officer Academy) — April 2018- August 2018
- Held at the Massachusetts State Police Academy in New Braintree MA
- 18 week program, upon graduation returned to Western New England University as a Police Officer

South Suburban Police Institute (Basic Reserve Program) — August 2014- February 2015
-MPTC Basic Reserve Academy held at 35 Neponset Avenue, Foxboro, MA 02035

KENNETH M. PAULHUS
CHIEF OF POLICE

TOWN OF SOUTHBOROUGH
POLICE DEPARTMENT

32 Cordaville Road
Southborough, Massachusetts 01772

Emergency: 9-1-1
All Other: (508)485-2121
Business: (508)485-2147
Fax: (508)485-4634
kpaulhus@southboroughma.com

To: Southborough Board of Selectmen

From: Police Chief Kenneth M. Paulhus

Subject: Part-Time Telecommunications Officer/Dispatcher

Date: August 4, 2021

Dear Board of Selectmen:

Please consider my recommendation to appoint Ms. Nancy Dauteuil as a Part-Time Telecommunications Officer with the Southborough Police. The Department is looking to expand the number of P/T Staff in order to fill open shifts.

Ms. Dauteuil is a resident of Grafton. She is currently a part-time dispatcher with the Grafton Police Department, and holds all of the necessary certifications. As you see from her resume, Ms. Dauteuil has vast experience in public service that will be of great benefit to the Southborough Police Department.

Her starting date will be determined shortly after successful completion of a number of screening checks, and the Boards approval.

The recommended pay rate would be Grade 3 of the SAP, $22.00 per hour based on her past experience. Please feel free to contact me with any questions you might have.

Kenneth M. Paulhus
Chief of Police

Protecting Our Community...Together!

Nancy D'Auteuil

[redacted] Grafton MA 01519

[redacted]

SUMMARY STATEMENT

Experienced public safety dispatcher seeking a part-time or per-diem dispatch position at municipal police department where there are additional opportunities to work traffic details.

PROFESSIONAL EXPERIENCE

911 Dispatcher, June 2017 present
Grafton Police Dept, Grafton MA
Job Type: Part-time 24/7, 16+ hrs
Supervisor: Lt. Neil Minardi, 508-614-0483

Detention Coordinator, December 2009 – September 2016
Warrant Apprehension Officer, December 2003 – December 2009
MA Department of Youth Services, Worcester MA
Salary: $73,000 per year
Job Type: full-time, 40 hrs
Supervisor: Daniel O'Sullivan, 508-614-0563

Field Investigator, November 1999 – December 2003
MA Department of Industrial Accidents, Worcester MA
Salary: $49,000 per year
Job Type: full-time, 40 hrs
Supervisor: John Zimini 617-727-4900

Police Officer, October 1986 – November 1996
Grafton Police Department, Grafton MA
Salary: $49,000
Job Type: full-time, 40 hrs
Supervisor: Chief Russell Messier

EDUCATION

Master of Science in Criminal Justice Administration May 1997
Western New England College, Springfield MA

Bachelor of Science in Liberal Studies May 1994
Assumption College, Worcester MA

CERTIFICATIONS

APCO Basic Telecommunications, CPR/First Aid/AED, EMD, Next Gen 911, CJIS, MPI Inservice

Lori Esposito

From: Jason W. Malinowski
Sent: Tuesday, August 10, 2021 9:55 AM
To: Mark Purple
Cc: John Parent; Lori Esposito; Lisa Braccio
Subject: Town House OPM RFQ

Hi Mark,

The Capital Planning Committee met last night and voted unanimously to recommend that the BOS award the OPM contract for the Town House project to Central Mass Projects. John Parent and Lori Esposito did an initial scoring of the five submissions which left three finalists. We interviewed each finalist in an open public meeting to reach this consensus.

Can you also facilitate notifications/updates to the firms consistent with what we just did on the Space Needs Designer RFQ.

Please let me know if you have any questions.

Thanks,

Jason

TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS

147 Cordaville Road
Southborough, MA 01772

Tel: 508-485-1210
Fax: 508-229-4444

DATE: August 11, 2021

MEMORANDUM

TO: **Southborough Board of Selectmen**
CC: **Mark Purple, Town Administrator**
FROM: **Karen Galligan, DPW Superintendent**
SUBJECT: **Catch Basin Cleaning Contract**

As you all know the Town of Southborough is a member of the Metropolitan Planning Commission (MAPC).

The MAPC has developed some consortium bids for Public Works Maintenance that we participate in regularly. These bids are evaluated yearly for renewal and are rebid a minimum of every three years.

The Catch Basin Cleaning contract is one contract that we use every year. This contract was rebid in 2021 and although there were two bidders, only one was pre-qualified, so there was only one responsive bidder. The bid tabulation is attached. The money for this work is in the DPW Budget in line item 53880.

Therefore, I am requesting that the Selectmen award the Catch Basin Cleaning Contract to R.J. Gabriel Construction Co. Inc., 785 Bedford Street, Bridgewater, MA 02324.

9. CATCH BASIN CLEANING & RELATED SERVICES

Catch Basin Cleaning & Related Services					Low Bid: Truax (Not Prequal-ed)				2nd Low: RJ Gabriel			
				Bid Total (Subtotals A + B + C + D + E + F) =	$ -			Bid Total (Subtotals A + B + C + D + E + F) =			$ 116,920.00	
A. Catch Basin Cleaning [Disposal by Town]				**Subtotal =**	$ -					**Subtotal =**	$ 49,350.00	
1)	Routine M	1,900	x	/EA =	$ -			x 16.50	/EA =		$ 31,350.00	
2)	Emergency	100	x	/HR	$ -			x 180.00	/HR		$ 18,000.00	
		-										
B. Catch Basin Cleaning [Dispos		-		**Subtotal =**	$ -					**Subtotal =**	$ 58,055.00	
1)	Routine M	10	x	/EA =	$ -			x 30.50	/EA =		$ 305.00	
2)	Emergency	154	x	/HR	$ -			x 375.00	/HR		$ 57,750.00	
		6										
C. Jet Rodding [Disposal by Con		470		**Subtotal =**	$ -					**Subtotal =**	$ -	
1)	Routine M	-	x	/EA =	$ -			x 75.00	/EA =		$ -	
2)	Emergency	-	x	/HR =	$ -			x 195.00	/HR =		$ -	
		-										
D. Drain Line Video Inspection &		-		**Subtotal =**	$ -					**Subtotal =**	$ 7,215.00	
1)	Inspection	-	x	/DY =	$ -			x 1,500.00	/DY =		$ -	
2)	Emergency	13	x	/HR =	$ -			x 555.00	/HR =		$ 7,215.00	
E. Water Quality Structure Maint		-		**Subtotal =**	$ -					**Subtotal =**	$ 2,000.00	
1)	Routine M	-	x	/EA	-			x 520.00	/EA		-	
2)	Emergency	8	x	/HR	-			x 250.00	/HR		2,000	
	*Pricing should reflec	18										
F. Water Quality Structure Maint		-		**Subtotal =**	$ -					**Subtotal =**	$ 300.00	
1)	Routine M	-	x	/EA =	$ -			x 520.00	/EA =		$ -	
2)	Emergency	1	x	/HR	$ -			x 300.00	/HR		$ 300.00	

*Pricing should reflect maintenance for all brands expected to be encountered.

MW 2020 PW1 - Bid Price Form

Bidder Name: R.J. Gabriel Const. Co. I
Bidder Initials: (RJG)

Bid Item	Estimated Quantity	x	Bid Price	/ Unit	=	Total
9. CATCH BASIN CLEANING & RELATED SERVICES						
Catch Basin Cleaning & Related Services			**Bid Total (Subtotals A + B + C + D + E + F) =**			$223,106.00
A. Catch Basin Cleaning [Disposal by Town]					**Subtotal =**	$71,181.00
1) Routine Maintenance	4,314	x	$16.50	/EA	=	$71,181.00
2) Emergency & Unscheduled Service	As Needed	@	$180.00	/HR		
B. Catch Basin Cleaning [Disposal by Contractor]					**Subtotal =**	$99,125.00
1) Routine Maintenance	3,250	x	$30.50	/EA	=	$99,125.00
2) Emergency & Unscheduled Service	As Needed	@	$375.00	/HR		
C. Jet Rodding [Disposal by Contractor]					**Subtotal =**	$10,860.00
1) Routine Maintenance	20	x	$75.00	/EA	=	$1500.00
2) Emergency & Unscheduled Service	48	x	$195.00	/HR	=	$9,360.00
D. Drain Line Video Inspection & Reporting					**Subtotal =**	$40,380.00
1) Inspection & Reporting	21	x	$1,500.00	/DY	=	$31,500.00
2) Emergency & Unscheduled Service	16	x	$555	/HR	=	$8,880.00
E. Water Quality Structure Maintenance [Disposal by Town]*					**Subtotal =**	$ —
1) Routine Maintenance	As Needed	@	$340.00	/EA		
2) Emergency & Unscheduled Service	As Needed	@	$250.00	/HR		
*Pricing should reflect maintenance for all brands expected to be encountered.						
F. Water Quality Structure Maintenance [Disposal by Contractor]*					**Subtotal =**	$1560.00
1) Routine Maintenance	3	x	$520	/EA	=	$1560.00
2) Emergency & Unscheduled Service	As Needed	@	$300	/HR		
*Pricing should reflect maintenance for all brands expected to be encountered.						

Town of Southborough
Emergency Management

ENHANCING COMMUNITY SAFETY THROUGH EDUCATION AND PREPAREDNESS

July 18, 2021

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Board Members,

I am writing to request appointment of the following member to the Southborough Emergency Planning Committee (SEPC) – SARA Title III. This appointment will fill a currently vacant position.

Please Appoint:

Name:	Ms. Taylor West
Position:	Public Health & Medical (Board of Health, Registered Nurse) Representative
Home Address:	48 Flagg Road, Southborough, MA 01772

If you have any questions or comments related to this request, please contact me at any time.

Regards,

Neal Aspesi
Neal P. Aspesi
Director of Operations

21 Main Street, Southborough, Massachusetts 01772
508-485-3235 / 508-485-3887 fax

Town of Southborough—Public Shade Tree Policy

The Town of Southborough (the "Town") is a designated Tree City. Town residents value the benefits that trees bring to the community—including providing shade, beauty and wildlife refuge, providing clean air, stabilizing land and filtering water. The Town is committed to preserving this important asset to the greatest extent reasonably possible, and to pursuing opportunities to enhance this asset through tree planting programs.

Massachusetts has adopted a variety of laws designed to protect "public shade trees" (as defined by MGL Ch 87). There are additional State regulations (in MGL Ch 40 Sec 15C) relative to trees located along roads that have been designated as "scenic ways" (and there are approximately 18 of these scenic ways in the Town). Chapter 153 of the Town Code also contains regulations relative to trees and 220 CMR 22.03 details "vegetation management" activities by utility companies.

The Town, through this policy, intends to clarify how the Town will work within, and where appropriate, will expand on, the State regulations for tree-related activities by Town departments and non-Town entities.

Public Shade Tree Definition
All trees within a public way or on the boundaries thereof are public shade trees. To determine if a particular tree is a public shade tree an individual may call the DPW office at 508-485-1210 and a determination will be made.

Tree Warden
The Tree Warden ("TW") shall be responsible for the care and control of all public shade trees, shrubs and vegetation along Town roadways, and shall enforce all the provisions of State and local regulations for the preservation of such trees, shrubs and vegetation.

Planting Public Shade Trees
The TW, or an individual or an organization acting with the written consent of the TW, may plant shade trees acquired with public or private funds in a public way, or if the TW deems it expedient, upon adjoining land at a distance not exceeding 20 feet from the layout of such public way, for the purpose of improving, protecting, shading or ornamenting the same; provided, however, that the written consent of the owner of such adjoining land shall first be obtained.

Southborough residents and/or business owners interested in planting a public shade tree or in contributing to the Town's tree planting program can find more information at: https://www.southboroughtown.com/planning-board/webforms/tree-planting-program.

Reporting Of Public Shade Tree Issues
To report a public shade tree that appears to be dead or dying, as well as to report dead limbs on such a tree that may pose a hazard to sidewalks, roadways, or privately-owned structures, an individual may call the DPW office during business hours at 508-485-1210. The TW will determine if the tree at issue is a public shade tree, will assess the situation, and will report his findings to the DPW Office. The DPW Office will contact the reporter to inform them of the status of their issue.

DRAFT

Public Shade Tree Management in Southborough

The Southborough DPW does not have a "Tree Division". Tree removals and most tree trimming in the Town is done by third-party contractors. The Town's contractors cannot work near utility wires. Trees that are threats to utility wires will be referred to National Grid or other utility companies, as appropriate, and the utility company will arrange for necessary trimming or removal (subject to State regulations and Town policy) of such trees.

The TW shall work to create and maintain a database of the public shade trees in the Town. This database shall include, but not be limited to, the following information: location, species, size (approximate diameter and height), and general condition.

Public Shade Tree Cutting, Trimming or Removal

Public Shade Trees shall not be cut, trimmed or removed on whole or in part (except, for example, in an "emergency situation" involving danger to the public, as described in MGL Ch 87 Sec 5) without approval through a Public Shade Tree Hearing ("PSTH") or without being part of an approved "Annual Plan" submitted by a utility company.

QUESTION FOR THE BOS: Which of the following two sentence versions will apply?

[DPW version of the following sentence:]

If a public shade tree that is being considered for cutting, trimming or removal is located on a scenic way, a PSTH with the Planning Board and a PSTH with the TW is required; when possible, or when required by law, the two hearings will be consolidated . Otherwise, the PSTHs will be conducted separately by the TW and the Planning Board.

[Planning Board version of the following sentence:]

If a public shade tree that is being considered for cutting, trimming or removal is located on a scenic way, a consolidated PSTH with the Planning Board and the TW is required.

Appeals for all PSTH decisions about tree cutting, trimming or removal are heard by the Board of Selectmen. The attached flowchart summarizes the process for tree work in a variety of circumstances. Anyone with additional questions about this process can contact the DPW.

Public Shade Tree Hearings

Any PSTH shall be held in accordance with MGL chapter 87 section 3 and/or MGL chapter 40 section 15C and/or the Town's public shade tree policy. The PSTH process shall include a public "Viewing" of each tree to be considered at a PSTH, with notice of such Viewing to be posted on the Town website and with such Viewing to be conducted by the TW, to occur at least one week prior to the PSTH. The Viewing may include the TW, any technical experts (such as an arborist) deemed appropriate by TW, interested members of any Town boards or committees, and any interested members of the public. The date and time of a PSTH hearing and the related Viewing shall be publicized on a placard affixed to the tree, publicized in the legal notices section of a local newspaper, publicized on the DPW web site and included on the "meetings calendar" on the Town web site. Notices of PSTHs and a list of trees associated with those hearings shall be provided to the Town Planner and the Town Administrator for distribution to their respective Boards and to

the public. Any objection to the cutting, trimming or removal of a public shade tree that is the subject of a PSTH may be communicated in writing, including e-mail, to the TW or DPW Superintendent, either prior to the PSTH or at the PSTH. The TW shall not authorize the cutting, trimming or removal or grant a permit for the cutting, trimming or removal of a public shade tree if a written objection is made by one or more persons, unless and until the Board of Selectman approves such cutting, trimming or removal.

A resident who requests the cutting, trimming or removal of a living public shade tree that is approved for such cutting, trimming or removal is legally responsible for all costs associated with this process, including PSTH advertisement/notification, and cutting, trimming or removing the tree or any tree debris related to such cutting, trimming or removal (including the removal to ground level of the stump of such tree).

Utility Company Tree and Vegetation Management Activities

There are non-local provisions regarding tree work and vegetation management by utility companies as well as Town policy applicable for such work, as follows:

- The TW shall request from utility companies, and such utility companies shall submit (per MGL Ch 87 Sec 14), an annual "Hazard Tree Removal Plan" and/or a "Vegetation Management Plan", as applicable (separately, and together, an "Annual Plan") describing any planned tree trimming or removal work or vegetation management work in the Town. Such Annual Plan shall include at least the following information: a map of the utility circuits or structures where maintenance will occur; a listing of any public shade tree (including the location of such tree(s)) expected to be affected by such work (i.e., either to be removed or to be trimmed to a degree that adversely affects the viability or structural integrity of such tree); and a map showing the location of any public shade tree affected by the Annual Plan. A map showing the work locations and the listing of any affected public shade tree(s) for each Annual Plan shall be posted on the DPW's website and sent to the Town Planner and the Town Administrator for distribution to their respective Boards and to the public.
- Any public shade tree expected to be affected by such work (as above) will be appropriately marked by the utility company, so that the public may be made aware of the proposed work. The TW and the utility representative(s) will visit the proposed work site(s) to inspect the proposed work (and for any such public shade tree located on a scenic way, this visit shall include a representative of the Planning Board).
- Any Annual Plan shall be submitted to the TW no less than 90 days prior to the date the utility company proposes to begin its maintenance work or tree removal work. Upon receipt of the Annual Plan the TW shall submit the plan to the Board of Selectmen and the Planning Board for their review and comment.
- The TW will notify the utility within 60 days of receipt of an Annual Plan if the plan is approved or not approved by the TW and the Board of Selectmen (and, for tree work along scenic ways, by the Planning Board). No tree removal or trimming work or vegetation management work affecting a public shade tree that is not part of an Annual Plan approved by the TW and the Board of Selectmen shall be done by the utility company without approval through a PSTH.
- In addition to the Annual Plan submission, a utility will provide at least 30 days advance written notice to the TW before beginning tree trimming or tree removal work pursuant to an approved Annual Plan.

DRAFT

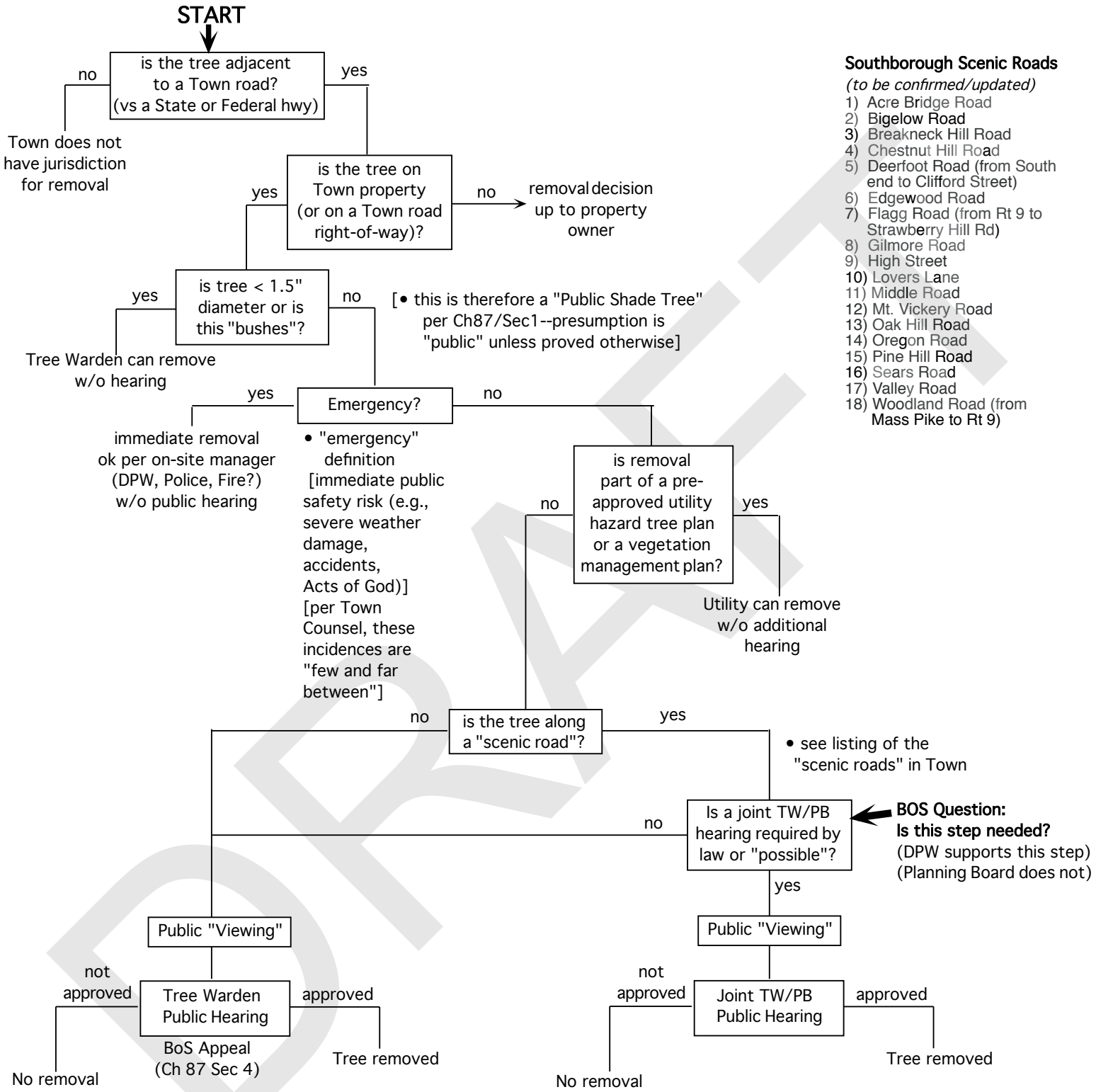
- If during trimming operations the utility discovers a hollow or compromised tree, the utility may contact the TW to request advance approval for removal. For any such proposed cutting, trimming or removal that is not included in an approved Annual Plan and that does not qualify as "emergency" cutting, trimming or removal (pursuant to the Town's tree removal policy), the TW will arrange for a PSTH, per the Town's standard tree removal process—with approval pursuant to this process required before such cutting, trimming or removal can take place.
- Per 220 CMR 22.03 (Electric Utility Vegetation Maintenance Notice), any "transmission company" is required to notify the Town no later than March 31 each year about any vegetation maintenance activities to be performed during the following calendar year. Such plans shall include identification and marking of each public shade tree to be removed (or trimmed to a degree that adversely affects the viability or structural integrity of such a tree).

Adopted by the Board of Selectmen on _____, 2021

DRAFT

TREE REMOVAL PROCESS OVERVIEW

Draft 8/11/21



Southborough Scenic Roads

(to be confirmed/updated)

1) Acre Bridge Road
2) Bigelow Road
3) Breakneck Hill Road
4) Chestnut Hill Road
5) Deerfoot Road (from South end to Clifford Street)
6) Edgewood Road
7) Flagg Road (from Rt 9 to Strawberry Hill Rd)
8) Gilmore Road
9) High Street
10) Lovers Lane
11) Middle Road
12) Mt. Vickery Road
13) Oak Hill Road
14) Oregon Road
15) Pine Hill Road
16) Sears Road
17) Valley Road
18) Woodland Road (from Mass Pike to Rt 9)

- Tree Warden hearing required for non-scenic-road trees
  (although a tree hearing is technically not required to remove trees deemed by DPW to obstruct, endanger, hinder or incommode travelers or to remove trees as part of a pest control or road widening activity)
- any objection to TW decision is subject to appeal to the Board of Selectmen

- Joint TW/Planning Board hearing is required for tree work related to "any repair, maintenance, reconstruction, or paving" on a scenic road
- For other scenic road work (including for reasons such as pest control, traveler safety, or widening), the joint TW/Planning Board hearing may not be technically required, but a joint hearing may be held for convenience
- any objection to TW/Planning Board decision is subject to appeal to the Board of Selectmen

DRAFT

RECEIVED
By kbattles at 11:23 am, Nov 18, 2021

Board of Selectmen
Executive Session Meeting Minutes
Tuesday, August 17, 2021
McAuliffe Meeting Room
Town House, 17 Common Street, Southborough, MA

Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey and Sam Stivers

The Board voted to enter Executive Session at 11:36 P.M. per M.G.L. Chapter 30A, Section 21, and not returning to Open Session, to discuss contract negotiations for the Town Administrator (Exemption 2), as the Chair has determined that an open meeting may have a detrimental effect on the Town's litigating position. Roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio aye.

Negotiations for the Town Administrator [Exemption 2]

Chair Braccio summarized her meeting with Mr. Purple regarding his contract. She stated that the raise would be based on the completion of four goals which included ways to institute cost savings, successful negotiations with unions, improve tracking performance with employees and taking the lead on funding options for the list of ADA initiatives outlined in the 2021 report.

Ms. Malinowski stated she would like to see Mr. Purple create staffing efficiencies to improve cost efficiencies. She gave the example of transitioning the previous administrative assistant in the Board of Selectmen Office to a hybrid position between the Selectmen's Office and Treasurer Collector. Mr. Healey stated that he did not understand how the four goals could have measurable metrics tied to them. There was discussion regarding how Mr. Purple conducts employee reviews. They discussed ways in which he could be more effective which included identifying three items for improvement for each employee and ways to improve performance tracking. Mr. Stivers shared his concern regarding the inability to measure Mr. Purple's goal attainment. He stated his frustration in not seeing his employee feedback reflected in their respective reviews. He stated that he felt the goal pertaining to successful union negotiations could be easily tracked but taking the lead on ADA initiatives was somewhat subjective. Mr. Dennington stated that he is not familiar with Mr. Purple's current contract or performance and Chair Braccio agreed to forward Mr. Purple's contract executed in 2018.

Ms. Malinowski asked Mr. Stivers to reword the goals section of the contract to incorporate three areas of improvement for each employee review and include ways in which Mr. Purple could motivate his employees for higher productivity. Chair Braccio told the Board they have agreed to renew Mr. Purple's contract on the same schedule as the rest of the contract employees and stated she recommended a 2.8-year contract to bring him into the July 1 timeframe. She stated that Mr. Purple is requesting a 3.8-year contract term. Ms. Malinowski stated she is not comfortable agreeing to more than a three-year term as the Board could be comprised of different members in the time. Chair Braccio said Mr. Purple suggested his rate increase be tied to the SAP and driven by performance; discussion ensued relative to the pros of tying the increase to the SAP. Mr. Healey was open to the idea but asked for time to review this option. Ms. Malinowski suggested including an appendix to the contract (to outline the tie to Mr. Purple's goals) in lieu of updating his contract with specific goals that could change. She suggested working with Town Counsel on this option. There was discussion regarding goal measurement and contract items including mileage, stipends and insurance benefits. Chair Braccio stated that there has

been no discussion with Town Counsel regarding any changes the Board may want to institute. Chair Braccio summarized the discussion and stated she will meet with Mr. Purple to speak about the goals discussed and a proposed 2.8-year contract term. She stated the Board will discuss this item at a future meeting.

On a motion made by Mr. Healey, seconded by Mr. Stivers and voted by roll call all in favor, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye, Executive Session was closed at 12:06 A.M.

Respectfully submitted,

Kathleen Barry, Recording Secretary

RECEIVED
By Town Clerk/amb at 6:33 pm, Sep 21, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Wednesday, August 25, 2021, 7:30 A.M.
Location: Zoom Meeting (virtual)
Present: Lisa Braccio, Chelsea Malinowski, Marty Healey, Sam Stivers, Andrew Dennington, Town Administrator Mark Purple

I. Chairman Braccio called the meeting to order at 7:32 A.M. Mary Lou Woodford and Chelsea Malinowski from the Board of Health joined the meeting, and Ms. Woodford called the Board of Health meeting into session at 7:33 A.M. Public Health Director Heather Alker was also in attendance.

II. Public Comment – None.

III. **Scheduled Appointments**

Vote to fill the unexpired term (8/30/21 – 5/10/22) of Mary Lou Woodford who will be resigning from the Board of Health on 8/30/21. Chairman Braccio explained the process for filling the vacancy, and Ms. Woodford concurred. Dr. Medina spoke to his candidacy for the vacancy. He has been in the community for 17 years and has always had a focus on public health. Also took on the role of District physician for the schools and has collaborated with the Board of Health. The pandemic made him realize the important role that the Board of Health serves in the community.

Mr. Healey spoke in favor of Dr. Medina's candidacy, and said that we were lucky he stepped forward. Mr. Stivers said he was impressed by his broad view of public health, and thought he was a perfect fit for the Board. Mr. Dennington spoke in favor of Dr. Medina, and thanked Ms. Woodford for her service to the Town during the pandemic. Ms. Braccio said that while she still has some issues with the process, it does not reflect on Dr. Medina, and she fully supports him. Ms. Woodford thanked Dr. Medina for stepping up, and spoke to the benefits of having him on the Board. She also reflected on her role on the Board of Health and the response to the pandemic. Ms. Malinowski also thanked Dr. Medina for his candidacy, and noted her work with him on the Youth and Family Services plan. She asked if he would continue to serve on the Medical Advisory Team, and Dr. Medina said that he would as that collaboration would remain complimentary to his role on the Board of Health.

Mr. Stivers moved to appoint Dr. Medina to the Board of Health, effective upon the resignation of Ms. Woodford, seconded by Mr. Healey. Roll call vote in the affirmative, 4-0-1 (Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye; Malinowski – abstain). Ms. Woodford voted to appoint Dr. Medina to the Board of Health, effective upon the resignation of Ms. Woodford, seconded by Ms. Malinowski. Unanimous roll call vote, 2-0-0 (Malinowski – aye; Woodford – aye). Ms. Braccio congratulated Dr. Medina on his appointment. Dr. Medina thanked everyone for their support, and said he was looking forward to working with everyone. Ms. Braccio also thanked Ms. Woodford for her 11 years of service to the Town.

IV. On a motion made by Mr. Healey, seconded by Mr. Stivers and voted all in favor by roll call vote 5-0-0, the Board of Selectmen meeting was adjourned at 7:45 A.M. On a motion made by Ms.

Woodford, seconded by Ms. Malinowski and voted all in favor by roll call vote 2-0-0, the Board of Health meeting adjourned 7:45 A.M.

Upcoming Meetings
September 8, 2021
September 21, 2021

Respectfully submitted,

Mark J. Purple, Town Administrator

List of Documents referred to at the August 25, 2021 BOS Meeting:

- Letter of interest from Dr. Safdar Medina for Board of Health vacancy

Safdar Medina, MD

Southborough, MA
01772

Respected Board of Health Members and Board of Selectmen:

I am honored to have been asked to apply for the vacancy on The Southborough Board of Health. I have been a resident of Southborough for over 16 years and have taken on many roles in our town over this time period. As a pediatrician in Central Massachusetts, my career is devoted to the physical and emotional well being of children, families and their communities.

I have been the physician for our school district for the past three years and have been a member of the Northborough-Southborough Substance Use Prevention Coalition. In both of these roles, I have collaborated with our Board Of Health. I see my work in all three positions as integrated. Throughout the pandemic, I worked on safety protocols in our schools, in consultation with our local public health experts. I have given presentations on substance use, both for parents and teenagers and have advocated for changes in policy.

I am looking forward to working with my future colleagues to keep our citizens healthy through prevention work and education, advocating for policy changes, and supporting endeavors such as vaccine clinics. My experience and work with both our School District and Southborough Youth and Family Services will allow for collaboration.

Thank you for considering me for this position.

Sincerely,



Safdar Medina, MD
Assistant Professor of Pediatrics, University of Massachusetts School of Medicine
Pediatric Director, Tri River Family Health Center, Uxbridge, MA
School Physician, Northborough Southborough School District

RECEIVED
By kbattles at 1:44 pm, Nov 04, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, September 8, 2021 6:30 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

I. Chairwoman Braccio called the meeting to order at 6:34 P.M.

II. Public Comment

None

III. Scheduled Appointments

Volunteer Interviews

i. Trails Committee – Tony Schoener

Mr. Schoener explained he was one of the original Trails Committee members and gave a background on his professional and town experience. Mr. Healey stated he felt Mr. Schoener would be a great fit for the Committee. Chairwoman Braccio thanked Mr. Schoener for attending and informed him that this appointment will be discussed later in the meeting.

ii. Noise Bylaw Ad Hoc Committee

Chairwoman Braccio updated the Board that they previously interviewed six volunteers and one has since withdrawn. She added that another seven volunteers have stepped forward. She instructed the Board they will conduct interviews, discuss the committee charge and then vote on appointments. The interviews are below:

a. Krishna Kandarpa

Dr. Kandarpa gave background of his work at Brigham and Women's Hospital and explained his vision for a noise bylaw for the Town of Southborough. He explained how noise can impact the public's health and his experience on committees in his professional career. The Board thanked him for his time and informed him that appointments will be made later in the meeting.

b. Timothy Fling

Mr. Fling explained that he does his own property maintenance and was in opposition to the previously proposed bylaw. He explained his background in acoustics and his hourly limitation approach to a noise bylaw. The Board thanked him for his time and informed him that appointments will be made later in the meeting.

c. Shawn Rose

Mr. Rose explained his professional background and that he is new to Southborough. He explained that he does his own yardwork and also hires contractors. He outlined his vision for a balanced bylaw and his focus on researching other town's bylaws. The Board thanked him for his time and informed him that appointments will be made later in the meeting.

d. Joao (John) Melo

Mr. Melo explained his history managing acoustic projects and his engineer background. He told the Board his wife manages the MySouthborough blog and outlined his thoughts regarding a minimal and less intrusive bylaw. The Board thanked him for his time and informed him that appointments will be made later in the meeting.

e. Patrick Stanton

Mr. Stanton described his professional background and how he felt the previously proposed bylaw was too restrictive and unenforceable. There was discussion regarding noise measurement and hour restrictions. The Board thanked him for his time and informed him that appointments will be made later in the meeting.

f. Lee Perrin

Mr. Perrin explained his career as an anesthesiologist at St. Elizabeth's Medical Center and his background on various boards and committees in Town. He summarized his vision for a noise bylaw which would include hour restrictions and receiving input from boards, committees and residents. The Board thanked him for his time and informed him that appointments will be made later in the meeting.

g. Peter Goodney

Mr. Goodney described his professional background as police sergeant and his experience dealing with noise complaints. He outlined his experience on Town board and committees including the Public Safety Study and Building Committees. He gave an outline of his vision for a noise bylaw which included restrictions by district and duration and frequency of noise. The Board thanked him for his time and informed him that appointments will be made later in the meeting.

<u>Kathryn McKee, Trails Committee – Update on Aqueduct Trail Connector project; revisions to Committee charge</u>

Ms. McKee described the potential Eagle Scout project to expand the Aqueduct Trail Connector off of Pine Hill Road. She explained that the Committee needs to conduct outreach regarding this project through MWRA and abutters to the trail. She added that they must also survey the lot.

Ms. McKee described the revisions proposed to the Trails Committee charge and reasons for the request to expand the number of members. There was discussion regarding forming a "Friends of the Trails" committee. Ms. Malinowski outlined her concerns regarding expanding the committee and potential Open Meeting Law issues. Mr. Healey asked if Town Counsel had opined. Mr. Purple responded that Attorney Talerman stated he had some concerns regarding the creation of associate members and suggested additional members become ad-hoc. Chairwoman Braccio stated she is in support of expansion but also has concerns with the addition of associate members. Ms. McKee explained her request for additional non-voting members. There was discussion regarding alternates and comparisons to the Zoning Board of Appeals. Ms. McKee agreed to investigate other towns who have done this and will report back to the Board at their first meeting in October.

<u>Jennifer Thompson, CSS – Update on ARPA consulting services</u>

Chairwoman Braccio explained that the Board signed a contract with CSS at a previous meeting to review Federal and State funds relate to COVID funding; specifically, ARPA, FEMA and CARES. Ms. Thompson introduced herself and outlined the services CSS provides. She explained her collaboration with Town Accountant Carla McAuliffe, Treasurer/Collector Brian Ballantine and Town Administrator Mark Purple. There was discussion regarding a CSS collaboration with department

heads to identify avenues for State and Federal funding. Ms. Thompson explained their focus on compliance and their ability to produce monthly expenditure and reimbursement reports. Chairwoman Braccio recognized Ms. Malinowski for her work to bring CSS onboard.

IV. Reports

Chairwoman's Report

i. Update on Swap Shop

Chairwoman Braccio stated she spoke with Linda David regarding a complaint to the DPW Superintendent on work volunteers were conducting there. Chairwoman Braccio stated the volunteers were doing work to organize the Swap Shop but Superintendent Galligan was not aware of the work taking place there. Ms. Galligan was concerned that she was not aware of the volunteers or their work and the liability and legal issues this could cause. There was discussion regarding the creation of an official volunteer group.

ii. Update for Downtown District

Chairwoman Braccio updated the Board on the status of the review of the design guidelines with the Historical Commission, Planning Board, Economic Development Committee, Sarah Hoecker from the Planning Department and contractor Judi Barrett. She stated the goal is to meet again to review the bylaw language.

iii. Office hours

Chairwoman Braccio stated that Ms. Malinowski and she will host the first Office Hours in September over Zoom. She outlined the schedule through January.

Members' Reports

i. Summer Nights

Ms. Malinowski thanked the Recreation Commission, Friends of Recreation, Police and Fire Departments, Health Department, Tim Davis and all the sponsors for supporting a successful Summer Nights. Mr. Stivers stated the band and food trucks were great. Chairwoman Braccio reminded the public that the Rotary Club's first Food Truck Festival is this coming Wednesday at St. Mark's.

Town Administrator Report

i. ALS fundraiser at Southborough Golf Club

Mr. Purple informed the public that the Southborough Golf Club will be holding their annual fundraiser for ALS One in memory of John Wilson and Brian Shifrin over Columbus Day Weekend. He stated a portion of fees will go to ALS One and Brian Shea is coordinating on behalf of the Town to hold the event Friday, Saturday and Sunday of Columbus Day weekend.

ii. 9/11 Ceremony

Mr. Purple informed the public that the ceremony will be held at 9:55 A.M. at the Public Safety Building. He invited all to attend.

iii. Update on Flagg Road HCVE request

Mr. Purple outlined the proposal from VHB as supplied in the packet for a truck circulation study. He informed the Board the total cost would be $22,000 to conduct and report on the study which would need to be approved at Town Meeting. He suggested the Board request $25,000 for contingencies. Mr. Purple asked the Board if they wanted this included on the Special Town Meeting warrant. The Board discussed and agreed to move forward with this as an article for Special Town Meeting.

iv. Consent Agenda

a. Mr. Stivers held agenda item "a." Mr. Stivers outlined revisions from the July 13th meeting minutes on line 45 and 318. Mr. Dennington outlined revisions on line 86 and 322 and had a question on line 290. Ms. Malinowski outlined revisions on line 332 and 336. Mr. Stivers outlined revisions from the August 25th meetings on lines 33, 37, 34 and 45. Mr. Stivers made a motion to approve Open Session Meeting Minutes: July 13, 2021, August 25, 2021 as revised. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

b. Mr. Stivers made a motion to approve Executive Session Meeting Minutes: July 13, 2021. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

c. Mr. Stivers made a motion to appoint Program Coordinator for Recreation Department. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

d. Mr. Stivers made a motion to appoint Business Assistant for Zoning Board of Appeals. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

e. Mr. Stivers made a motion appoint David Joyner to Youth Commission, term 6/30/24. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

f. Mr. Stivers made a motion to appoint Jake Murphy as PT Telecommunications Officer, start date September 9, 2021. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

g. Mr. Stivers made a motion to appoint Martin Healey to SHOPC/Selectmen's Rep., term 6/30/24 Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

h. Mr. Stivers made a motion to reappoint Cultural Arts Council Members:
   i. Mary Piekarcz – term 10/3/21 – 10/2/23
   ii. Kimberly D. Galbraith – term 10/3/21 – 10/2/23
   iii.Catherine M. Weber – term 10/15/21 – 10/14/23

Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

i. Mr. Healey held agenda item "i. - approve five (5) 1-day Alcohol License applications for Chestnut Hill Farm "Fall Fun on the Farm" events: October 3, October 10, October 17, October 24, October 31." Mr. Healey reminded the Board that the same applications were submitted last year and the Board denied them on the basis that the serving of alcohol was not an appropriate use based on the Conservation Restriction and the Management Plan for the property. He stated he was still opposed to the same request specifically because it was described as an educational event. Mr. Healey asked that Town Counsel review the Conservation Restriction and request. Mr. Stivers stated he is in support of these events. The Board agreed to have Town Counsel review and submit an opinion for the September 21st meeting. Mr. Purple agreed to reach out to the Trustees to inform them of next steps.

v. Other Matters Properly Before the Board

<u>Board/Committee updates</u>

Chairwoman Braccio stated that this will be a new line item moving forward and asked Mr. Stivers to update the Board on his items from meetings he has attended. He stated that at their last meeting, the ADA Committee spoke to concerns regarding the recent consultant report and the little amount of input received from departments, committees and the Town. He stated that they spoke about

attending a Board meeting to discuss this and the potential for ADA review of building permits and work done through the Facilities Department, Conservation Commission, Planning Board and other various departments and committees to apply ADA requirements before work is started.

Mr. Stivers stated he had a conversation with the Golf Course Committee and they are looking into ways to better utilize the Golf Course which included adding an irrigation system, paving the parking lot and driveway, food and beverage upgrades and adding screening on Latisquama Road.

Mr. Stivers stated the Historical Commission had concerns regarding the condition of the Old Burial Ground and that he will inform Ms. Galligan of these concerns.

Review of proposed policy on Remote Work

Chairman Braccio stated Ms. Hale has been doing a tremendous amount of work to create the policy as the pandemic has demonstrated that Town employees can work effectively from home. Mr. Purple stated his concerns regarding consistency and the need for the Town to implement a policy such as this. Ms. Hale described the questions she received regarding a remote work policy while conducting interviews and felt it was good for morale. Mr. Stivers outlined his concerns which included the approval authority of elected boards and the length of time to needed to rescind a work from home setting that was not working. Mr. Dennington was in support of the document and felt there should be clarity on who the approving authority is for each department and that office coverage was paramount. Ms. Hale stated she would solicit feedback from departments heads. Mr. Stivers agreed to send his revisions to Ms. Hale. The Board agreed to add this item to a future agenda to sign and approve.

Noise bylaw Ad-Hoc Committee

The Board discussed increasing the membership from five to seven. Mr. Stivers made a motion to change the charge of the Noise bylaw Ad-Hoc Committee to consist of seven at large members. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

The Board discussed the applicants to the Noise bylaw Ad-Hoc Committee. The Board voted for members as follows:

Ms. Malinowski: Peter Goodney, Lee Perrin, John Melo, Lisa Dunderdale, Peter LaPine, Timothy Fling and Patrick Stanton.

Mr. Healey: Peter Goodney, Lee Perrin, John Melo, Lisa Dunderdale, Patrick Stanton, Timothy Fling and Krishna Kandarpa.

Mr. Stivers: Peter LaPine, Cynthia Foster, Jake Hashash, Lee Perrin, Peter Goodney and John Melo.

Mr. Dennington: Peter LaPine, Cynthia Foster, Doris Cahill, John Melo, Timothy Fling, Peter Goodney and Lee Perrin.

Chairwoman Braccio: Peter LaPine, Lisa Dunderdale, Cynthia Foster, Krishan Kandarpa, Timothy Fling, John Melo and Peter Goodney.

Mr. Stivers made a motion to appoint Peter Goodney, Lee Perrin, John Melo, Timothy Fling, Cynthia Foster, Lisa Dunderdale and Peter LaPine to the Noise bylaw Ad-Hoc Committee, terms 6/30/22. Ms.

Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Chairwoman Braccio informed the candidates that the decision was difficult for the Board and encouraged those not appointed to volunteer for the Town in the future.

Discussion of traffic concerns on Oak Hill Road

Andrew Pfaff (50 Oak Hill Road) shared his screen and walked the Board through his presentation regarding speeding and traffic concerns on Oak Hill Road. He introduced his neighbor, Eric Fernandez (26 Oak Hill Road) who stated he spoke with residents on Oak Hill Road who were all in favor of lowering the speed limits to make this road safer. He reviewed request made to the DPW, MASSDOT and the Board and described his concerns and recent accidents on this road. Mr. Healey said he felt this conversation ties in with the study that needs to be conducted on all roads in Southborough. He added that the accident shown to the Board may have more to do with distracted driving rather than speeding. Mr. Stivers added that he has witnessed speeding on Oak Hill Road and felt radar speed and jake brake signage would be beneficial in the short-term. Mr. Dennington agreed that there are reasonable solutions that could be done at a low cost. Ms. Malinowski stated she would like to hear from Chief Paulhus regarding the referenced accident to clarify if speed was a factor. There was discussion regarding the requests for sidewalks at Oak Hill Road and other neighborhoods in Town. Chairwoman Braccio stated she would like to hear from Chief Paulhus and DPW Superintendent Karen Galligan regarding these issues at Oak Hill Road and throughout Southborough. Mr. Fernandez described concerns regarding an increase in children and their safety in the Oak Hill Road neighborhood, limited sidewalks, increase in accidents and change in demographics.

Jonas Linden (39 Flagg Road) stated that there has been a lot of similar requests and concerns brought to the Board and little action. He urged the Board to ask Ms. Galligan to implement some of these requests. Chairwoman Braccio stated she will be having a conversation with Ms. Galligan to get feedback on these issues.

Roger Challen (29 Oak Hill Road) stated that he hopes that the Board does not fail to look into these speed and traffic concerns due to the fact that many other neighborhoods have the same issues. Chairwoman Braccio replied that the Board is very receptive to listening to concerns and coming to a solution. There was discussion regarding adding crosswalks to Oak Hill Road. Ms. Malinowski clarified that she felt that the requests regarding traffic safety need to be balanced and responded to appropriately and consistently. Chairwoman Braccio thanked the Oak Hill Road residents for their presentation and participation and stated this topic will be on a future agenda once more information is collected.

vi. Public Comment

Jonas Linden (39 Flagg Road) asked that truck decibel levels be included into a noise bylaw for the Town. He stated that Flagg Road qualifies for a truck exclusion per MGL and asked that the Board move forward with this instead of adding a $22,000 cost to tax payers. Chairwoman Braccio stated she has received calls from residents on Main Street who are opposed to lifting the truck exclusion. She added that the traffic study proposed will be global and fair to tax payers.

Tim Fling (18 Main Street) asked if the funds from the DPW road repair line item could be used to fund the traffic study. Mr. Purple stated he will inquire with Ms. Galligan.

vii. On a motion made by Mr. Stivers seconded by Mr. Healey and voted all in favor by roll call

vote, the meeting was adjourned at 10:14 P.M. Roll call: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Upcoming Meetings
September 21, 2021
October 5, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the September 8, 2021 BOS Meeting:

- Citizen Activity Form, Tony Schoener
- Citizen Activity Form, Krishna Kandarpa
- Citizen Activity Form, Tim Fling
- Citizen Activity Form, Patrick Stanton
- Citizen Activity Form, Lee Perrin
- Southborough Trails Committee – Aqueduct Connector Trail Construction Plan 2021
- Trails Committee Charge Update Request 9.1.21
- Trails Committee Charge 3.13.13
- Regular Session Minutes 7.13.21
- Regular Session Minutes 8.25.21
- Memo from Vanessa Hale to BOS 9.2.21
- Citizen Activity Form, David Joyner
- Letter from Chief Paulhus 8.30.21
- Draft Town of Southborough Remote Work Policy
- Noise Bylaw Ad-hoc Committee Charge
- Citizen Activity Form, Peter LaPine
- Citizen Activity Form, Doris Cahill
- Citizen Activity Form, Jake Hashash
- Citizen Activity Form, Lisa Dunderdale
- Citizen Activity Form, Cynthia Foster
- Oak Hill Road Traffic Studies and Current and Past Police Logs
- Five 1-Day Alcohol License applications for Chestnut Hill Farm

Amy Berry

From: Amy Berry
Sent: Monday, October 25, 2021 5:02 PM
To: Kathleen Battles
Subject: FW: Request for Minutes - Board of Selectmen 9/8/2021

From: Katie Barry <kbarry@southboroughma.com>
Sent: Monday, October 25, 2021 4:28 PM
To: Amy Berry <aberry@southboroughma.com>
Subject: RE: Request for Minutes - Board of Selectmen 9/8/2021

Thank you for reaching out. These minutes will be on the agenda for the next Board of Selectmen meeting for approval.

From: Amy Berry
Sent: Monday, October 25, 2021 3:20 PM
To: Katie Barry <kbarry@southboroughma.com>
Subject: Request for Minutes - Board of Selectmen 9/8/2021

Southborough Town Code § 9-25 requires that minutes of each public meeting and the documents used at the meeting be submitted to the Town Clerk within 45 days of the meeting and that the Town Clerk notify the board or committee chair when that reporting requirement is not met.

I'm writing to advise you that as of today, the Town Clerk's Office has not received the minutes and documents used at the **9/8/2021** meeting of the **Board of Selectmen**.

The Attorney General has determined that a document is considered to be "**used at a meeting**" when the document is:

- Physically present, and
- Identified by name, and
- Its contents are discussed at the meeting.

As a reminder, please submit the documents as individual files and ensure the name of **each separate file** matches how it is identified in the **Documents Used at This Meeting** section of the minutes.

Please reply to this email with your response which will be posted on the town website until the minutes and documents are received.

Please advise if you are unable to provide minutes for one of the following reasons:

1. The meeting was cancelled.
2. No meeting was held due to the lack of a quorum.

The meeting involved executive session(s) and the minutes for the executive session portion(s) cannot be released at this time. Note that minutes for the open session portion of a meeting must be released. Also, the board or committee must review any withheld executive session minutes regularly

to ensure there is still a valid reason to withhold minutes from the public. We suggest you consult with Town Counsel on any matters concerning the release of executive session minutes.

Thank you, Amy

Amy Berry
Town of Southborough
Assistant Town Clerk
17 Commons St.
Southborough, MA 01772
Phone: 508-485-0710 ext. 5513
Fax: 508-480-0161
aberry@southboroughma.com

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Amy Berry
Town of Southborough
Assistant Town Clerk
17 Commons St.
Southborough, MA 01772
Phone: 508-485-0710 ext. 5513
Fax: 508-480-0161
aberry@southboroughma.com

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: July 4, 2021

Name: Cynthia R Foster

Home Address: 3 Aspenwood Lane
Southborough

Mailing Address: 3 Aspenwood Lane
Southborough

Current Occupation/Employer: Retired

Narrative: I am concerned that the original proposed by-law was far too restrictive and impossible to enforce. I am a Town of Southborough retiree and am familiar with the requirements of committee members and the Town Meeting process. I currently work part time for a landscape company and would like to participate in a committee that works to develop a bylaw that Southborough needs, is enforceable, and will still allow landscape vendors to operate in Town.

Board(s) / Committee(s): ___NOISE BYLAW AD-HOC COMMITEE CHARGE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	July 22, 2021
Name:	David Joyner
Home Address:	15 Skylar Drive SOUTHBOROUGH, MA 01772
Mailing Address:	100 Federal Street Boston
Current Occupation/Employer:	SVP/Senior Asset Manager/Bank of America
Narrative:	I have a long career in housing primarily focused on affordable housing. My roles have included property management, asset management, and advocacy. I am a member of the Community Preservation Committee here in Southborough. I am also in the background check process to be a Big Brother. I am available on evenings that the CPC is not meeting.
Board(s) / Committee(s):	___YOUTH COMMISSION

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	July 1, 2021
Name:	Doris Cahill
Home Address:	29 Overlook Drive Southborough Ma 01772
Mailing Address:	
Current Occupation/Employer:	Self/semi retired
Narrative:	I serve as alternate on Southborough Zoning Board of Appeals and would like to bring this perspective to the committee. I am a resident of Southborough for 21 years and am dedicated to well thought out, manageable bylaws. My writing skills a very good and am an experienced licensed CPA on MA. Professionally I have project client work on an adhoc basis, typically with Engineering firms or non profits. My availability is 8 to 10 hours a month.
Board(s) / Committee(s):	___NOISE BYLAW AD-HOC COMMITEE CHARGE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: July 1, 2021

Name: Jake R. Hashash

Home Address: 5 OLAND LN
SOUTHBOROUGH, MA 01772

Mailing Address: 5 OLAND LN
SOUTHBOROUGH, MA 01772

Current Occupation/Employer: Student- new high school graduate, college locally in the fall

Narrative: I would like to serve on the committee that will propose a noise by-law for Southborough (Noise Bylaw Ad-Hoc Committee). I am an 18-year-old registered voter, and my hobbies include sound engineering and noise measurement; I have my own noise level meter and have conducted many tests of sound levels of various machines and activities. I am an audiophile, and on my parent's property I help to cut the grass with a tractor, fell dead trees with a chain saw, run a leaf blower, and test and tune my 2000 Jeep Cherokee, all of which can be loud activities. Additionally, in California, I was the neighbor to many people who violated the evenings with loud parties, illegal fireworks, obnoxious motorcycles, and I lived in a town that worked to create a noise ordinance to cover the local, private airport. The reduction in daytime and nighttime noise from that ordinance made an unbelievable difference to the quality of life in that town (Pleasant Hill, CA). I feel I could add a balanced perspective by representing a young resident while also working to preserve the peaceful, rural town of Southborough, which I highly value. I am available to meet regularly as I will be attending college locally in the fall. I have a vested interest in the outcome of this law, and have always found it odd that Southborough doesn't already have one. Thank you for your consideration.

Board(s) / Committee(s):

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	June 24, 2021
Name:	Krishna Kandarpa
Home Address:	94 Sears Road Southborough, MA 01772
Mailing Address:	94 Sears Road Southborough, MA 01772
Phone Number(s):	(917)-846-9743 - Cell
Email Address:	krishna_kandarpa@me.com
Current Occupation/Employer:	Physician Scientist; National Institutes of Health
Narrative:	I can devote an hour every other week to the NOISE Bylaw Ad Hoc Committee; preferably not between 8am and 5pm, but will try to be flexible. Tuesdays and Thursdays are preferable. I have a PhD in engineering and am a Massachusetts-licensed physician (MD); CV attached.
Board(s) / Committee(s):	

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	July 29, 2021
Name:	Lee S Perrin
Home Address:	3 Powdermill Ln Southborough, MA 01772
Mailing Address:	3 Powdermill Ln Southborough, MA 01772
Phone Number(s):	(617)501-2116 - Cell
Email Address:	macman603@gmail.com
Current Occupation/Employer:	Retired Anesthesiologist
Narrative:	I've been a town resident since 2003. Now that I have retired from the practice of medicine I have a substantial amount of time available to me. I'd like to get more involved with Town government and thought the Noise Bylaw Ad-Hoc Committee might be a good way to do so. I am the President of the Anesthesiologist's PAC. My legal counsel has informed me that it is legal for me to volunteer for this committee so long as I receive no pay and nothing of value in return. Our PAC contributes to candidates for office in the MA senate and house.
Board(s) / Committee(s):	___NOISE BYLAW AD-HOC COMMITEE CHARGE

[redacted]

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	July 26, 2021
Name:	Patrick Stanton
Home Address:	24 Main St Southborough MA 01772
Mailing Address:	24 Main St Southborough MA 01772
Phone Number(s):	(603)801-2254 - Cell
Email Address:	pstanton33@gmail.com
Current Occupation/Employer:	
Narrative:	Noise Bylaw Ad-Hoc Committee
Board(s) / Committee(s):	

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: June 24, 2021

Name: Peter LaPine

Home Address: 27 Parkerville Road
Southborough

Mailing Address: 27 Parkerville Road
Southborough

Current Occupation/Employer:

Narrative: Noise Bylaw ad hoc committee. As a person who has spearheaded this initiative I feel it is highly appropriate that I participate in this committee. I have researched Noise Bylaws for several MA towns and spoken with at least half a dozen law enforcement officers. I have met with dozens of Southborough residents and heard their concerns about noise issues in Southborough.

Board(s) / Committee(s):

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	July 22, 2021
Name:	Tim Fling
Home Address:	18 main st SOUTHBOROUGH, MA 01772
Mailing Address:	
Phone Number(s):	(484)886-7654 - Unspecified
Email Address:	Flingtim@gmail.com
Current Occupation/Employer:	Technologist/ Bose
Narrative:	I have a degree in audio engineering and media technology. I would like to be considered for the noise bylaw ad hoc committee.
Board(s) / Committee(s):	

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	August 17, 2021
Name:	tony schoener
Home Address:	[redacted] SOUTHBOROUGH, MA 01772
Mailing Address:	[redacted] SOUTHBOROUGH, MA 01772
Phone Number(s):	[redacted]
Email Address:	[redacted]
Current Occupation/Employer:	retired
Narrative:	I have great interest in the trails committee work, and previously served on this committee.
Board(s) / Committee(s):	___TRAILS COMMITTEE

TOWN OF SOUTHBOROUGH
REMOTE WORK POLICY

Background:

This Remote Work policy was developed as the result of the COVID-19 pandemic which has had a significant impact on how the Town conducts business and serves the public. The Town, similar to many private businesses and entities has had to rethink how it operates following the sudden shift of some departments to remote work as a result of the COVID-19 pandemic and Governor Baker's public emergency declaration. That, coupled with the fact that many Town employees continue to grapple with the effects of the pandemic, has led to the development of a Remote Work Policy.

Work-from-home or remote work policies are traditionally viewed as a strategy to provide more flexibility or a work-life balance options for employees. However, the Town believes that moving forward and post-COVID-19, providing a remote work option, when possible, can increase employee productivity and satisfaction, help recruit and retain talent, save employees hours spent commuting, address office space needs and significantly reduce the Town's workforce carbon footprint.

Policy:

This policy establishes guidelines for administering and evaluating remote work requests or assignments. The option to work remotely allows employees to work from home or another location on a part-time or intermittent basis. It is expected that most remote work arrangements will permit a portion of an individual's hours to be conducted off site and not every employee will have the ability to work remotely due to their specific job responsibilities or work productivity. The ability to work remotely is not an entitlement or benefit of employment. *It is an alternative means of meeting the needs of the Town outside of the office.* In some cases, employees may be mandated to work remotely to ensure continuity of operations in the event of an emergency such as inclement weather, a pandemic, a lack of available space, or under other extenuating circumstances. While remote work provides some flexibility in an employee's schedule, the remote work arrangement is not designed to be a substitute or replacement for childcare.

DRAFT

The option to work remotely requires the approval of the employee's Department Head, the Town Administrator and/or the appointing authority of the employee's position. Participation in the remote work arrangement will not alter the employee's terms or conditions of employment with the Town, except for those specifically addressed as part of a Remote Work Agreement. Any decision regarding the eligibility to work remotely shall be at the sole discretion of the Town and shall not be grievable.

Eligibility:

An employee may request, or a Department Head may initiate a discussion about a remote work arrangement. Eligibility to work remotely on a consistent or routine basis is contingent on job responsibilities (rather than job title), type of position (supervisory or public facing), work habits, and work schedule. Employees may also request a short-term remote working arrangement for circumstances such as family or medical leave with the consent of the employee's health care provider, if appropriate. Moreover, jobs acceptable for remote work are those that can be performed without diminishing the quality of work, level of services provided [including office coverage], and without disrupting productivity. This policy does not apply to introductory/ probationary, seasonal, or temporary employees.

Occasional Remote Work

- Occasional remote work requests are approved on a case-by-case basis, are intermittent, and are not regularly scheduled. Approval by a Department Head must be documented. For example, this type of remote work arrangement may be appropriate when a supervisor or Department head assigns a specific task or project to an employee who is likely to be more productive and efficient at home without workplace distractions.

Routine Remote Work

- Routine remote work arrangements are for ongoing purposes and must be supported by a written agreement that specifies the requirements and details of the arrangement. Routine part-time remote working arrangements must be approved in advance and will be reviewed and renewed annually [by June 30 of each year].

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Procedures

Employees- Requesting a Remote Work Assignment

1. An employee interested in working remotely must first initiate a discussion with their Department Head to determine eligibility.
2. If the Department Head is supportive of the request to work remotely, the employee must submit the Remote Work application to their appointing authority.
3. The request will be elevated if deemed eligible.
4. After all paperwork is completed, the employee can begin their remote work assignment.

Department Head – Managing Remote Work Assignments

Each Department Head is responsible for evaluating remote work requests. The arrangement is intended to benefit the Town and its employees without putting an added burden on other employees, individual departments, or the services provided by the Town [i.e. office coverage]. Department Heads should contact the Assistant Town Administrator with any questions.

1. When evaluating a remote work request, the Department Head should consider whether the employee has a record of satisfactory performance (evaluation) in the workplace, and has demonstrated the ability to:
   - Prioritize work to meet deadlines
   - Accomplish job duties with minimal supervision
   - Communicate effectively with officials, stakeholders, supervisors and team members
   - Manage time effectively; and that
   - Operational demands are unaffected & met without an impact to overtime or other employees.
2. Set clear expectations with staff by creating a communication plan and regularly checking in.
3. An initial review of the remote work plan should take place at two weeks and again at one month. After the first month, the department head should review the remote work plan with the employee at least quarterly to discuss the success/shortcomings of the arrangement and to make any necessary adjustments based on those reviews.

Contingency Plans

Each department head reserves the right to cancel, modify, or suspend a work-from-home assignment as necessary, to address planned or unplanned short-term and long-term employee absences, emergencies, office coverage and vacations. This also includes mandatory meetings, trainings, or other work assignments.

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Expectations

Employees working remotely are required to comply with all Town policies and regulations that would apply if the employee were at their normal worksite. Employees working remotely are expected to be actively working during the agreed upon hours of work and must be available to communicate in a timely fashion via email, telephone or any other means of virtual communication. Supervisors and/or Department Heads may require employees to provide reports/updates of work performed or accomplished while working remotely.

Work Schedule, Environment & Equipment

Work Schedule

Employees who are classified as non-exempt under the Fair Labor Standards Act must obtain advance approval from their Department Head prior to working in excess of their scheduled hours per day or per workweek, including overtime hours.

Employees who are classified as non-exempt continue to be required to work the number of hours needed to accomplish their assigned duties. Participation in a remote work plan does not limit the number of hours that an exempt employee must work to accomplish those responsibilities.

All employees on a remote work plan will be required to take leave to accommodate personal business at their home or sick leave if the employee is unable to work remotely due to illness. While remote work provides some flexibility in an employee's schedule, the remote work arrangement is not designed to be a substitute or replacement for childcare.

Work Environment

The employee is responsible for setting up or establishing a suitable work environment for purposes of working remotely. The area should be free from obvious safety hazards and suitable for the type of work being performed by the employee. The Town will not be responsible for costs associated with setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Equipment & Software

The Department Head, in coordination with the IT department, will determine the equipment needs for each employee in accordance with the Town's standard policies and procedures. Equipment supplied by the Town is to be used for work purposes only and may not be used by anyone other than the employee. The employee understands that all Town-issued equipment issued to the employee remains the property of the Town at all times. Employees must sign an inventory of all Town property received and agree to take appropriate action to protect items from damage and theft. Employees shall report any damage to or theft of Town-issued property to their supervisor immediately.

- The Town accepts no responsibility for damage or repairs to employee-owned equipment.
- Upon the end of the remote work assignment or termination of employment, all Town property will be promptly returned, unless other arrangements have been made.

Security and Safety

Consistent with the Town's expectation of information security for employees who have a physical presence working at the office, employees working remotely will be expected to ensure the protection of confidential information accessible while working from home. As such, the employee must sign out of their remote connection and/or Town-owned computer when not at their computer to ensure the security and the integrity of the Town's network. Any information that is considered confidential or protected will not be removed from Town premises unless expressly approved in advance by a supervisor or Senior. The employee is also expected to adhere to all Town policies concerning information security and technology use

Workers' Compensation

Employees are expected to maintain a home workspace that is free from safety hazards and other dangers to the employee and Town-issued equipment. Employees working remotely are covered by workers' compensation for job-related injuries that occur in the course and scope of employment. When the employee is working from home, workers' compensation does not cover injuries that are **not job related** and the Town assumes no liability for injuries to the employee or others occurring in the employee's home work space outside the agreed-upon work hours. Further, the Town is not liable for loss, destruction, or personal injury that may occur in or to the employee's home and/or non-employee property. This includes family members, visitors, or others that become injured within or around the employee's home. Employees are responsible for the timely reporting of workers' compensation injuries per normal protocol.

Compensation & Benefits

Unless otherwise agreed due to changes in responsibilities or hours worked, an employee's compensation, benefits, work status, and work responsibilities will not change due to working from home.

Leave Time

Vacation or sick time leave used on a scheduled remote workday will be administered under the same provisions as leave used on days an employee would otherwise be in the office.

Termination of Agreement

An employee's remote working assignment is at the sole discretion of the Town. The Town reserves the right to modify or terminate such agreement with ten (10) days' notice, at any time for any reason. As such, no Town employee is entitled to or guaranteed the opportunity to work remotely. The Town further reserves the right to terminate an employee's remote work arrangement with ten (10) days' notice in the event that the employee fails to maintain satisfactory performance as determined by the employee's supervisor and/or Department Head. The Town will not be held responsible for costs, damages, or losses resulting from termination of an employee's participation in the remote working program. The Remote Work Agreement is not a contract of employment and may not be construed as such.

DRAFT

Roles and Responsibilities

Employees

Employees who work remotely or plan to work remotely are responsible for:

- Ensuring that a high level of public service is maintained, and that abuses of this policy do not occur.
- Initiating an application if they are interested in entering into a remote work agreement.
- Reporting to their supervisor as early as possible if they are unable to work on a remote work day.
- Establishing and maintaining an adequate, safe and ergonomic workspace in their home.
- Maintaining appropriate care and security of any Town equipment used at the employee's home. Employees who work remotely from home are subject to the same internal Town policies regarding the use of Town provided equipment (hardware and software) and services as that of employees at the centrally located worksite. Employees are responsible for maintenance and repair of their personally owned equipment.
- Maintaining the confidentiality of Town information and documents, preventing unauthorized access to any Town system or information, and disposing of work-related documents in a manner that will not jeopardize the interests of the Town.
- Abiding by all of the terms of Town of Southborough's Remote Work Policy.

Department Directors/Division Heads

Department Heads are responsible for:

- Reviewing employee requests for working remotely and making recommendation for approval or denial to the appointing authority
- Ensuring that a high level of public service is maintained, and that abuses of this policy do not occur.
- Communicating to the employee performance expectations & monitoring accomplishment of those expectations.
- Abiding by all of the terms of Town of Southborough's Remote Work Policy.
- Monitoring policy use to ensure that the policy is being applied consistently.

DRAFT

Town Administrator

Town Administrator is responsible for:

- Reviewing employee requests and recommendations from Department Heads or Board/ Commission/Committee for remote work and either approving or denying the requests. If an employee's request is denied, a reason must be provided to the employee.
- Providing written notice granting or denying requests and written notice for termination of agreements to employees.

For more information or questions please contact the Assistant Town Administrator.

DRAFT

Remote Work Agreement

Name: Job Title:

Department: Department Head:

Normal employee schedule:

Remote work schedule [contingent on approval]:

Term:

Reason for request:

Acknowledgement

I fully understand the terms of this remote work arrangement as outlined in the above policy. I understand my supervisor or the Town may discontinue my participation in remote work at any time with or without cause.

Employee: Date:

Department Head: Date:

Appointing Authority [as applicable]: Date:

Town Administrator Signature: Date:

DRAFT

APPLICATION FOR ONE-DAY ALCOHOL LICENSE
TOWN OF SOUTHBOROUGH
Board of Selectmen
17 Common Street, Southborough MA 01772

TOWN USE ONLY
Date: 9-1-21
Paid: $ 50.00
Check#
Cash ✓
Lic.#

Special or "one-day" licenses for the sale of alcoholic beverages are available to the responsible event manager of any activity conducted by an organization which, in the opinion of the Town of Southborough Select Board, complies with all State and local requirements and demonstrates satisfactorily that granting of the license is in the best interests of the Town of Southborough. This application must be submitted at least 30 days prior to the event.

(X) **WINE/MALT ONLY** ( ) **ALL ALCOHOL** [for non-profits only]

License Fee: $50.00, non-refundable, check or cash only, payable to Town of Southborough

APPLICATION DATE: 8/31/21

Michaela Hughes
Event Manager/Applicant Name

39 Powisset St., Dover, MA 02030
Event Manager/Applicant Address

mhughes@thetrustees.org
Event Manager/Applicant Email Address

The Trustees of Reservations - Chestnut Hill Farm
Organization Representing

5 Chestnut Hill Rd, Southborough, MA 0177
Address of Organization

Fall Fun on the Farm — **NAME OF EVENT / PURPOSE**
10/3/21 — **DATE OF EVENT**
N/A — **RAIN DATE**

LOCATION OF EVENT Chestnut Hill Farm
( ) Inside (X) Outside

Is the organization you are representing non-profit* X YES ___ NO

*If 'Yes' and applying for "All Alcohol" license, acceptable proof of non-profit status must be attached

"Alcohol Awareness Server Training Affidavit" and Server Certificates attached X YES ___ NO

Hours of Sale/Consumption of Alcoholic Beverages 12 AM/(PM) to 4:30 AM/(PM)

APPLICATION FOR ONE-DAY ALCOHOL LICENSE

What is the maximum number of expected attendees? 75-100 per time slot (3 time slots)

What is the predominate age group of the expected attendees? Families

Is an admission fee to be charged? X Yes _____ No

Are tickets being sold in advance for this event? X Yes _____ No

How will alcoholic beverages be dispensed or served? (*Please check all that apply)*

_____ Waiter/Waitress

X Bar with bartender

_____ By the glass

_____ By the bottle

_____ Self-serve

Name and address of company providing bartending service, if applicable:

_____

_____

If any attending is under age 21, what method will be used to check identification and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

Certified staff will ID those being served

_____

A police detail may be required, depending upon the number of people and the event.
It is the applicant's responsibility to contact the Southborough Police Department prior to application submission: 508-485-2147

With whom and what date have you consulted with the Police Department about the need for a security plan or detail officer required for the Event?

Name Chief Paulhus Date 8/30/21

Will a police detail or other security be required? _____ Yes ✓ No

If Yes, # of details and name and address of provider (if applicable)?

_____

_____

APPLICATION FOR ONE-DAY ALCOHOL LICENSE

ALCOHOL AWARENESS SERVER TRAINING AFFIDAVIT

I hereby certify that I have read the Training Requirements for Liquor License Holders and Employees. I understand that failure to comply with this policy may result in the revocation or non-renewal of the license. Below is a current roster of my employees and the related alcohol awareness server training information.

*****NOTE: Copies of all original certificates MUST accompany this form. *****

The Trustees of Reservations, Chestnut Hill Farm
Company/Organization

D.A. Hayden — 8/31/21
Manager [Note: Manager training MUST be current] **Date**

Manager/Employee Name	Date of Hire	Type of Training [certification]	Date Valid	Date of Expiration
D.A. Hayden		AIM	N/A	5/15/22

Any applicant for a one-day liquor license shall, as a condition of their being granted the license, ensure that at least one person to be engaged in the sale/service of alcoholic beverages at their event has been certified in a program from the list of Board of Selectmen sanctioned programs. On-line ["e-training"] training is not an acceptable means of obtaining certification. A copy of their certification must accompany the application.

Listed below are the only programs currently available that meet the requirements of this policy approved by Board of Selectmen on September 17, 2013 [telephone numbers and contacts are provided as of date of policy]:

1. **ServSafe Alcohol** offered by the National Restaurant Association [www.servsafe.com/alcohol, then click on "Find a Class"]
2. **SAFE ID Check** offered by J.B.S. Professional Services, LLC [617-539-0118]
3. **Alcohol Intervention Methods [A.I.M.]** offered by Campbell/Trent [508-756-8542]
4. **Training for Intervention Procedures by Servers of Alcohol [TIPS]** offered by Health Communication, Inc. [www.gettips.com, then click on "Get Tips Certified, 'training session'" to find a class. NOTE: "Online training with eTIPS" is NOT ACCEPTABLE]
5. Approved for OFF-PREMISE sales license only: Beverage Alcohol Training [B.A.T.] offered by the Massachusetts Package Store Association [Mass Pack Contact: Frank Anzalotti 800-322-1383, or, to find a class, go to www.masspack.org/servertraining]

I understand that anyone holding a Special License must purchase alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder. Purchasing alcoholic beverages from a package store is prohibited by the ABCC. A list of authorized sources to purchase alcohol can be found on the ABCC website www.mass.gov/abcc or you can contact the ABCC directly at (617) 727-3040.

Initial MH

I understand that the license holder must provide a Certificate of Liability Insurance with a liquor liability policy with $1M coverage, naming the Town of Southborough as the certificate holder.

Initial MH

I certify under penalty of perjury that I shall be responsible for the proper observance of all applicable Alcohol Control Laws of the State of Massachusetts, policies and regulations of the Town of Southborough, and conditions governing this license; all information contained in this application is true and correct; and this License is being sought for the exclusive benefit and use of the Non-Profit Sponsor and its members.

Initial MH

LIABILITY DISCLAIMER FOR ONE-DAY ALCOHOL LICENSES

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage, and liability to others with your legal and/or insurance advisors. The Town of Southborough, and the Select Board as Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

I, Michaela Hughes, in consideration of having been granted a special
(Event Manager/Applicant)
license for the service of alcoholic beverages, hereby agree to defend, indemnify and hold harmless the Town of Southborough ("Town"), its officers, boards, employees and agents, from any liability for any and all loss, damage, cost, claim, expense, compensation and cause of action arising out of, or in connection with, the issuance or exercise of the special license granted to me by the Select Board acting as the Town's Local Licensing Authority.

Michaela Hughes, 8/31/21

Event Manager/Applicant Signature Date

APPLICATION FOR ONE-DAY ALCOHOL LICENSE

REQUIRED FORMS TO SUBMIT WITH APPLICATION:

☒ Completed license application with cash/check

☒ A Certificate of General Liability Insurance with a Liquor Liability for $1M, naming the Town of Southborough (17 Common Street, Southborough MA 01772) as Certificate Holder*

☒ Completed 'Alcohol Awareness Server Training Affidavit' form, including copies of training cards

☒ List of designated drivers to be available for transporting attendees considered unable to drive

IF APPLICABLE:

☒ Invitation/flyer/letter of explanation regarding event

☐ Proof of non-profit status (for 'All Alcohol License' only)

*Voted May 18, 1993: To maintain the policy that was put in effect October 25, 1988 with the stipulation that the Board of Selectmen does have the authority to waive the requirement for a one-million-dollar insurance policy if it is so voted by a majority of the Board.

GUIDELINES:

- Application for Special One-day License must be submitted at least 30 days prior to event
- A police detail may be required, depending upon the number of people and the event. *It is the applicant's responsibility to contact the Southborough Police Department prior to application submission: 508-485-2147*
- Events can only be held on day and date approved on license. No refund is possible after a Special One-Day License has been issued. Rain dates for events must be noted on the application prior to approval. If no rain date is listed, the event cannot be held on date other than date specified.
- Special One-day Licenses can only be issued for events occurring between 11:00 a.m. – midnight on Monday – Saturday, and noon - midnight on Sundays.
- License must be posted in the most conspicuous place at the location of event
- DO NOT allow anyone to bring their own alcoholic beverages to your event
- A one-day license CAN NOT be granted to:
  - any person for more than a total of 30 days per calendar year
  - any person that has an on-premises annual license application pending
  - any premises that has an alcoholic beverages license.

FOR TOWN USE ONLY

LOCAL LICENSING AUTHORITY DECISION DATE: _____

☐ **APPROVED**

☐ **DENIED**

License #_____ Notice Sent to ABCC (within 10 days of issuance) _____

Payment received: _____ Date_____ Cash_____ Check# _____

Remarks:_____

_____

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/8/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 470 Atlantic Avenue Boston MA 02210	**CONTACT NAME:** **PHONE (A/C, No, Ext):** 617-261-6700 **FAX (A/C, No):** 617-646-0400 **E-MAIL ADDRESS:**
INSURED TRUSOFR-01 Trustees of Reservations 200 High Street, 4th Floor Boston MA 02210	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A:** Philadelphia Indemnity Insurance Company / 18058 **INSURER B:** **INSURER C:** **INSURER D:** **INSURER E:** **INSURER F:**

COVERAGES **CERTIFICATE NUMBER:** 1159346210 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			PHPK2256785	4/1/2021	4/1/2022	EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY [ ] PRO-JECT [X] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	[ ] OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	[ ] ANY AUTO						BODILY INJURY (Per person)	$
	[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	[ ] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	[ ] DED [ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						[ ] PER STATUTE [ ] OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Liquor Liability			PHPK2256785	4/1/2021	4/1/2022	Each Cause Limit: Aggregate:	$1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Town of Southborough is included as additional insured with respects to the General Liability Policy. Coverage subject to policy terms and conditions.

CERTIFICATE HOLDER

Town of Southborough
17 Common Street
Southborough MA 01701

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Patrick J. Veale

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CERTIFICATION NUMBER: 90791

ALCOHOL INTERVENTION METHODS

CERTIFIES:

D. A. Hayden

CAMPBELL TRENT
508.756.8542

EXPIRES:
MAY 15 2022

Fall Fun on the Farm

Chestnut Hill Farm, 5 Chestnut Hill Rd, Southborough, MA

Sundays 10/3, 10/10, 10/17, 10/24, 10/31

12PM-1:30PM, 1:30-3PM, 3-4:30PM

Designated Driver List

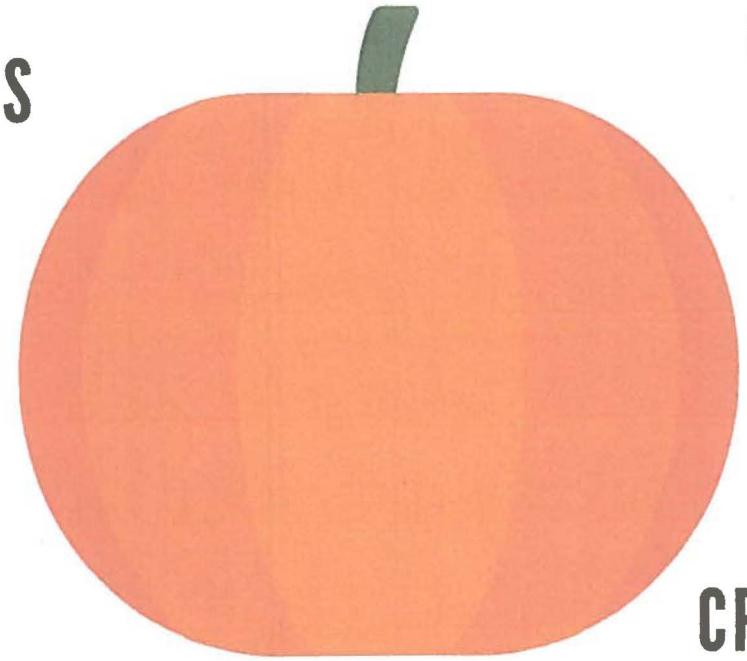
- Michaela Hughes, Engagement Manager, 857-243-0039
- Mackenzie Cahill, Lead Event Assistant, 774-289-9116
- D.A. Hayden, Portfolio Director, 781-910-3315

CHESTNUT HILL FARM

FALL FUN ON THE FARM

HAYRIDES

BARNYARD ANIMALS



LIVE MUSIC

HANDS-ON CRAFTS

FOOD TRUCK

CRAFT BEER, WINE, & APPLE CIDER

EVERY SUNDAY IN OCTOBER

PRE-REGISTRATION REQUIRED

BIT.LY/CHFFUN21

3 TICKET SESSIONS: 12-1:30PM, 1:30-3PM, 3-4:30PM

trustees

APPLICATION FOR ONE-DAY ALCOHOL LICENSE
TOWN OF SOUTHBOROUGH
Board of Selectmen
17 Common Street, Southborough MA 01772

TOWN USE ONLY	
Date:	9-1-21
Paid: $	50.00
Check#	
Cash	✓
Lic.#	

Special or "one-day" licenses for the sale of alcoholic beverages are available to the responsible event manager of any activity conducted by an organization which, in the opinion of the Town of Southborough Select Board, complies with all State and local requirements and demonstrates satisfactorily that granting of the license is in the best interests of the Town of Southborough. This application must be submitted at least 30 days prior to the event.

(X) **WINE/MALT ONLY** ( ) **ALL ALCOHOL** [for non-profits only]

License Fee: $50.00, non-refundable, check or cash only, payable to Town of Southborough

APPLICATION DATE: 8/31/21

Michaela Hughes
Event Manager/Applicant Name

39 Powisset St., Dover, MA 02030
Event Manager/Applicant Address

mhughes@thetrustees.org
Event Manager/Applicant Email Address

The Trustees of Reservations - Chestnut Hill Farm
Organization Representing

5 Chestnut Hill Rd, Southborough, MA 0177
Address of Organization

Fall Fun on the Farm — **NAME OF EVENT / PURPOSE**

10/10/21 — **DATE OF EVENT**

N/A — **RAIN DATE**

LOCATION OF EVENT Chestnut Hill Farm
( ) Inside (X) Outside

Is the organization you are representing non-profit* X YES ____ NO

*If 'Yes' and applying for "All Alcohol" license, acceptable proof of non-profit status must be attached

"Alcohol Awareness Server Training Affidavit" and Server Certificates attached X YES ___ NO

Hours of Sale/Consumption of Alcoholic Beverages 12 AM/(PM) to 4:30 AM/(PM)

APPLICATION FOR ONE-DAY ALCOHOL LICENSE
TOWN OF SOUTHBOROUGH
Board of Selectmen
17 Common Street, Southborough MA 01772

TOWN USE ONLY	
Date:	9-1-21
Paid: $	50.00
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The Trustees of Reservations - Chestnut Hill Farm
Organization Representing

5 Chestnut Hill Rd, Southborough, MA 0177
Address of Organization

Fall Fun on the Farm	10/17/21	N/A
NAME OF EVENT / PURPOSE	**DATE OF EVENT**	**RAIN DATE**

LOCATION OF EVENT Chestnut Hill Farm
( ) Inside (X) Outside

Is the organization you are representing non-profit* X YES ____ NO

*If 'Yes' and applying for "All Alcohol" license, acceptable proof of non-profit status must be attached

"Alcohol Awareness Server Training Affidavit" and Server Certificates attached X YES ___ NO

Hours of Sale/Consumption of Alcoholic Beverages 12 AM/(PM) to 4:30 AM/(PM)

APPLICATION FOR ONE-DAY ALCOHOL LICENSE

TOWN OF SOUTHBOROUGH

Board of Selectmen

17 Common Street, Southborough MA 01772

TOWN USE ONLY	
Date:	9.1.21
Paid: $	50.00
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Cash	
Lic.#	

Special or "one-day" licenses for the sale of alcoholic beverages are available to the responsible event manager of any activity conducted by an organization which, in the opinion of the Town of Southborough Select Board, complies with all State and local requirements and demonstrates satisfactorily that granting of the license is in the best interests of the Town of Southborough. This application must be submitted at least 30 days prior to the event.

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APPLICATION DATE: 8/31/21

Michaela Hughes
Event Manager/Applicant Name

39 Powisset St., Dover, MA 02030
Event Manager/Applicant Address

mhughes@thetrustees.org
Event Manager/Applicant Email Address

The Trustees of Reservations - Chestnut Hill Farm
Organization Representing

5 Chestnut Hill Rd, Southborough, MA 0177
Address of Organization

Fall Fun on the Farm — 10/24/21 — N/A
NAME OF EVENT / PURPOSE — **DATE OF EVENT** — **RAIN DATE**

LOCATION OF EVENT Chestnut Hill Farm
( ) Inside (X) Outside

Is the organization you are representing non-profit* X YES ___ NO

*If 'Yes' and applying for "All Alcohol" license, acceptable proof of non-profit status must be attached

"Alcohol Awareness Server Training Affidavit" and Server Certificates attached X YES ___ NO

Hours of Sale/Consumption of Alcoholic Beverages 12 AM/(PM) to 4:30 AM/(PM)

APPLICATION FOR ONE-DAY ALCOHOL LICENSE
TOWN OF SOUTHBOROUGH
Board of Selectmen
17 Common Street, Southborough MA 01772

TOWN USE ONLY
Date: 9-1-21
Paid: $ 50
Check#
Cash ✓
Lic.#

Special or "one-day" licenses for the sale of alcoholic beverages are available to the responsible event manager of any activity conducted by an organization which, in the opinion of the Town of Southborough Select Board, complies with all State and local requirements and demonstrates satisfactorily that granting of the license is in the best interests of the Town of Southborough. This application must be submitted at least 30 days prior to the event.

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Event Manager/Applicant Name

39 Powisset St., Dover, MA 02030
Event Manager/Applicant Address

mhughes@thetrustees.org
Event Manager/Applicant Email Address

The Trustees of Reservations - Chestnut Hill Farm
Organization Representing

5 Chestnut Hill Rd, Southborough, MA 017
Address of Organization

Fall Fun on the Farm
NAME OF EVENT / PURPOSE

10/31/21
DATE OF EVENT

N/A
RAIN DATE

LOCATION OF EVENT Chestnut Hill Farm
( ) Inside (X) Outside

Is the organization you are representing non-profit* X YES ____ NO

*If 'Yes' and applying for "All Alcohol" license, acceptable proof of non-profit status must be attached

"Alcohol Awareness Server Training Affidavit" and Server Certificates attached X YES ___ NO

Hours of Sale/Consumption of Alcoholic Beverages 12 AM/(PM) to 4:30 AM/(PM)

KENNETH M. PAULHUS
CHIEF OF POLICE

TOWN OF SOUTHBOROUGH
POLICE DEPARTMENT

32 Cordaville Road
Southborough, Massachusetts 01772

Emergency: 9-1-1
All Other: (508)485-2121
Business: (508)485-2147
Fax: (508)485-4634
kp.aulhus@southboroughma.com

To: Southborough Board of Selectmen

From: Police Chief Kenneth M. Paulhus

Subject: Part-Time Telecommunications Officer/Dispatcher

Date: August 30, 2021

Dear Board of Selectmen:

Please consider my recommendation to appoint Mr. Jake Murphy as a Part-Time Telecommunications Officer with the Southborough Police. The Department is looking to expand the number of P/T Staff in order to fill open shifts.

Mr. Murphy is a resident of Worcester. He is currently a Telecommunications Supervisor at the Wachusett Regional Emergency Communications Center, and holds all of the necessary certifications. As you can see from his resume, Mr. Murphy has vast experience in public service/dispatch that will be of great benefit to the Southborough Police Department.

His starting date will be determined shortly after successful completion of a number of screening checks, and the Boards approval.

The recommended pay rate would be Grade 3 of the SAP, $22.00 per hour based on his past experience. Please feel free to contact me with any questions you might have.

Kenneth M. Paulhus
Chief of Police

Protecting Our Community...Together!

Jake Murphy

[redacted]

Career objective

Communications professional with demonstrated customer service and organizational skills, experience in various settings, and a quick and willing learner. Skills include exceptional verbal and written communication abilities developed through rigorous coursework and job experience, problem solving skills, and the ability to work collaboratively, as well as independently, in a team environment. Additional abilities include the fair resolution of situations in a timely manner, willingness to accept a leadership role, and the production of high quality work.

Education

Westfield State University: Westfield, MA
Bachelor of Science: Criminal Justice - May 2012
Honors: Partial Tuition Scholarship
242-Hour Reserve Intermittent Police Academy: Boylston, MA
Graduated: May 2013
CPR/First Responder Certified

Work Experience

Regional Dispatch Supervisor/ Special Police Officer,
Wachusett Regional Emergency Communications Center, Holden MA
Part Time: June 2015, Full Time: January 2016

- Receive and process 911 emergency calls and non-emergency calls
- Dispatch Police, Fire and EMS units for the towns of Holden, Princeton, West Boylston and Paxton
- APCO PST1, EMD Instructor certified
- Certified Training Officer through APCO International
- Additional certifications available upon request

Dispatcher III, Worcester Emergency Communications, Worcester MA
January 2014- January 2016

- Receive and process 911 emergency calls and non-emergency calls
- Dispatch Police and Fire units for the busiest combined dispatch center in New England
- APCO PST1 and EMD certified
- Additional certifications available upon request

Retail Clerk, A.P. Fish Co., Worcester, MA
March 2008 –January 2014

- Provide excellent direct customer service
- Complete inventory and the ordering of supplies
- Train new staff members to meet high standards of service

MEMORANDUM

TO: BOARD OF SELECTMEN
FROM: VANESSA D. HALE, ASSISTANT TOWN ADMINISTRATOR
SUBJECT: STAFF RECOMMENDATIONS
DATE: SEPTEMBER 2, 2021

On behalf of the Building Department and the Recreation Department, I would respectfully request the Board of Selectmen appoint the following two individuals:

Business Assistant, Zoning Board of Appeals
I am pleased to recommend Ms. Kelly Boyd as the next Business Assistant for the Zoning Board of Appeals. Ms. Boyd possess excellent customer services skills and great office management experience. Her organizational abilities will be an asset to the ZBA as will her capability to multi-task and serve the needs of the Building Department. Ms. Boyd has past experience in the financial services and human resources industries and we would welcome her ability to make many administrative procedures easier for applicants. She will be an enthusiastic addition to the staff. Laurie Livoli, Building Commissioner worked with me to review and interview all applicants.

Program Coordinator, Recreation Department
I am pleased to recommend Mr. Joe Durant as the next Program Coordinator for the Recreation Department. Mr. Durant has been vetted by an interview panel which included Tim Davis, Recreation Director, Ryan Donovan, Library Director, and Sarah Cassell, Youth and Family Services Director. All members agreed that Joe's experience as a Recreation Director in an assisted living facility has prepared him well for a transition to our organization. The breadth of programs and resources he has developed have taught him a skill set that will be well utilized in Southborough. We all appreciated his suggestions for collaboration across our organization. Lastly, his degree, internship in municipal recreation and dynamic personality are a perfect match for this position.

Thank you for your consideration.

Noise Bylaw Ad-hoc Committee Charge

Charge and Process
The Noise Bylaw Ad-hoc Committee (the "Committee") is charged with the task of preparing a draft of a proposed Noise Bylaw for Southborough (the "Draft Bylaw").

The work of the Committee shall include, but not be limited to, the following:

- Collect previous versions of noise bylaws prepared for Southborough's Town Meetings;
- Review of the noise bylaw experience of other towns, particularly with respect to measurement of noise levels and flexibility for homeowners and commercial landscapers to maintain properties;
- Conduct a minimum of three (3) public forums for community (residents, businesses, etc.) input;
- Clearly define purpose and enforcement that address current issues;
- Consideration and evaluation of other approaches to selected aspects of the Draft Bylaw, and providing a report describing the "pros" and "cons" of these other approaches and the reason(s) that these alternatives were not recommended; and
- Providing periodic progress reports, as may be requested by the Board of Selectmen.

Membership
The Committee shall consist of five (5) "at-large" voting members, and two (2) ex-officio, non-voting members as follows:

- Five (5) "at-large" residents of the Town of Southborough, appointed by the Board of Selectmen;
- The Southborough Chief of Police, as an ex-officio, non-voting member; and
- One member of, or designee of, the Southborough Board of Health, as an ex-officio, non-voting member.

Term, Administration and Organization

- The Committee members shall be appointed for a term ending June 30, 2022;
- Ex-officio, non-voting Committee members shall not be counted for purposes of determining a quorum;
- Members shall serve without financial compensation; and
- The Committee shall determine what, if any, officers should be elected.

Schedule

- The Committee shall perform the work as detailed in the charge to deliver the Draft Bylaw and related reports by no later than 30 days before the printing deadline for the warrant for a Town Meeting (regular or special, as applicable) where the bylaw will be considered.
- The Committee shall work to produce a Draft Bylaw for consideration by Town Meeting as soon as reasonably possible, with the timing objective of no later than the 2022 Annual Town Meeting.

Approved by BOS 6-22-2021; amended 8-17-2021

Lori Esposito

From: Karen Galligan
Sent: Thursday, September 02, 2021 9:13 AM
To: Steven Achilles; Mark Purple; Kenneth Paulhus
Cc: Lori Esposito
Subject: RE: Member's Reports
Attachments: Oak Hill NB - Compliance and Risk.pdf; Oak Hill NB - Ext Speed Summary.pdf; Oak Hill SB - Compliance and Risk.pdf; Oak Hill SB - Ext Speed Summary.pdf

Here are the traffic speeds for Oak Hill. We took them in July after the original complaint about speeds, which might have stemmed from the accidents that Andrew mentioned, which I didn't know happened.

Average speed heading north to 9 is 37, 85th% is 41.
Average speed heading south to Ashland is 36, 85th% is 40.

Sign was set up at 44 Oak Hill.

Doesn't seem like speeding is a huge issue. It's a main road, carrying around 5k cars per day, and most people are driving within 5mph of the speed limit.

Thx - *kg*

ALL TRAFFIC SOLUTIONS

Compliance & Risk Report

Oak Hill NB, NB

Start: 2021-07-21
End: 2021-07-30
Times: 0:00-23:59

Medium Risk Threshold: Speed Limit + 10
High Risk Threshold: Speed Limit + 20
Speed Range: 1 to 100
Time View: By Date (Total Volumes)

Date	Speed Limit	Mode	Compliant	Low Risk	Medium Risk	High Risk	Total Num Vehicles
2021-07-21	**35**	**Display Off**	809	1216	46	1	**2072**
2021-07-22	**35**	**Display Off**	1190	1686	57	3	**2936**
2021-07-23	**35**	**Display Off**	1274	1882	80	2	**3238**
2021-07-24	**35**	**Display Off**	1123	1842	81	3	**3049**
2021-07-25	**35**	**Display Off**	714	1504	59	3	**2280**
2021-07-26	**35**	**Display Off**	983	1892	75	1	**2951**
2021-07-27	**35**	**Display Off**	1279	1704	53	0	**3036**
2021-07-28	**35**	**Display Off**	426	695	32	0	**1153**
2021-07-30	**35**	**Display Off**	17	9	1	0	**27**
Total			**7815**	**12430**	**484**	**13**	**20742**

ALL TRAFFIC SOLUTIONS

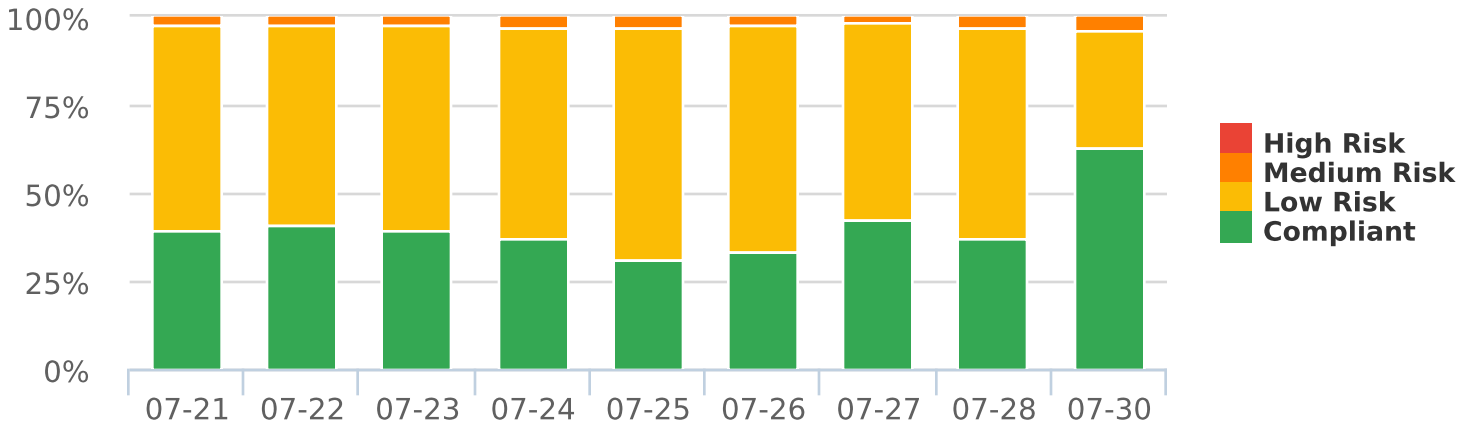
Compliance & Risk Report

Oak Hill NB, NB

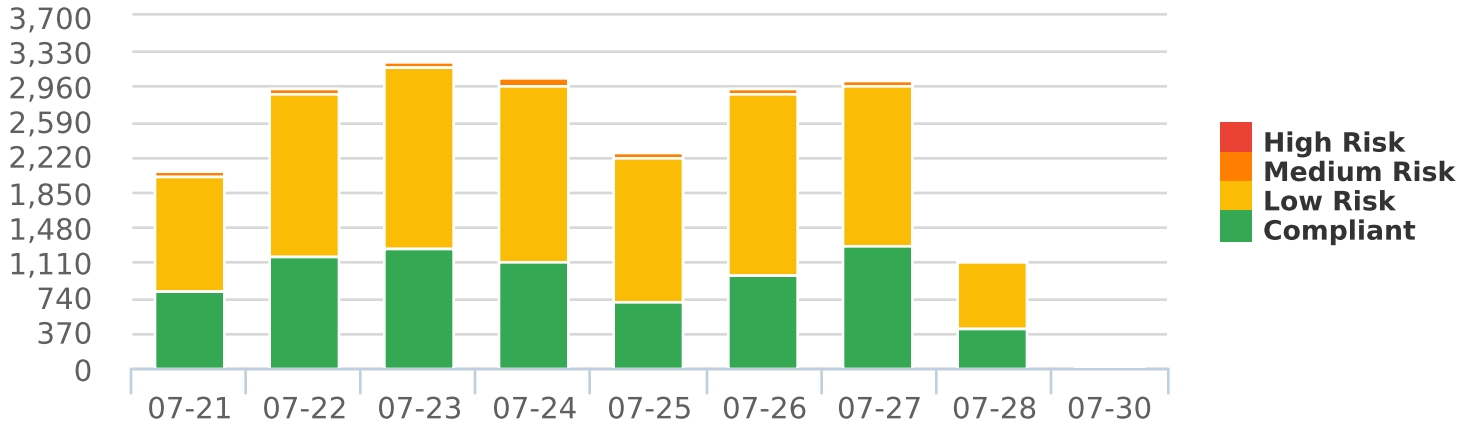
Start: 2021-07-21
End: 2021-07-30
Times: 0:00-23:59

Medium Risk Threshold: Speed Limit + 10
High Risk Threshold: Speed Limit + 20
Speed Range: 1 to 100
Time View: By Date (Total Volumes)

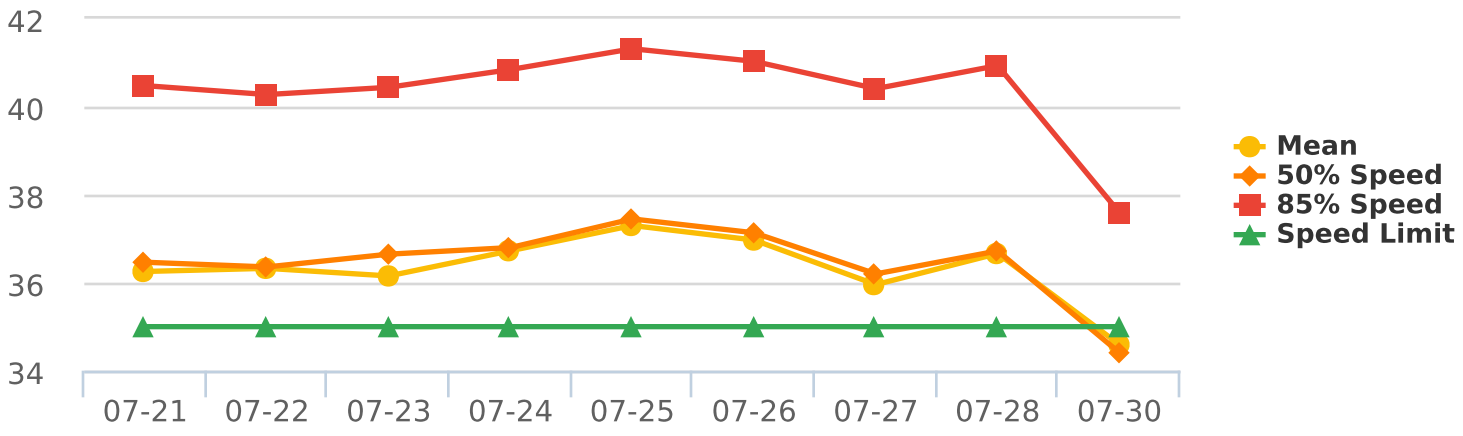
Compliance % by Date (Totals)



Compliance by Date (Totals)



Speeds



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ALL TRAFFIC SOLUTIONS

Extended Speed Summary

Oak Hill NB, NB

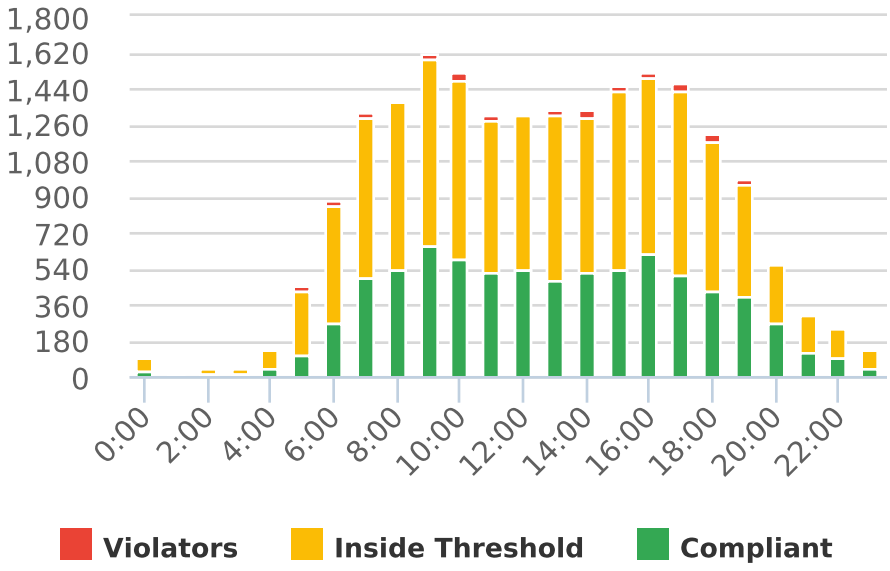
Start: 2021-07-21
End: 2021-07-30
Times: 0:00-23:59

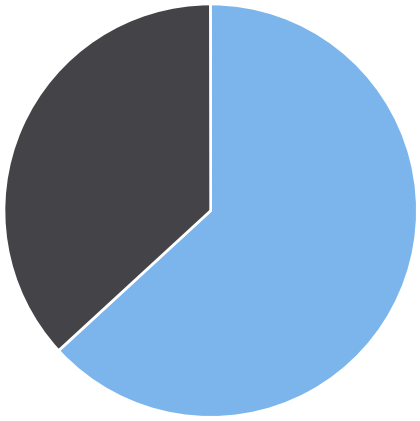
Violation Threshold: Speed Limit + 10
Speed Range: 1 to 100

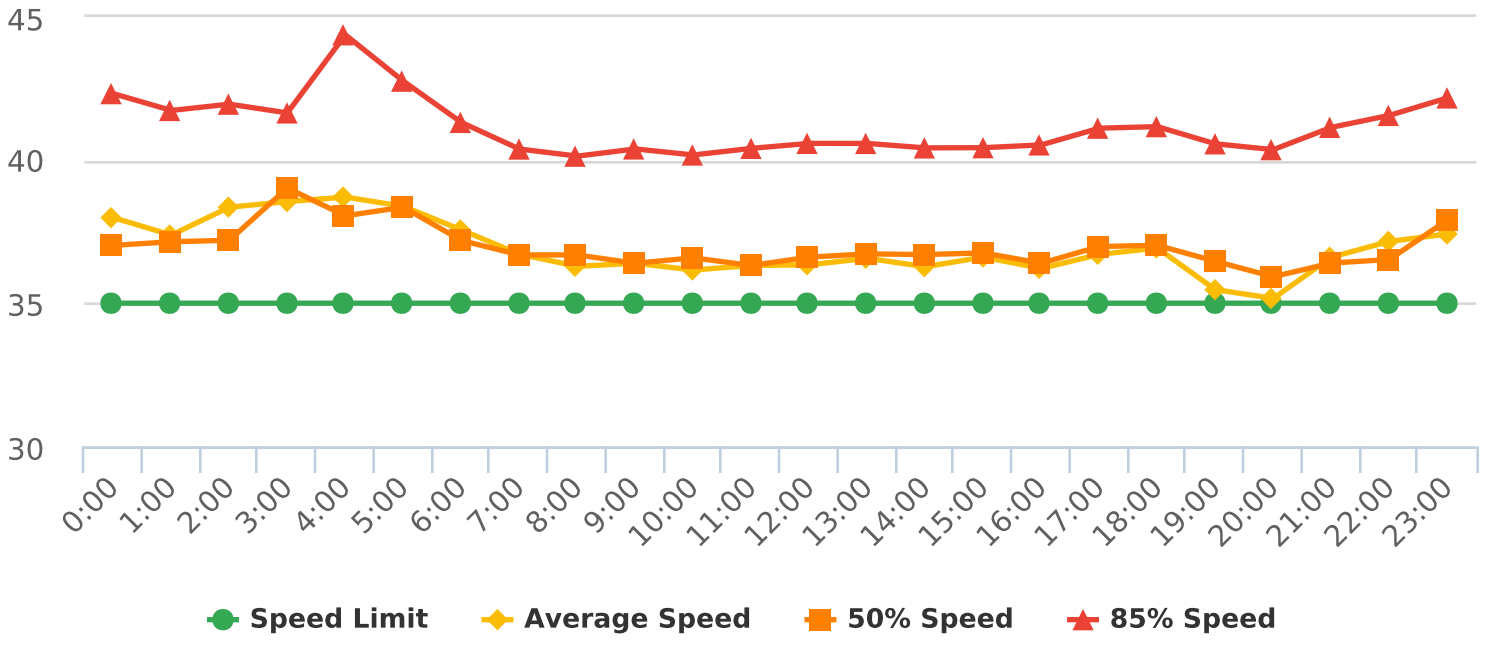
Overall Summary

Total Days of Data: 9
Speed Limit: 35
Average Speed: 36.51
50th Percentile Speed: 36.7
85th Percentile Speed: 40.68
Pace Speed Range: 32-42

Minimum Speed: 5
Maximum Speed: 63
Display Mode: Display Off
Average Volume per Day: 2304.7
Total Volume: 20742







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ALL TRAFFIC SOLUTIONS

Extended Speed Summary

Oak Hill NB, NB

Start: 2021-07-21
End: 2021-07-30
Times: 0:00-23:59

Violation Threshold: Speed Limit + 10
Speed Range: 1 to 100

Time	Sign Mode	Speed Limit	Total # Vehicles	Total # Violator	% Violator	Avg # Vehicles	Avg # Violators	Min Speed	Max Speed	Avg Speed	50% Speed	85% Speed	Sign Effectiveness
0:00	Display Off	35	93	6	6.5%	13.3	0.9	23	63	38.0	37.0	42.3	49.4%
1:00	Display Off	35	34	2	5.9%	4.9	0.3	9	52	37.4	37.1	41.7	35.4%
2:00	Display Off	35	45	5	11.1%	6.4	0.7	31	60	38.4	37.2	42.0	31.3%
3:00	Display Off	35	40	5	12.5%	5.7	0.7	7	50	38.6	39.0	41.7	49.9%
4:00	Display Off	35	148	17	11.5%	21.1	2.4	25	52	38.7	38.1	44.4	50.1%
5:00	Display Off	35	458	25	5.5%	65.4	3.6	6	54	38.4	38.4	42.8	66.0%
6:00	Display Off	35	883	27	3.1%	126.1	3.9	25	57	37.6	37.2	41.3	61.7%
7:00	Display Off	35	1317	27	2.1%	164.6	3.4	6	53	36.7	36.7	40.4	61.0%
8:00	Display Off	35	1388	13	0.9%	198.3	1.9	13	56	36.3	36.7	40.1	59.5%
9:00	Display Off	35	1607	22	1.4%	200.9	2.8	8	54	36.4	36.4	40.4	63.6%
10:00	Display Off	35	1514	28	1.8%	189.3	3.5	5	56	36.2	36.6	40.2	61.6%
11:00	Display Off	35	1304	24	1.8%	163.0	3.0	5	59	36.3	36.3	40.4	63.5%
12:00	Display Off	35	1326	23	1.7%	189.4	3.3	8	49	36.3	36.6	40.6	63.6%
13:00	Display Off	35	1335	25	1.9%	190.7	3.6	7	55	36.6	36.7	40.6	64.8%
14:00	Display Off	35	1333	35	2.6%	190.4	5.0	9	55	36.3	36.7	40.4	66.5%
15:00	Display Off	35	1450	28	1.9%	207.1	4.0	5	56	36.6	36.8	40.4	65.8%
16:00	Display Off	35	1519	29	1.9%	217.0	4.1	5	52	36.2	36.4	40.5	65.6%
17:00	Display Off	35	1469	41	2.8%	209.9	5.9	5	59	36.7	37.0	41.1	64.9%
18:00	Display Off	35	1210	40	3.3%	172.9	5.7	12	52	36.9	37.0	41.2	68.0%
19:00	Display Off	35	985	24	2.4%	140.7	3.4	5	58	35.5	36.5	40.6	65.6%
20:00	Display Off	35	572	9	1.6%	81.7	1.3	5	46	35.2	35.9	40.4	55.6%
21:00	Display Off	35	317	12	3.8%	45.3	1.7	5	52	36.6	36.4	41.1	52.4%
22:00	Display Off	35	256	20	7.8%	36.6	2.9	8	59	37.2	36.5	41.6	57.0%
23:00	Display Off	35	139	10	7.2%	19.9	1.4	9	53	37.4	37.9	42.2	56.7%
Total Volumes/ Avg			20742	497	2.4%	2860.6	69.4	5	63	36.9	37.0	41.2	58.3%
Total/Avg w/o Feedback			20742	497	2.4%	2860.6	69.4	5	63	36.9	37.0	41.2	58.3%
Total/Avg w/ Feedback			0	0	0	0.0	0.0	n/a	n/a	n/a	n/a	n/a	n/a

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ALL TRAFFIC SOLUTIONS

Compliance & Risk Report

Oak Hill Southb, SB

Start: 2021-07-30
End: 2021-08-04
Times: 0:00-23:59

Medium Risk Threshold: Speed Limit + 10
High Risk Threshold: Speed Limit + 20
Speed Range: 1 to 100
Time View: By Date (Total Volumes)

Date	Speed Limit	Mode	Compliant	Low Risk	Medium Risk	High Risk	Total Num Vehicles
2021-07-30	**35**	**Display Off**	1480	1410	37	1	**2928**
2021-07-31	**35**	**Display Off**	1514	1630	54	3	**3201**
2021-08-01	**35**	**Display Off**	1071	1420	52	2	**2545**
2021-08-02	**35**	**Display Off**	1426	1567	49	7	**3049**
2021-08-03	**35**	**Display Off**	1258	1261	45	1	**2565**
2021-08-04	**35**	**Display Off**	974	948	28	0	**1950**
Total			**7723**	**8236**	**265**	**14**	**16238**

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ALL TRAFFIC SOLUTIONS

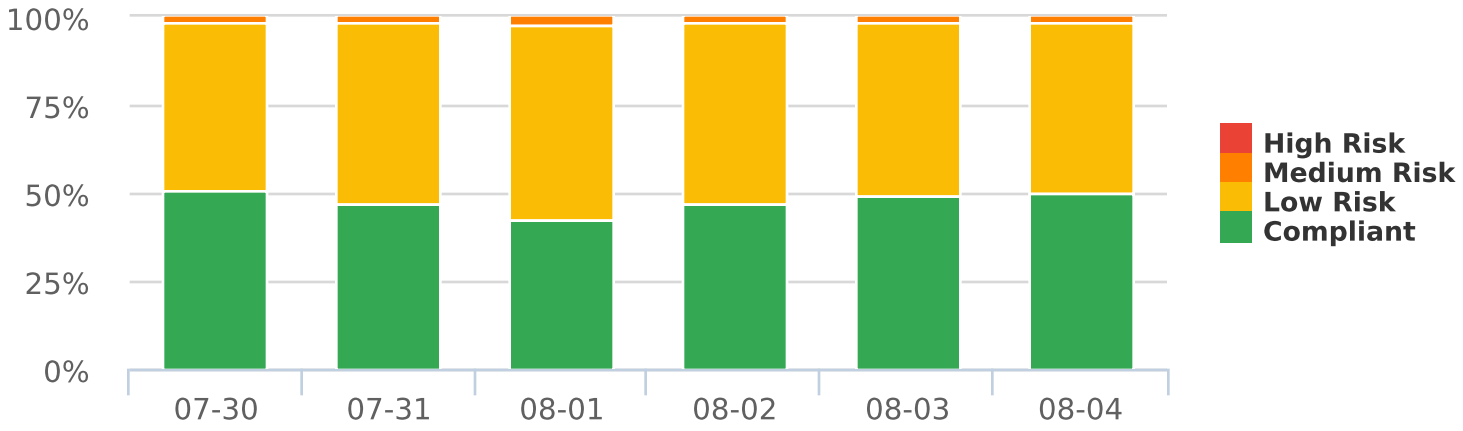
Compliance & Risk Report

Oak Hill Southb, SB

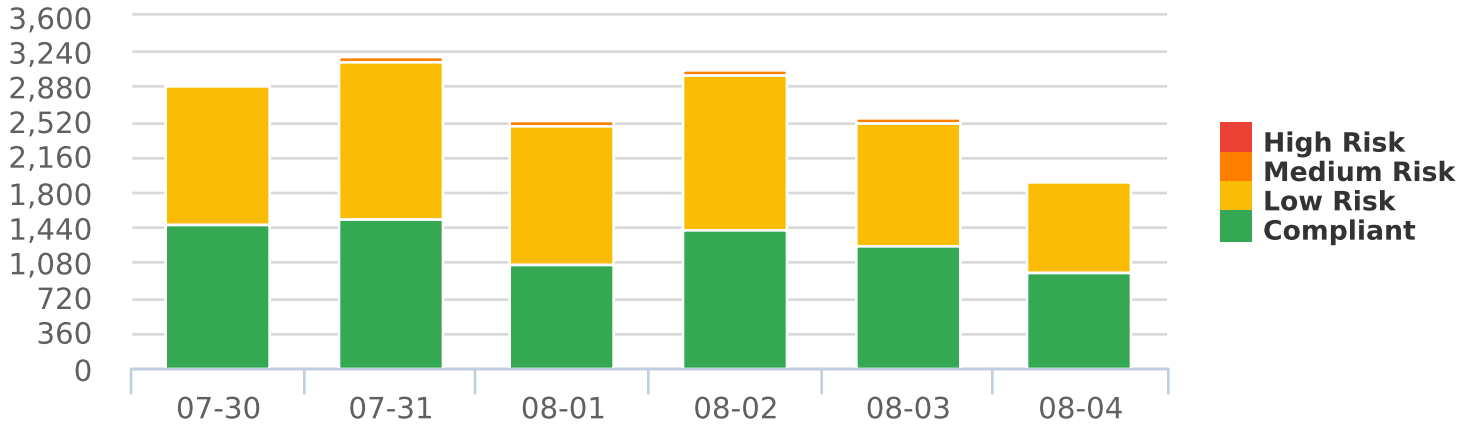
Start: 2021-07-30
End: 2021-08-04
Times: 0:00-23:59

Medium Risk Threshold: Speed Limit + 10
High Risk Threshold: Speed Limit + 20
Speed Range: 1 to 100
Time View: By Date (Total Volumes)

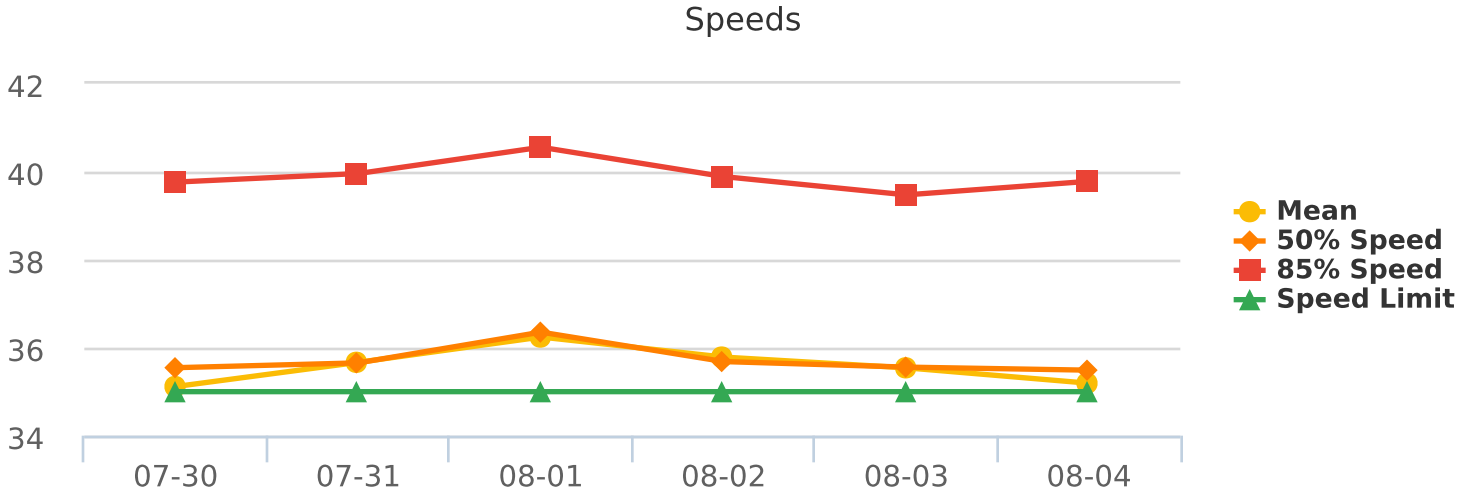
Compliance % by Date (Totals)



Compliance by Date (Totals)



Speeds



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ALL TRAFFIC SOLUTIONS

Extended Speed Summary

Oak Hill Southb, SB

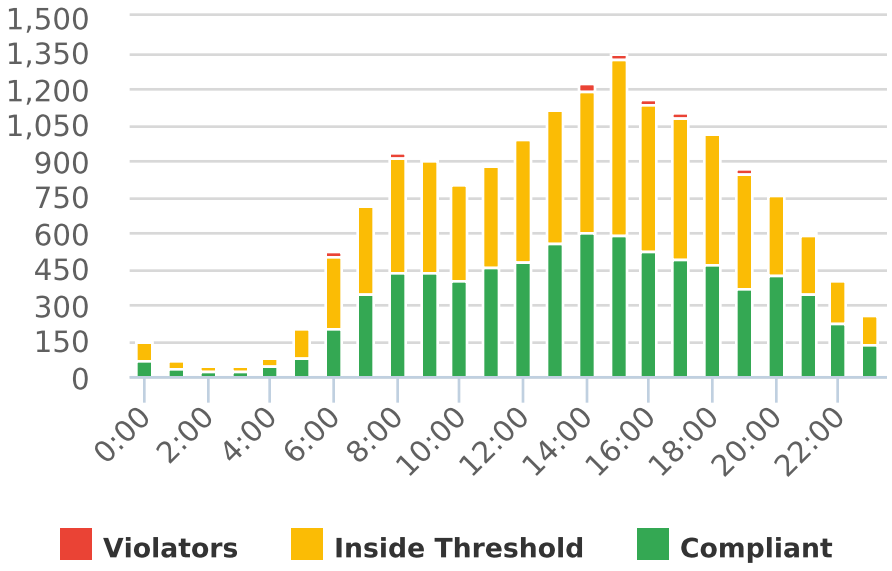
Start: 2021-07-30
End: 2021-08-04
Times: 0:00-23:59

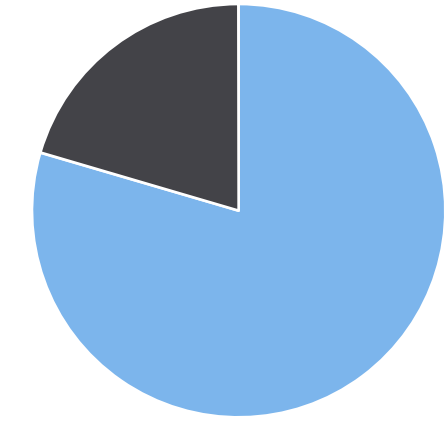
Violation Threshold: Speed Limit + 10
Speed Range: 1 to 100

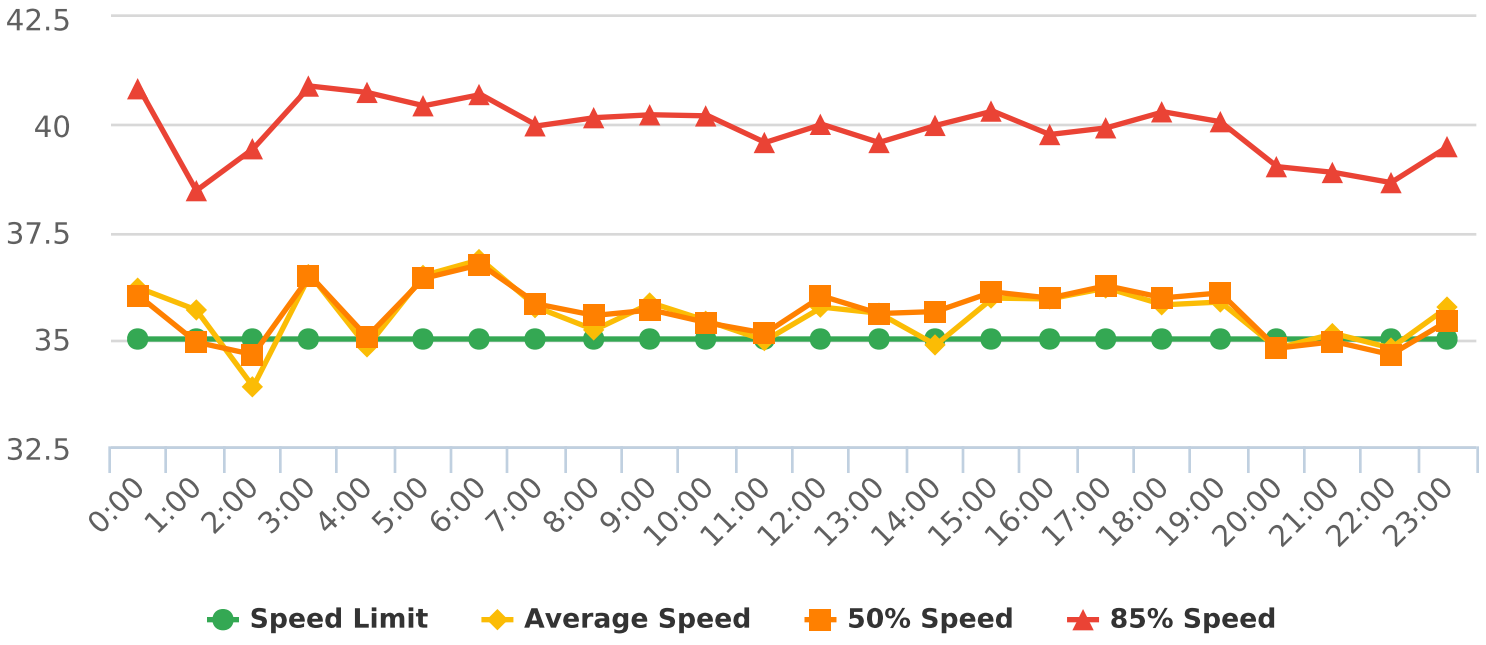
Overall Summary

Total Days of Data: 6
Speed Limit: 35
Average Speed: 35.6
50th Percentile Speed: 35.71
85th Percentile Speed: 39.91
Pace Speed Range: 31-41

Minimum Speed: 5
Maximum Speed: 99
Display Mode: Display Off
Average Volume per Day: 2706.3
Total Volume: 16238







Generated by Tammi Rice on Aug 5, 2021 at 7:59:53 AM

ALL TRAFFIC SOLUTIONS

Extended Speed Summary

Oak Hill Southb, SB

Start: 2021-07-30
End: 2021-08-04
Times: 0:00-23:59

Violation Threshold: Speed Limit + 10
Speed Range: 1 to 100

Time	Sign Mode	Speed Limit	Total # Vehicles	Total # Violator	% Violator	Avg # Vehicles	Avg # Violators	Min Speed	Max Speed	Avg Speed	50% Speed	85% Speed	Sign Effectiveness
0:00	Display Off	35	152	6	3.9%	30.4	1.2	25	48	36.2	36.0	40.8	81.6%
1:00	Display Off	35	68	1	1.5%	13.6	0.2	28	49	35.7	34.9	38.5	76.6%
2:00	Display Off	35	44	1	2.3%	8.8	0.2	6	46	33.9	34.6	39.4	77.3%
3:00	Display Off	35	46	2	4.3%	9.2	0.4	9	52	36.5	36.5	40.9	78.5%
4:00	Display Off	35	82	1	1.2%	16.4	0.2	5	53	34.8	35.0	40.7	65.9%
5:00	Display Off	35	208	4	1.9%	41.6	0.8	8	48	36.5	36.4	40.4	86.3%
6:00	Display Off	35	517	17	3.3%	103.4	3.4	8	59	36.9	36.7	40.7	80.4%
7:00	Display Off	35	726	14	1.9%	145.2	2.8	13	56	35.7	35.8	40.0	79.2%
8:00	Display Off	35	932	16	1.7%	155.3	2.7	6	99	35.2	35.5	40.2	75.5%
9:00	Display Off	35	914	16	1.8%	152.3	2.7	5	53	35.8	35.7	40.2	79.3%
10:00	Display Off	35	812	8	1.0%	162.4	1.6	5	52	35.4	35.4	40.2	78.7%
11:00	Display Off	35	884	10	1.1%	176.8	2.0	8	52	35.0	35.1	39.6	79.4%
12:00	Display Off	35	1004	14	1.4%	200.8	2.8	5	53	35.7	36.0	40.0	81.1%
13:00	Display Off	35	1123	11	1.0%	187.2	1.8	5	51	35.6	35.6	39.6	79.3%
14:00	Display Off	35	1218	25	2.1%	203.0	4.2	5	62	34.9	35.6	40.0	77.5%
15:00	Display Off	35	1345	27	2.0%	224.2	4.5	5	57	36.0	36.1	40.3	77.5%
16:00	Display Off	35	1152	21	1.8%	230.4	4.2	6	50	35.9	36.0	39.8	80.4%
17:00	Display Off	35	1101	25	2.3%	220.2	5.0	7	58	36.2	36.2	39.9	81.6%
18:00	Display Off	35	1027	15	1.5%	205.4	3.0	5	56	35.8	36.0	40.3	81.8%
19:00	Display Off	35	866	21	2.4%	173.2	4.2	6	60	35.9	36.1	40.1	81.2%
20:00	Display Off	35	757	4	0.5%	151.4	0.8	6	49	34.8	34.8	39.0	81.5%
21:00	Display Off	35	595	7	1.2%	119.0	1.4	6	72	35.1	34.9	38.9	78.9%
22:00	Display Off	35	403	3	0.7%	80.6	0.6	10	63	34.8	34.6	38.6	77.4%
23:00	Display Off	35	262	10	3.8%	52.4	2.0	25	55	35.7	35.4	39.5	83.3%
Total Volumes/ Avg			**16238**	**279**	**1.7%**	**3063.2**	**52.7**	**5**	**99**	**35.6**	**35.6**	**39.9**	**79.2%**
Total/Avg w/o Feedback			**16238**	**279**	**1.7%**	**3063.2**	**52.7**	**5**	**99**	**35.6**	**35.6**	**39.9**	**79.2%**
Total/Avg w/ Feedback			**0**	**0**	**0**	**0.0**	**0.0**	**n/a**	**n/a**	**n/a**	**n/a**	**n/a**	**n/a**

Generated by Tammi Rice on Aug 5, 2021 at 7:59:53 AM

Lori Esposito

From: Steven Achilles
Sent: Thursday, September 02, 2021 12:03 PM
To: Mark Purple
Cc: Lori Esposito; Kenneth Paulhus; Karen Galligan
Subject: Member's Reports - From Fire
Attachments: influence_of_traffic_calming_devices_uponfire_vehicle_travel_times.pdf

NFPA 1141

Standard for Fire Protection Infrastructure for Land Development in Wildland, Rural, and Suburban Areas. 2017

(Access, Driveways, Fire Lanes, Access Road Widths, and Premises Numbering.)

Chapter 5 Means of Access:

5.2.3 Roadways shall have a minimum clear width of 12 ft. for each lane of travel, excluding shoulders and parking.

5.2.13 Roadways shall not be designed or constructed with speed bumps or speed humps.

5.2.14 Alternative traffic calming devices such as chicanes and roundabouts shall be acceptable with the approval of the AHJ.

5.2.15 Roadways design shall incorporate provisions for emergency pull-offs, spaced accordingly according to the AHJ.

*AHJ – Authority Having Jurisdiction (Fire Department).

A.5.2.13 The Influence of Traffic Calming Devices on Fire Vehicle Travel Times (see attached study).

Steve

STEVEN E. ACHILLES
Fire Chief

SOUTHBOROUGH FIRE DEPARTMENT
32 Cordaville Road
Southborough, MA 01772
Office: (508) 485-3235
Mobile: (508) 573-8386
Fax: (508) 485-3887
sachilles@southboroughma.com

The Influence of Traffic Calming Devices upon Fire Vehicle Travel Times

Michael A. Coleman

INTRODUCTION

The City of Portland is well known for its high quality of life and the efforts that have been made to maintain and enhance neighborhood livability. Part of this success is a result of the City's Traffic Calming Program which has been effective in minimizing the impacts of traffic on neighborhood streets. The program's primary goal is to reduce overall traffic speeds on residential streets and in school zones. Traffic circles and speed bumps are the program's most effective tools. To date, 65 traffic circles and approximately 300 speed bumps have been installed on numerous neighborhood collector and local service streets throughout the City.

Unfortunately, traffic calming devices that reduce overall vehicular speeds can also impact some emergency response vehicles by increasing their response times. Given the number of existing and planned traffic calming devices, the City of Portland's Fire Bureau has become more concerned in recent years about the cumulative impact of these devices on their ability to respond quickly to emergencies. Neighborhoods are also struggling with how to best address the problem of speeding traffic on their neighborhood streets while not significantly reducing response times for emergency service providers.

A survey of other cities found no information on this subject that would help Portland deal with it's problem. Thus, to gain a better understanding of the impacts of traffic calming, the City conducted a research project to measure the affects of both traffic circles and speed bumps on response times for various types of fire apparatus. This information is now available for planning and designing individual traffic calming projects. More importantly, though, it will be useful as part of community-wide discussions on the broader public safety policy issue; this being the implications associated with slowing vehicular traffic on neighborhood streets while increasing emergency vehicle response times.

The City is currently addressing this policy issue with an 18-month planning process that will take this question out to the community for a public discussion and review of the competing safety issues. From this, an adopted set of emergency response routes will be incorporated into the City's transportation master plan. Policies will be written based on the type of emergency response route and the extent to which traffic calming may be used on those routes.

PURPOSE

There are two purposes for this paper. The first is to show how traffic calming devices affect fire vehicle travel times and to describe the testing that quantified the relationship between the two. The second purpose is to describe the City of Portland's planning-based approach to addressing the conflict between traffic calming and emergency service response.

CALMING DEVICE IMPACTS ON FIRE RESPONSE TIMES

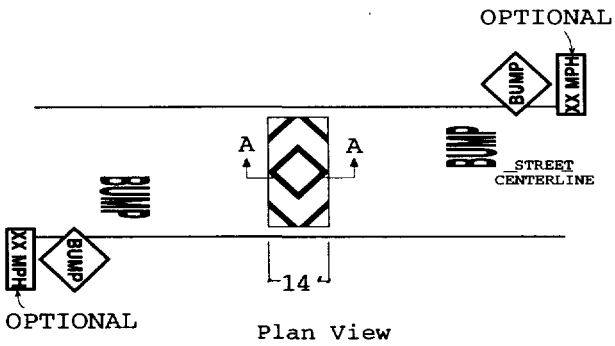
During the Fall of 1995 Portland's Fire Bureau and Bureau of Traffic Management conducted a thorough data collection effort to help quantify the relationship between three types of traffic calming devices and fire vehicle travel times. Six different types of fire vehicles were driven on streets calmed with traffic circles, 22-foot speed bumps, and 14-foot speed bumps. The resulting test data were the basis for determining the travel time impacts of the calming devices. Figures 1, 2, and 3 illustrate the three devices. Table 1 lists basic information about the fire vehicles used in the study.

Table 1
Fire Vehicle Specifications

Vehicle	Overall Length	Wheel-base	Weight (lbs)	Horse-power (HP)	Wt./HP Ratio (lbs/HP)	0-40 mph Accel. Time (sec)
Engine 18	29'10"	15'5"	34,860	185	188	19
Rescue 41	21'0"	11'6"	na	185	na	12
Squad 1	27'0"	14'6"	23,170	275	84	17
Truck 1	48'0"	21'0"	53,000	450	118	20
Truck 4	57'0"	13'0"	53,960	450	120	22
Truck 41	37'6"	16'9"	42,100	350	120	27

The testing attempted to take into account four factors that might influence the speed at which fire vehicles are driven around traffic circles or across speed bumps. The four factors were: the driver, the type of fire vehicle, the desirable vehicle speed, and the type of calming device.

Six different fire vehicles were tested. Test runs were conducted on a total of six streets. Two streets had 22-foot speed bumps. Two streets had 14-foot speed bumps, and two had traffic circles. A total of 36 different drivers participated in the testing. The total number of test runs on each street was four per vehicle, or 24 runs per street.



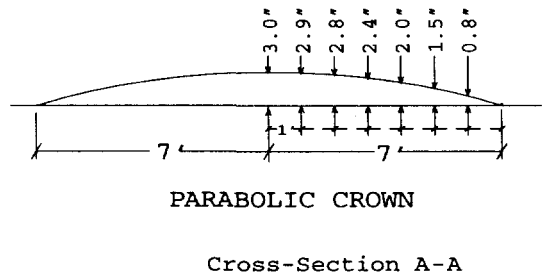
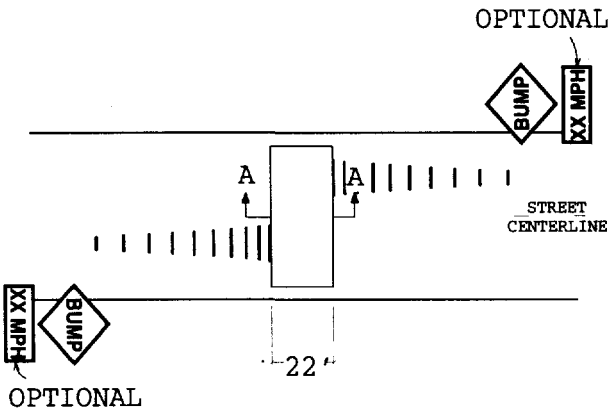


Figure 1: 14' Speed Bump (Typical)



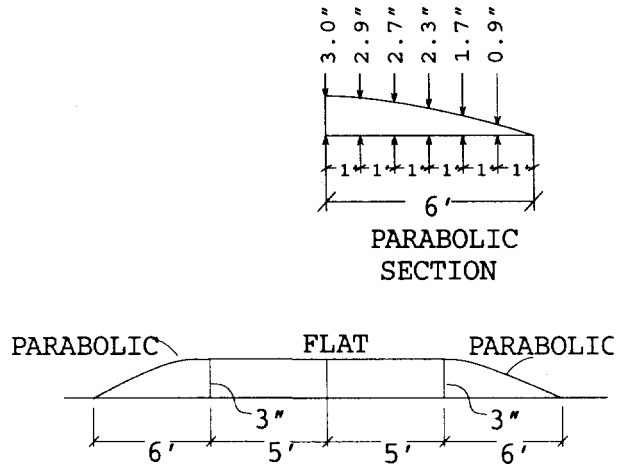
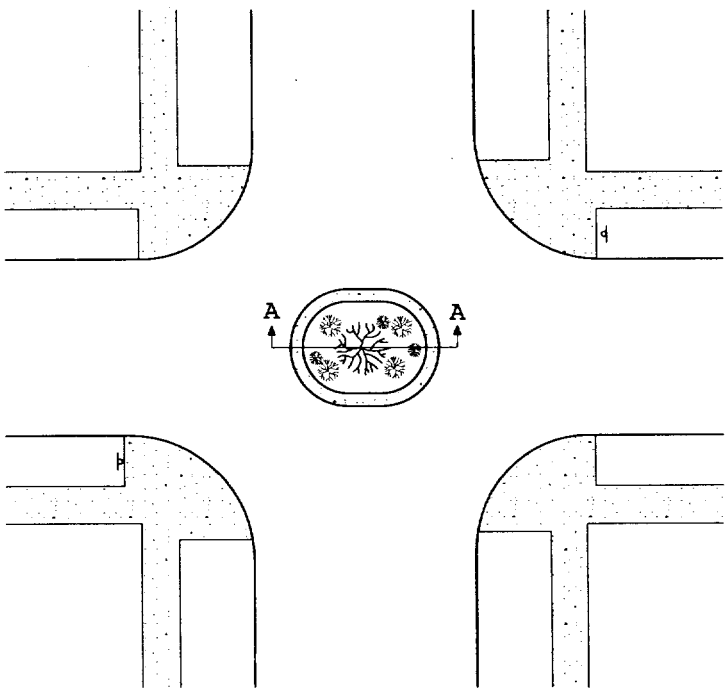


Figure 2: 22' Speed Bump (Typical)



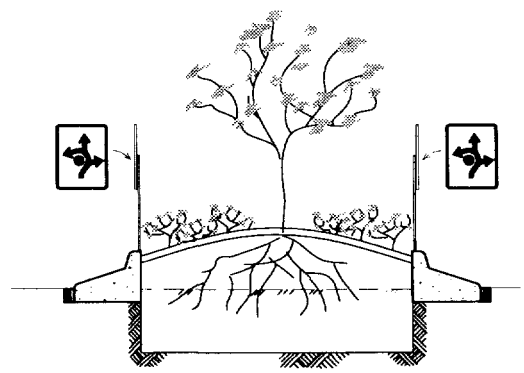


Figure 3: Traffic Circle (Typical)

Each test run was video taped. The camera recorded the vehicle speeds that were detected and displayed by a radar gun. Also the time of day, to the nearest second, was superimposed on the recording.

The speed and time information for each test run was transcribed from the video tapes to a spreadsheet. The data was manipulated to create a table of speed-vs-time and speed-vs-distance information for each test run.

For the various combinations of the four variables, the time needed to travel a length of street that had no calming device was compared to the time needed to travel the same length with a calming device. The average time and distance required for each vehicle to decelerate from a desirable response speed, negotiate the calming device, and accelerate back to the desirable speed was determined from the data. The time required to travel the same distance without a calming device's influence was calculated. The difference between the two travel times equals the delay associated with the calming device. This delay-per-device was determined for all six vehicles as they negotiated every calming device on the six test streets. Delays-per-device were calculated for desirable response speeds of 25, 30, 35, and 40 mph.

RESEARCH FINDINGS

The results of the testing are presented in Tables 2, 3, and 4. As one would expect, the delay-per-device increases as the desirable response speed increases. Depending on the type of fire vehicle and the desirable response speed, the three devices were found to create a range of delays:

22-foot bumps:	0.0 to 9.2 seconds of delay per bump
14-foot bumps:	1.0 to 9.4 seconds of delay per bump
Traffic circles:	1.3 to 10.7 seconds of delay per circle

The drivers' performances did not appear to significantly influence the results. Their choices of deceleration and acceleration rates as well as their choices of minimum speeds near the devices were very consistent.

Of the three traffic calming devices, the 22-foot bumps had the least impact on vehicle travel times. For the longer heavier vehicles the traffic circles impacted travel times the most. For the shorter more maneuverable vehicles the 14-foot bumps had the most impact.

For a given emergency response route, the test results can be used to predict the impacts of one or more traffic calming devices on fire response times.

The results provide new quantitative data to help weigh the pros and cons of traffic calming. The findings can be added to the findings already confirming that traffic circles and speed bumps effectively reduce the frequency of collisions, the speed of passenger cars, and the amount of traffic on a street.

Table 2
Typical Impacts of Traffic Circles on Emergency Vehicles

Vehicle	Lowest Speed (mph)	Desirable Speed (mph)	Travel Time Delay (seconds)	Impact Distance (feet)
Engine 18	14	25	2.8	260
	14	30	4.3	490
	14	35	6.1	670
	14	40	8.5	810
Rescue 41	16	25	1.3	170
	16	30	2.3	300
	16	35	3.1	470
	16	40	5.1	610
Squad 1	17	25	1.2	170
	17	30	2.3	330
	17	35	3.7	500
	17	40	5.3	780
Truck 1	10	25	4.8	320
	10	30	6.4	520
	10	35	8.4	750
	10	40	10.7	1030
Truck 4	11	25	4.3	320
	11	30	6.2	550
	11	35	8.1	800
	11	40	10.3	1140
Truck 41	11	25	3.9	340
	11	30	5.2	560
	11	35	7.3	850
	11	40	9.2	1260

Lowest Speed: This is the lowest speed at which a vehicle travels when driven around a traffic circle.

Desirable Speed: This is the speed at which a driver might wish to travel if there were no traffic circles.

Travel Time Delay: This is the additional time required to travel to a destination because of a traffic circle's influence.

Impact Distance: This is the length of street where a given vehicle cannot be driven at a given desirable speed because of a traffic circle's influence.

Table 3

Typical Impacts of 14-foot Speed Bumps on Emergency Vehicles

Vehicle	Lowest Speed (mph)	Desirable Speed (mph)	Travel Time Delay (seconds)	Impact Distance (feet)
Engine 18	13	25	2.3	240
	13	30	3.7	400
	13	35	5.2	580
	13	40	7.7	810
Rescue 41	17	25	1.0	150
	17	30	1.7	270
	17	35	2.9	480
	17	40	4.9	630
Squad 1	12	25	2.7	240
	12	30	4.1	440
	12	35	5.9	610
	12	40	8.3	850
Truck 1	11	25	3.4	270
	11	30	4.9	460
	11	35	6.6	650
	11	40	9.4	930
Truck 4	12	25	3.4	320
	12	30	4.9	490
	12	35	6.8	730
	12	40	9.1	1050
Truck 41	12	25	3.5	330
	12	30	4.7	470
	12	35	6.6	760
	12	40	8.6	1150

Lowest Speed: This is the lowest speed at which a vehicle travels when crossing a 14-foot speed bump.

Desirable Speed: This is the speed at which a driver might wish to travel if there were no speed bumps.

Travel Time Delay: This is the additional time required to travel to a destination because of a 14-foot speed bump's influence.

Impact Distance: This is the length of street where a given vehicle cannot be driven at a given desirable speed because of a speed bump's influence.

Table 4

Typical Impacts of 22-foot Speed Bumps on Emergency Vehicles

Vehicle	Lowest Speed (mph)	Desirable Speed (mph)	Travel Time Delay (seconds)	Impact Distance (feet)
Engine 18	21	25	0.8	140
	21	30	1.7	320
	21	35	3.0	510
	21	40	5.0	750
Rescue 41	34	25	0.0	0
	34	30	0.0	0
	34	35	0.3	120
	34	40	1.5	260
Squad 1	24	25	0.4	80
	24	30	1.0	210
	24	35	2.1	430
	24	40	3.4	710
Truck 1	22	25	0.6	140
	22	30	1.4	320
	22	35	3.0	600
	22	40	4.9	890
Truck 4	16	25	1.8	250
	16	30	3.4	450
	16	35	5.9	670
	16	40	7.7	1040
Truck 41	14	25	3.0	320
	14	30	4.8	620
	14	35	7.2	910
	14	40	9.2	1320

Lowest Speed: This is the lowest speed at which a vehicle travels when crossing a 22-foot speed bump.

Desirable Speed: This is the speed at which a driver might wish to travel if there were no speed bumps.

Travel Time Delay: This is the additional time required to travel to a destination because of a 22-foot speed bump's influence.

Impact Distance: This is the length of street where a given vehicle cannot be driven at a given desirable speed because of a speed bump's influence.

PUBLIC POLICY DEVELOPMENT

In an effort to provide both good emergency service response times and slower overall traffic speeds on neighborhood streets, a public process has been undertaken to address the trade-offs between these two community values and to provide policy direction for implementing traffic calming on a city-wide basis. This is being done by revising the Transportation Element of Portland's Comprehensive Plan to include a network of emergency response routes and policies to guide the treatment and operation of those routes.

The Transportation Element classifies Portland's streets according to their intended role in serving the various transportation modes and provides policies meant to accomplish the objectives of each classification. The Transportation Element currently defines networks and policies for serving pedestrians, traffic, bikes, transit, and trucks.

A classification system and set of policies is now being developed for emergency response routes and will be added to the Transportation Element upon its completion. Transportation and Fire Bureau staff are working together to develop a draft version of the "Emergency Response" classification. A citizen advisory committee has also been established to advise the two bureaus in the following areas:

- defining the criteria to be used in selecting emergency response routes
- applying the criteria to identify the recommended routes
- developing a hierarchy of emergency response routes
- developing classification policies and procedures
- recommending ways to manage and mitigate conflicts between traffic calming and prompt response.

The final product will be a written report recommending changes to the Transportation Element of the Comprehensive Plan . It will include the criteria, definition, and policies for the response routes, as well as a map that identifies the network of routes. A series of public meetings will be held to present the recommendations and take testimony. The resulting final version of the report will be presented to the Portland City Council which has the final approval authority.

Michael A. Coleman, P.E.
Senior Traffic Engineer
Traffic Operations Section
Bureau of Traffic Management
Portland Department of Transportation
City of Portland, Oregon

From: Mark Purple
To: Lori Esposito
Subject: FW: Oak Hill Crash Data
Date: Thursday, September 02, 2021 10:41:36 AM
Attachments: Oak Hill Crash Reports.pdf

From: Kenneth Paulhus <kpaulhus@southboroughma.com>
Sent: Thursday, September 2, 2021 9:28 AM
To: Mark Purple <mpurple@southboroughma.com>
Cc: Karen Galligan <kgalligan@southboroughma.com>; Steven Achilles <sachilles@southboroughma.com>
Subject: Oak Hill Crash Data

Mark,

We went back three years (from 9/1/2018 till today):

7/16/19 1118 hrs. Unable to locate
9/4/19 1835 MV pulling out of Walnut St. struck MV operating south on Oak Hill.
10/10/19 0936 Minor. Operators exchanged info. No report.
11/4/19 1952 Resident backing out of driveway struck MV operating on Oak Hill.
1/12/20 0308 Cruiser grazed in rear on Turnpike Rd. at corner of Oak Hill Rd. (very minor damage).
3/6/20 0741 MV struck while pulling out of Leeds Way onto Oak Hill.
4/9/20 0429 MV struck in rear on Turnpike Rd. by distracted driver at corner of Oak Hill at the light.
4/20/20 0214 Car vs. Deer.
8/4/20 1823 Tree branch and wires fell on car during a storm.
7/13/21 0609 Car ran off roadway and flipped. Driver claims road rage. Evidence does not support his claim.
7/15/21 1123 Car passing truck pulls into opposite lane. Driver in opposite lane distracted. Result is head on crash.
7/24/21 1451 MV on Oak Hill waiting at Turnpike Rd. light. Very minor tap in the rear end. Other driver left the scene without exchanging info.
8/3/21 0831 Minor MV crash at Turnpike Rd. and Oak Hill light. Paper exchange. No report.
8/27/21 1438 Minor damage. Vehicle backing out of driveway on Oak Hill struck by passing car.

Thx,

Ken

Kenneth M. Paulhus
Chief of Police
Town of Southborough
32 Cordaville Road
Southborough MA 01772
(508) 485-2147
kpaulhus@southboroughma.com



For Date: 07/16/2019 - Tuesday

Call Number	Time	Call Reason	Action
19-7594	1118	MVA PROPERTY DAMAGE ONLY	Could Not Locate
Location/Address:		[SOH 1378] OAK HILL RD	

For Date: 09/04/2019 - Wednesday

19-9956	1835	F-MVA w/INJURIES/AIRBAG DEPLOY	*Report Taken
Location/Address:		OAK HILL RD	

For Date: 10/10/2019 - Thursday

19-11424	0936	MVA NO REPORT	Services Rendered
Location/Address:		OAK HILL RD	

For Date: 11/04/2019 - Monday

19-12396	1952	MVA PROPERTY DAMAGE ONLY	*Report Taken
Location/Address:		[SOH 2407] OAK HILL RD	

For Date: 01/12/2020 - Sunday

20-567	0308	MVA PROPERTY DAMAGE ONLY	*Report Taken
Location/Address:		OAK HILL RD + TURNPIKE RD	

For Date: 03/06/2020 - Friday

20-3426	0741	MVA PROPERTY DAMAGE ONLY	*Report Taken
Location/Address:		OAK HILL RD	

For Date: 04/09/2020 - Thursday

20-5650	0429	MOTOR VEHICLE ACCIDENT	Vehicle Towed
Location/Address:		OAK HILL RD + TURNPIKE RD	

For Date: 04/20/2020 - Monday

20-6226	0214	MVA PROPERTY DAMAGE ONLY	*Report Taken
Location/Address:		OAK HILL RD	

For Date: 08/04/2020 - Tuesday

20-10764	1823	MOTOR VEHICLE ACCIDENT	Services Rendered
Location/Address:		[SOH 2694] OAK HILL RD	

For Date: 07/13/2021 - Tuesday

21-6959	0609	MOTOR VEHICLE ACCIDENT	*Report Taken
Location/Address:		[SOH 1384] OAK HILL RD	

For Date: 07/15/2021 - Thursday

21-7035	1123	MOTOR VEHICLE ACCIDENT	*Report Taken
Location/Address:		[SOH 2953] OAK HILL RD	

For Date: 07/24/2021 - Saturday

21-7358 1451 MVA PROPERTY DAMAGE ONLY *Report Taken
Location/Address: OAK HILL RD + TURNPIKE RD

For Date: 08/03/2021 - Tuesday

21-7709 0831 MVA PROPERTY DAMAGE ONLY Services Rendered
Location/Address: OAK HILL RD + TURNPIKE RD

For Date: 08/27/2021 - Friday

21-8705 1438 MVA PROPERTY DAMAGE ONLY *Report Taken
Location/Address: [SOH 7192] OAK HILL RD

For Date: 09/01/2018 - Saturday

Call Number	Time	Call Reason	Action
18-9075	1650	Radar Assignment	No Action Required
Location/Address:		OAK HILL RD + WALNUT DR	

For Date: 09/05/2018 - Wednesday

18-9251	1738	MOTOR VEHICLE STOP	Citation/Warning Issued
Location/Address:		OAK HILL RD + MAPLE ST	

For Date: 09/09/2018 - Sunday

18-9409	1029	MOTOR VEHICLE STOP	Citation/Warning Issued
Location/Address:		OAK HILL RD + ASAREE DR	

For Date: 09/20/2018 - Thursday

18-9852	2349	MOTOR VEHICLE STOP	Citation/Warning Issued
Location/Address:		MIDDLE RD + LEEDS WAY	

For Date: 09/21/2018 - Friday

18-9883	0937	MOTOR VEHICLE STOP	Citation/Warning Issued
Location/Address:		OAK HILL RD	

For Date: 09/22/2018 - Saturday

18-9916	1229	MOTOR VEHICLE STOP	Citation/Warning Issued
Location/Address:		TURNPIKE RD + OAK HILL RD	

For Date: 09/23/2018 - Sunday

18-9959	1630	MOTOR VEHICLE STOP	Citation/Warning Issued
Location/Address:		OAK HILL RD + MAPLE ST	

For Date: 09/26/2018 - Wednesday

18-10078	1938	MOTOR VEHICLE STOP	Citation/Warning Issued
Location/Address:		OAK HILL RD + WALNUT DR	

For Date: 09/28/2018 - Friday

18-10170	0617	Radar Assignment	Services Rendered
Location/Address:		OAK HILL RD	

For Date: 09/29/2018 - Saturday

18-10231	1626	MOTOR VEHICLE STOP	Citation/Warning Issued

Location/Address: OAK HILL RD + ASAREE DR

18-10242 2106 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + ASAREE DR

For Date: 09/30/2018 - Sunday

18-10246 0113 Radar Assignment Services Rendered
Location/Address: OAK HILL RD + MAPLE ST

For Date: 10/03/2018 - Wednesday

18-10362 1014 TRAFFIC CONTROL Services Rendered
Location/Address: WALNUT DR

For Date: 10/04/2018 - Thursday

18-10401 0611 Radar Assignment No Action Required

Location/Address: OAK HILL RD

For Date: 10/09/2018 - Tuesday

18-10569 0545 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD + ASAREE DR

For Date: 10/10/2018 - Wednesday

18-10614 1301 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + FAYVILLE LN

18-10625 1614 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + WALNUT DR

18-10626 1623 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + MAPLE ST

18-10627 1626 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 10/12/2018 - Friday

18-10724 1642 Radar Assignment No Action Required

Location/Address: OAK HILL RD

18-10722 1644 Radar Assignment No Action Required

Location/Address: OAK HILL RD

For Date: 10/14/2018 - Sunday

18-10778 0043 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + WALNUT DR

For Date: 10/22/2018 - Monday

18-11076 1607 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 10/28/2018 - Sunday

18-11284 0044 MOTOR VEHICLE STOP Citation / Verbal
Location/Address: TURNPIKE RD + OAK HILL RD

18-11289 0120 MOTOR VEHICLE STOP Citation / Verbal
Location/Address: OAK HILL RD + TURNPIKE RD

For Date: 10/29/2018 - Monday

18-11331 1527 Radar Assignment Services Rendered
Location/Address: OAK HILL RD

For Date: 11/02/2018 - Friday

18-11477 0622 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + ASAREE DR

For Date: 11/03/2018 - Saturday

18-11509 0134 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + ASAREE DR

For Date: 11/04/2018 - Sunday

18-11578 1635 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: [SOH 1384] OAK HILL RD

18-11579 1643 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: [SOH 1381] OAK HILL RD

18-11582 1656 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 11/07/2018 - Wednesday

18-11713 2027 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

18-11714 2038 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 11/08/2018 - Thursday

18-11772 1947 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: [SOH 8044] OAK HILL RD

18-11773 1958 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: [SOH 2560] OAK HILL RD

For Date: 11/16/2018 - Friday

18-12103 2014 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

18-12106 2118 MOTOR VEHICLE STOP **Taken/Referred to Other Agency**

Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 11/19/2018 - Monday

18-12182 0730 Radar Assignment **No Action Required**

Location/Address: OAK HILL RD

For Date: 11/25/2018 - Sunday

18-12389 0116 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + TURNPIKE RD

For Date: 11/26/2018 - Monday

18-12415 0522 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + HILLTOP DR

18-12416 0530 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + HILLTOP DR

18-12432 1412 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD

For Date: 11/28/2018 - Wednesday

18-12504 1548 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD

18-12520 2028 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + HILLTOP DR

18-12521 2048 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + HILLTOP DR

For Date: 11/29/2018 - Thursday

18-12545 0925 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 12/03/2018 - Monday

18-12679 0008 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

18-12692 0544 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 12/04/2018 - Tuesday

18-12755 1516 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD

18-12773 2121 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + HILLTOP DR

For Date: 12/05/2018 - Wednesday

18-12818 1840 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + ASAREE DR

For Date: 12/10/2018 - Monday

18-13052 1526 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD

18-13073 2223 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + ASAREE DR

For Date: 12/13/2018 - Thursday

18-13161 0001 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + TURNPIKE RD

For Date: 12/15/2018 - Saturday

18-13300 2349 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + MAPLE ST

For Date: 12/16/2018 - Sunday

18-13325 1716 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + MAPLE ST

For Date: 12/19/2018 - Wednesday

18-13435 1106 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 12/20/2018 - Thursday

18-13480 0535 Radar Assignment No Action Required

Location/Address: OAK HILL RD

For Date: 12/21/2018 - Friday

18-13530 0006 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + MAPLE ST

For Date: 12/23/2018 - Sunday

18-13607 1724 Radar Assignment No Action Required

Location/Address: OAK HILL RD + WALNUT DR

For Date: 12/24/2018 - Monday

18-13625 0029 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 12/26/2018 - Wednesday

18-13688 0910 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 12/27/2018 - Thursday

18-13719 0002 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + ASAREE DR

For Date: 01/02/2019 - Wednesday

19-68 1555 Radar Assignment Services Rendered
Location/Address: OAK HILL RD

For Date: 01/11/2019 - Friday

19-402 0732 Radar Assignment No Action Required

Location/Address: OAK HILL RD + ASAREE DR

For Date: 01/14/2019 - Monday

19-528 1548 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 01/26/2019 - Saturday

19-988 1554 Radar Assignment No Action Required

Location/Address: OAK HILL RD

19-991 1709 MOTOR VEHICLE STOP Citation / Verbal
Location/Address: OAK HILL RD + HILLTOP DR

19-993 1730 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + WALNUT DR

For Date: 01/27/2019 - Sunday

19-1031 1627 Radar Assignment No Action Required

Location/Address: OAK HILL RD

For Date: 01/29/2019 - Tuesday

19-1113 0926 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 02/01/2019 - Friday

19-1229 0213 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: ASAREE DR + OAK HILL RD

19-1243 1120 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 02/02/2019 - Saturday

19-1292 1551 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 02/06/2019 - Wednesday

19-1428 0105 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: FAYVILLE LN + OAK HILL RD

For Date: 02/10/2019 - Sunday

19-1626 1727 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 02/11/2019 - Monday

19-1655 1338 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 02/14/2019 - Thursday

19-1763 1714 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + WALNUT DR

For Date: 02/15/2019 - Friday

19-1799 0852 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 02/17/2019 - Sunday

19-1889 1557 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: [SOH 7817] OAK HILL RD

For Date: 02/26/2019 - Tuesday

19-2234 0938 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + ASAREE DR

19-2236 0959 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + HILLTOP DR

For Date: 02/27/2019 - Wednesday

19-2277 0535 MOTOR VEHICLE STOP Citation / Verbal
Location/Address: OAK HILL RD + WALNUT DR

For Date: 03/01/2019 - Friday

19-2379 1133 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 03/05/2019 - Tuesday

19-2515 0936 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 03/12/2019 - Tuesday

19-2776 1111 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

19-2787 2021 MVA NO REPORT Services Rendered
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 03/14/2019 - Thursday

19-2821 0556 Radar Assignment Services Rendered
Location/Address: OAK HILL RD

For Date: 03/16/2019 - Saturday

19-2922 1622 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD + WALNUT DR

19-2933 2107 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 03/21/2019 - Thursday

19-3139 1654 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 03/23/2019 - Saturday

19-3204 1557 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

19-3205 1607 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

19-3206 1613 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 03/27/2019 - Wednesday

19-3309 0527 Radar Assignment No Action Required

Location/Address: OAK HILL RD

19-3325 1622 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 03/29/2019 - Friday

19-3410 1808 MOTOR VEHICLE STOP Citation / Verbal
Location/Address: OAK HILL RD

For Date: 04/09/2019 - Tuesday

19-3845 0905 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + ASAREE DR

For Date: 04/11/2019 - Thursday

19-3919 2301 MVA PROPERTY DAMAGE ONLY *Report Taken
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 04/13/2019 - Saturday

19-3979 2026 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 04/16/2019 - Tuesday

19-4111 1021 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 04/18/2019 - Thursday

19-4161 1023 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + TURNPIKE RD

For Date: 05/02/2019 - Thursday

19-4630 0027 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: TURNPIKE RD + OAK HILL RD

19-4633 0054 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: TURNPIKE RD + OAK HILL RD

19-4636 0550 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + WALNUT DR

For Date: 05/04/2019 - Saturday

19-4728 1756 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 05/08/2019 - Wednesday

19-4865 1138 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

19-4889 2339 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + TURNPIKE RD

For Date: 05/10/2019 - Friday

19-4985 1939 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 05/28/2019 - Tuesday

19-5596 1014 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 06/02/2019 - Sunday

19-5805 1758 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 06/11/2019 - Tuesday

19-6140 1555 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + TURNPIKE RD

For Date: 06/19/2019 - Wednesday

19-6466 1724 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + FAYVILLE LN

For Date: 06/21/2019 - Friday

19-6527 0044 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 06/24/2019 - Monday

19-6648 1136 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD

For Date: 06/26/2019 - Wednesday

19-6727 0802 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: [SOH 7192] OAK HILL RD

19-6747 1805 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + ASAREE DR

For Date: 07/01/2019 - Monday

19-6966 1659 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD

For Date: 07/06/2019 - Saturday

19-7153 1043 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD

For Date: 07/09/2019 - Tuesday

19-7240 0803 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD

For Date: 07/12/2019 - Friday

19-7383 0917 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

For Date: 07/13/2019 - Saturday

19-7443 2329 MVA PROPERTY DAMAGE ONLY ***Report Taken**
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 07/14/2019 - Sunday

19-7452 0121 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + FAYVILLE LN

19-7483 1624 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 07/15/2019 - Monday

19-7551 1751 MOTOR VEHICLE STOP Citation / Verbal
Location/Address: HILLTOP DR

19-7552 1803 MOTOR VEHICLE STOP Citation/Warning Issued
Location/Address: OAK HILL RD

For Date: 07/16/2019 - Tuesday

19-7584 0757 MOTOR VEHICLE STOP Citation/Warning Issued
Location/Address: OAK HILL RD + ASAREE DR

19-7594 1118 MVA PROPERTY DAMAGE ONLY Could Not Locate
Location/Address: [SOH 1378] OAK HILL RD

19-7627 2015 MOTOR VEHICLE STOP Citation/Warning Issued
Location/Address: OAK HILL RD + WALNUT DR

For Date: 07/21/2019 - Sunday

19-7842 0603 Radar Assignment Criminal Application
Location/Address: OAK HILL RD

19-7853 1643 MOTOR VEHICLE STOP Citation/Warning Issued
Location/Address: [SOH 2645] OAK HILL RD

19-7854 1703 MOTOR VEHICLE STOP Citation/Warning Issued
Location/Address: OAK HILL RD + HILLTOP DR

19-7859 1945 MOTOR VEHICLE STOP Citation/Warning Issued
Location/Address: OAK HILL RD

19-7860 2025 MOTOR VEHICLE STOP Citation/Warning Issued
Location/Address: [SOH 2384] OAK HILL RD

19-7878 2344 MOTOR VEHICLE STOP Citation/Warning Issued
Location/Address: OAK HILL RD

For Date: 07/22/2019 - Monday

19-7900 0553 Radar Assignment *Report Taken
Location/Address: OAK HILL RD

For Date: 07/31/2019 - Wednesday

19-8351 0554 Radar Assignment Citation/Warning Issued
Location/Address: OAK HILL RD

For Date: 08/09/2019 - Friday

19-8771 0619 Radar Assignment Citation/Warning Issued
Location/Address: OAK HILL RD

For Date: 08/20/2019 - Tuesday

19-9284 0541 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + ASAREE DR

For Date: 08/22/2019 - Thursday

19-9402 2003 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: OAK HILL RD

For Date: 08/23/2019 - Friday

19-9465 1625 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 08/25/2019 - Sunday

19-9544 1904 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 08/27/2019 - Tuesday

19-9604 0519 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD

For Date: 08/28/2019 - Wednesday

19-9668 1008 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD

For Date: 08/29/2019 - Thursday

19-9734 1536 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + ASAREE DR

For Date: 09/01/2019 - Sunday

19-9856 1709 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 09/03/2019 - Tuesday

19-9894 0548 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD

For Date: 09/04/2019 - Wednesday

19-9956 1835 F-MVA w/INJURIES/AIRBAG DEPLOY ***Report Taken**
Location/Address: OAK HILL RD

For Date: 09/06/2019 - Friday

19-10001 0534 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD

For Date: 09/10/2019 - Tuesday

19-10151 0820 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD

For Date: 09/14/2019 - Saturday

19-10308 0541 TRAFFIC CONTROL **Citation/Warning Issued**

Location/Address: OAK HILL RD

For Date: 09/15/2019 - Sunday

19-10374 2056 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + FAYVILLE LN

For Date: 09/17/2019 - Tuesday

19-10471 1713 MVA PROPERTY DAMAGE ONLY ***Report Taken**
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 09/19/2019 - Thursday

19-10546 0506 TRAFFIC CONTROL **Citation/Warning Issued**

Location/Address: OAK HILL RD

For Date: 09/30/2019 - Monday

19-11053 0500 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD

For Date: 10/07/2019 - Monday

19-11271 0532 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD

For Date: 10/10/2019 - Thursday

19-11421 0904 Radar Assignment **No Action Required**

Location/Address: OAK HILL RD + WALNUT DR

19-11424 0936 MVA NO REPORT **Services Rendered**
Location/Address: OAK HILL RD

19-11428 1234 MOTOR VEHICLE STOP **Criminal Application**

Location/Address: OAK HILL RD

For Date: 10/18/2019 - Friday

19-11697 0005 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD + WALNUT DR

19-11700 0052 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 11/04/2019 - Monday

19-12396 1952 MVA PROPERTY DAMAGE ONLY ***Report Taken**
Location/Address: [SOH 2407] OAK HILL RD

For Date: 11/05/2019 - Tuesday

19-12421 0605 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: OAK HILL RD + WALNUT DR

19-12422 0608 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 11/18/2019 - Monday

19-12851 0609 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD + ASAREE DR

For Date: 11/22/2019 - Friday

19-12994 1230 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD

For Date: 11/25/2019 - Monday

19-13084 0956 Radar Assignment **Citation/Warning Issued**
Location/Address: OAK HILL RD

For Date: 11/27/2019 - Wednesday

19-13135 0002 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: MIDDLE RD + LEEDS WAY

For Date: 11/28/2019 - Thursday

19-13175 0051 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: OAK HILL RD + ASAREE DR

For Date: 12/21/2019 - Saturday

19-13996 0047 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: TURNPIKE RD + OAK HILL RD

19-14006 0204 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 12/23/2019 - Monday

19-14095 0553 Radar Assignment **No Action Required**
Location/Address: OAK HILL RD

For Date: 12/26/2019 - Thursday

19-14202 1418 MVA NO REPORT **Services Rendered**
Location/Address: [SOH 2641] TURNPIKE RD + OAK HILL RD

19-14227 1751 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD

For Date: 01/07/2020 - Tuesday

20-276 0003 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: [SOH 1369] OAK HILL RD

For Date: 01/10/2020 - Friday

20-423 0556 Radar Assignment **Citation/Warning Issued**
Location/Address: OAK HILL RD

For Date: 01/12/2020 - Sunday

20-567 0308 MVA PROPERTY DAMAGE ONLY ***Report Taken**
Location/Address: OAK HILL RD + TURNPIKE RD

For Date: 01/18/2020 - Saturday

20-837 0037 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: OAK HILL RD + FAYVILLE LN

For Date: 01/21/2020 - Tuesday

20-998 0552 Radar Assignment **Citation/Warning Issued**
Location/Address: OAK HILL RD

For Date: 01/27/2020 - Monday

20-1300 1258 TRAFFIC COMPLAINT **Services Rendered**
Location/Address: OAK HILL RD

For Date: 02/01/2020 - Saturday

20-1558 1542 Radar Assignment **Citation/Warning Issued**
Location/Address: OAK HILL RD + MAPLE ST

For Date: 02/07/2020 - Friday

20-1790 0018 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: OAK HILL RD + TURNPIKE RD

For Date: 02/20/2020 - Thursday

20-2535 1047 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

20-2536 1058 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + WALNUT DR

For Date: 02/21/2020 - Friday

20-2596 1641 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 02/23/2020 - Sunday

20-2717 2014 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + FAYVILLE LN

For Date: 03/01/2020 - Sunday

20-3096 0137 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 03/03/2020 - Tuesday

20-3197 0016 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: TURNPIKE RD + OAK HILL RD

20-3245 1211 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

20-3253 1642 MOTOR VEHICLE STOP Citation / Verbal
Location/Address: OAK HILL RD

For Date: 03/04/2020 - Wednesday

20-3298 0743 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + HILLTOP DR

20-3302 0934 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + MAPLE ST

For Date: 03/05/2020 - Thursday

20-3378 1537 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

20-3379 1550 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD

For Date: 03/06/2020 - Friday

20-3426 0741 MVA PROPERTY DAMAGE ONLY *Report Taken
Location/Address: OAK HILL RD

20-3454 1648 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: MIDDLE RD + LEEDS WAY

For Date: 03/09/2020 - Monday

20-3625 1000 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD

20-3629 1036 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD

20-3646 1531 Radar Assignment **Citation/Warning Issued**
Location/Address: OAK HILL RD

For Date: 03/10/2020 - Tuesday

20-3686 0211 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 03/14/2020 - Saturday

20-3894 1613 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD + FAYVILLE LN

For Date: 04/08/2020 - Wednesday

20-5598 1532 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + MAPLE ST

For Date: 04/09/2020 - Thursday

20-5650 0429 MOTOR VEHICLE ACCIDENT **Vehicle Towed**
Location/Address: OAK HILL RD + TURNPIKE RD

For Date: 04/13/2020 - Monday

20-5882 2246 MOTOR VEHICLE ACCIDENT ***Report Taken**
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 04/20/2020 - Monday

20-6226 0214 MVA PROPERTY DAMAGE ONLY ***Report Taken**
Location/Address: OAK HILL RD

For Date: 05/07/2020 - Thursday

20-7031 1538 TRAFFIC CONTROL **Services Rendered**
Location/Address: OAK HILL RD

For Date: 05/13/2020 - Wednesday

20-7326 1957 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 05/18/2020 - Monday

20-7557 1120 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD

For Date: 05/20/2020 - Wednesday

20-7644 1611 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + FAYVILLE LN

For Date: 05/23/2020 - Saturday

20-7806 1823 Radar Assignment **No Action Required**

Location/Address: OAK HILL RD

For Date: 05/31/2020 - Sunday

20-8169 0822 MOTOR VEHICLE ACCIDENT **Services Rendered**
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 06/12/2020 - Friday

20-8713 1330 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

20-8720 1558 Radar Assignment **No Action Required**

Location/Address: OAK HILL RD + WALNUT DR

For Date: 06/20/2020 - Saturday

20-9021 2046 TRAFFIC COMPLAINT **Services Rendered**
Location/Address: [SOH 7996] OAK HILL RD

For Date: 06/21/2020 - Sunday

20-9045 1728 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

For Date: 07/01/2020 - Wednesday

20-9381 1829 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 07/07/2020 - Tuesday

20-9579 1222 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + ASAREE DR

For Date: 07/17/2020 - Friday

20-9960 1439 SPEEDING VEHICLES **Services Rendered**
Location/Address: [SOH 1390] OAK HILL RD

For Date: 07/19/2020 - Sunday

20-10036 2227 MVA PROPERTY DAMAGE ONLY *Report Taken
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 07/29/2020 - Wednesday

20-10446 1242 TRAFFIC COMPLAINT Services Rendered
Location/Address: [SOH 1390] OAK HILL RD

For Date: 07/30/2020 - Thursday

20-10539 1127 TRAFFIC COMPLAINT Services Rendered
Location/Address: [SOH 1390] OAK HILL RD

20-10540 1135 Radar Assignment Services Rendered
Location/Address: OAK HILL RD + WALNUT DR

20-10546 1702 Radar Assignment Services Rendered
Location/Address: OAK HILL RD

For Date: 07/31/2020 - Friday

20-10577 0926 Radar Assignment Services Rendered
Location/Address: OAK HILL RD + WALNUT DR

20-10590 2049 Radar Assignment Services Rendered
Location/Address: OAK HILL RD + WALNUT DR

For Date: 08/04/2020 - Tuesday

20-10744 1011 MVA PROPERTY DAMAGE ONLY *Report Taken
Location/Address: TURNPIKE RD + OAK HILL RD

20-10764 1823 MOTOR VEHICLE ACCIDENT Services Rendered
Location/Address: [SOH 2694] OAK HILL RD

For Date: 08/11/2020 - Tuesday

20-11021 0938 Radar Assignment Services Rendered
Location/Address: OAK HILL RD

For Date: 08/12/2020 - Wednesday

20-11076 0611 Radar Assignment Citation / Verbal
Location/Address: OAK HILL RD + WALNUT DR

For Date: 08/17/2020 - Monday

20-11305 0607 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD + WALNUT DR

For Date: 08/25/2020 - Tuesday

20-11714 0608 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD + WALNUT DR

For Date: 08/26/2020 - Wednesday

20-11795 1847 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 08/28/2020 - Friday

20-11899 1840 Radar Assignment ***Report Taken**
Location/Address: OAK HILL RD

For Date: 08/30/2020 - Sunday

20-11981 0846 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD + MAPLE ST

For Date: 09/06/2020 - Sunday

20-12360 1812 Radar Assignment **Citation/Warning Issued**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 09/10/2020 - Thursday

20-12519 0102 MOTOR VEHICLE STOP **Vehicle Towed**
Location/Address: OAK HILL RD

For Date: 09/15/2020 - Tuesday

20-12798 0613 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 09/16/2020 - Wednesday

20-12870 1117 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD + TURNPIKE RD

For Date: 09/17/2020 - Thursday

20-12909 0206 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: TURNPIKE RD + OAK HILL RD

20-12911 0607 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD

20-12943 2132 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 09/18/2020 - Friday

20-12997 0604 TRAFFIC COMPLAINT **Services Rendered**
Location/Address: OAK HILL RD + ASAREE DR

20-12998 0610 Radar Assignment **No Action Required**
Location/Address: OAK HILL RD + ASAREE DR

For Date: 09/23/2020 - Wednesday

20-13303 0559 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 09/28/2020 - Monday

20-13630 1916 MOTOR VEHICLE ACCIDENT **Transported to Hospital**
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 09/29/2020 - Tuesday

20-13668 0605 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 10/02/2020 - Friday

20-13809 0919 Radar Assignment **No Action Required**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 10/10/2020 - Saturday

20-14243 2324 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: OAK HILL RD + MAPLE ST

For Date: 10/11/2020 - Sunday

20-14256 0126 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD + ASAREE DR

For Date: 10/26/2020 - Monday

20-15057 2356 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 10/27/2020 - Tuesday

20-15083 0629 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 11/05/2020 - Thursday

20-15532 2141 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD + MAPLE ST

For Date: 11/10/2020 - Tuesday

20-15755 0717 TRAFFIC COMPLAINT **Services Rendered**
Vicinity of: [SOH 1390] OAK HILL RD

For Date: 11/13/2020 - Friday

20-15936 0536 Radar Assignment **No Action Required**

Location/Address: MIDDLE RD + LEEDS WAY

For Date: 11/17/2020 - Tuesday

20-16098 0048 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD + MAPLE ST

20-16114 0604 Radar Assignment **Criminal Application**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 12/10/2020 - Thursday

20-16987 0751 MVA PROPERTY DAMAGE ONLY ***Report Taken**
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 12/22/2020 - Tuesday

20-17344 0726 MOTOR VEHICLE ACCIDENT ***Report Taken**
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 01/05/2021 - Tuesday

21-99 1547 TRAFFIC COMPLAINT **Services Rendered**
Location/Address: [SOH 1390] OAK HILL RD

21-106 1932 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD

For Date: 01/09/2021 - Saturday

21-220 1823 Radar Assignment **Citation / Verbal**
Location/Address: OAK HILL RD

For Date: 01/11/2021 - Monday

21-269 1805 Radar Assignment **Citation/Warning Issued**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 02/02/2021 - Tuesday

21-840 0831 MOTOR VEHICLE ACCIDENT ***Report Taken**
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 02/12/2021 - Friday

21-1114 0758 TRAFFIC COMPLAINT **Services Rendered**
Location/Address: [SOH 1390] OAK HILL RD

For Date: 02/24/2021 - Wednesday

21-1404 0140 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: OAK HILL RD + TURNPIKE RD

For Date: 03/12/2021 - Friday

21-1999 0219 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + ASAREE DR

21-2023 2035 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: OAK HILL RD + MAPLE ST

For Date: 03/13/2021 - Saturday

21-2071 0914 MOTOR VEHICLE STOP Citation/Warning Issued

Vicinity of: OAK HILL RD

21-2083 1722 MOTOR VEHICLE STOP Citation / Verbal
Location/Address: OAK HILL RD

For Date: 03/14/2021 - Sunday

21-2127 1754 MOTOR VEHICLE STOP *Report Taken
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 03/22/2021 - Monday

21-2412 2158 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 03/27/2021 - Saturday

21-2576 1708 MVA PROPERTY DAMAGE ONLY *Report Taken
Location/Address: WALNUT DR + OAK HILL RD

For Date: 03/30/2021 - Tuesday

21-2671 0555 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD + WALNUT DR

For Date: 04/03/2021 - Saturday

21-2848 1554 MOTOR VEHICLE STOP Citation/Warning Issued

Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 04/06/2021 - Tuesday

21-2997 0744 Radar Assignment *Report Taken
Location/Address: OAK HILL RD + WALNUT DR

21-3017 1636 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD + WALNUT DR

21-3021 1720 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD + WALNUT DR

For Date: 04/07/2021 - Wednesday

21-3049 0813 Radar Assignment Citation/Warning Issued

Location/Address: OAK HILL RD + WALNUT DR

For Date: 04/09/2021 - Friday

21-3177 1733 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

21-3182 1757 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: OAK HILL RD + ASAREE DR

21-3183 1802 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: TURNPIKE RD + OAK HILL RD

21-3186 1847 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

For Date: 04/14/2021 - Wednesday

21-3509 0718 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD

21-3519 1526 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

21-3529 1719 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

21-3539 1859 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

For Date: 04/21/2021 - Wednesday

21-3811 1641 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

For Date: 04/23/2021 - Friday

21-3894 1803 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

21-3896 1814 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

For Date: 04/26/2021 - Monday

21-4003 1915 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 05/01/2021 - Saturday

21-4161 0844 Radar Assignment **No Action Required**

Location/Address: OAK HILL RD + WALNUT DR

For Date: 05/05/2021 - Wednesday

21-4338 1144 RADAR REQUEST **No Action Required**

Location/Address: [SOH 1390] OAK HILL RD

For Date: 05/07/2021 - Friday

21-4402 1031 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD

21-4403 1042 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD

For Date: 05/13/2021 - Thursday

21-4607 1314 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

21-4609 1331 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + HILLTOP DR

For Date: 05/16/2021 - Sunday

21-4735 1146 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD

For Date: 05/17/2021 - Monday

21-4780 0946 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD

21-4781 1001 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD

For Date: 05/18/2021 - Tuesday

21-4851 1125 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + ASAREE DR

For Date: 05/19/2021 - Wednesday

21-4888 0906 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 05/20/2021 - Thursday

21-4948 1753 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: [SOH 2953] OAK HILL RD

For Date: 05/24/2021 - Monday

21-5145 1901 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + HILLTOP DR

For Date: 05/27/2021 - Thursday

21-5261 0158 MOTOR VEHICLE STOP **No Action Required**

Location/Address: OAK HILL RD + TURNPIKE RD

For Date: 06/10/2021 - Thursday

21-5718 0105 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 06/18/2021 - Friday

21-6042 1631 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

21-6052 1842 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

21-6053 1845 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

For Date: 06/19/2021 - Saturday

21-6095 1846 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

For Date: 06/20/2021 - Sunday

21-6129 1834 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + HILLTOP DR

For Date: 06/25/2021 - Friday

21-6333 1957 Radar Assignment **No Action Required**

Location/Address: OAK HILL RD + ASAREE DR

For Date: 06/26/2021 - Saturday

21-6372 1621 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD

21-6373 1834 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

For Date: 06/27/2021 - Sunday

21-6390 0932 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + HILLTOP DR

For Date: 07/10/2021 - Saturday

21-6880 1547 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: [SOH 4549] TURNPIKE RD + OAK HILL RD

For Date: 07/13/2021 - Tuesday

21-6959 0609 MOTOR VEHICLE ACCIDENT ***Report Taken**
Location/Address: [SOH 1384] OAK HILL RD

For Date: 07/14/2021 - Wednesday

21-6998 1151 MVA PROPERTY DAMAGE ONLY ***Report Taken**
Location/Address: TURNPIKE RD + OAK HILL RD

21-7018 2345 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD + MAPLE ST

For Date: 07/15/2021 - Thursday

21-7025 0204 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD + ASAREE DR

21-7026 0205 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD

21-7035 1123 MOTOR VEHICLE ACCIDENT ***Report Taken**
Location/Address: [SOH 2953] OAK HILL RD

For Date: 07/16/2021 - Friday

21-7067 1046 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: OAK HILL RD

For Date: 07/19/2021 - Monday

21-7144 0847 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: [SOH 2953] OAK HILL RD

21-7145 0903 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD + WALNUT DR

21-7146 0922 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD + HILLTOP DR

For Date: 07/20/2021 - Tuesday

21-7174 0813 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

21-7195 1902 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: [SOH 2953] OAK HILL RD

21-7197 2039 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

For Date: 07/21/2021 - Wednesday

21-7207 0553 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + ASAREE DR

21-7224 1700 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 07/22/2021 - Thursday

21-7251 0542 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

21-7258 1027 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

21-7269 1402 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD

21-7285 1723 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 07/23/2021 - Friday

21-7303 1001 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

21-7320 1849 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

For Date: 07/24/2021 - Saturday

21-7341 0757 Radar Assignment **Citation/Warning Issued**

Location/Address: WALNUT DR + OAK HILL RD

21-7358 1451 MVA PROPERTY DAMAGE ONLY ***Report Taken**
Location/Address: OAK HILL RD + TURNPIKE RD

For Date: 07/25/2021 - Sunday

21-7375 0938 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

21-7382 1525 TRAFFIC CONTROL **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 07/26/2021 - Monday

21-7396 0849 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD

21-7413 1956 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

For Date: 07/27/2021 - Tuesday

21-7423 0555 Radar Assignment **Citation/Warning Issued**
Location/Address: OAK HILL RD + WALNUT DR

21-7427 0837 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

21-7441 1801 Radar Assignment **Citation/Warning Issued**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 07/28/2021 - Wednesday

21-7460 0734 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD

21-7479 1630 Radar Assignment **Citation/Warning Issued**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 07/29/2021 - Thursday

21-7503 0836 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

21-7517 1614 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: OAK HILL RD + ASAREE DR

21-7528 2138 MOTOR VEHICLE STOP **Citation/Warning Issued**
Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 07/30/2021 - Friday

21-7543 0545 Radar Assignment ***Report Taken**
Location/Address: OAK HILL RD + WALNUT DR

21-7549 0952 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

21-7553 1122 MOTOR VEHICLE ACCIDENT ***Report Taken**
Location/Address: TURNPIKE RD + OAK HILL RD

21-7567 1951 Radar Assignment **Citation/Warning Issued**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 08/01/2021 - Sunday

21-7630 1109 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

21-7638 1837 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 08/02/2021 - Monday

21-7661 0559 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

21-7677 1635 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 08/03/2021 - Tuesday

21-7709 0831 MVA PROPERTY DAMAGE ONLY **Services Rendered**
Location/Address: OAK HILL RD + TURNPIKE RD

21-7711 1307 Radar Assignment **Services Rendered**
Location/Address: [SOH 1376] OAK HILL RD

21-7726 1718 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 08/04/2021 - Wednesday

21-7751 0533 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

21-7757 0803 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

21-7782 2039 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

For Date: 08/06/2021 - Friday

21-7829 1312 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

21-7839 1535 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

For Date: 08/07/2021 - Saturday

21-7870 0102 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

For Date: 08/08/2021 - Sunday

21-7921 1134 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

21-7925 1533 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

For Date: 08/10/2021 - Tuesday

21-8015 0807 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + WALNUT DR

21-8048 1746 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

21-8053 1834 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD + MAPLE ST

For Date: 08/11/2021 - Wednesday

21-8077 0747 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

21-8095 1735 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD

For Date: 08/12/2021 - Thursday

21-8119 0611 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD

21-8122 0809 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: [SOH 2953] OAK HILL RD

21-8140 1518 TRAFFIC CONTROL **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

For Date: 08/13/2021 - Friday

21-8183 1508 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

21-8184 1514 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

For Date: 08/14/2021 - Saturday

21-8214 0219 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 08/15/2021 - Sunday

21-8258 1530 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

For Date: 08/17/2021 - Tuesday

21-8349 1526 Radar Assignment **Services Rendered**
Location/Address: OAK HILL RD

For Date: 08/18/2021 - Wednesday

21-8394 1553 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

For Date: 08/19/2021 - Thursday

21-8428 1638 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

For Date: 08/20/2021 - Friday

21-8464 1713 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

For Date: 08/24/2021 - Tuesday

21-8581 1614 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

For Date: 08/25/2021 - Wednesday

21-8615 0826 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + WALNUT DR

21-8629 1541 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

For Date: 08/27/2021 - Friday

21-8705 1438 MVA PROPERTY DAMAGE ONLY ***Report Taken**
Location/Address: [SOH 7192] OAK HILL RD

For Date: 08/29/2021 - Sunday

21-8782 1100 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: TURNPIKE RD + OAK HILL RD

For Date: 08/30/2021 - Monday

21-8830 1522 MOTOR VEHICLE STOP **Citation/Warning Issued**

Location/Address: OAK HILL RD

21-8831 1528 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

For Date: 08/31/2021 - Tuesday

21-8857 0810 Radar Assignment **Citation/Warning Issued**

Location/Address: WALNUT DR + OAK HILL RD

21-8872 1526 Radar Assignment **Citation/Warning Issued**

Location/Address: OAK HILL RD + MAPLE ST

For Date: 09/01/2021 - Wednesday

21-8908 0847 MOTOR VEHICLE STOP **Citation / Verbal**
Location/Address: TURNPIKE RD + OAK HILL RD

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, July 13, 2021, 6:00 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

I. Chairman Braccio opened the meeting at 6:01 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via both in-person and remote participation to the greatest extent possible. Members of the public and/or parties with a right and/or requirement to attend this meeting may do so in-person. They also may watch or participate in the meeting remotely by finding the meeting at: https://www.southboroughtown.com/remotemeetings. Specific information and the general guidelines for remote participation can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. In the event that, despite best efforts, the public is not able to access the proceedings in real time via those technological means, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. Public Comment

None

Chairman Braccio moved agenda item "m" to accommodate Town Clerk Jim Hegarty who was in attendance to notarize the document. Chairman Braccio made a motion to approve the Halloran Property Conservation Restriction. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

III. Scheduled Appointments

Volunteer Interviews

i. Matthew Berger – Economic Development Committee, term through 6/30/24

Chairman Braccio asked Mr. Berger to give his professional background and to describe his interest in this committee. Mr. Berger did so and highlighted his relevant expertise that would benefit the EDC. Chairman Braccio stated EDC Chair John Wood is supportive of this appointment. Ms. Malinowski asked about his goals with the EDC. Mr. Berger explained his interest in opportunities for small business in Town. Mr. Stivers asked if he had any specific suggestions for small businesses to form and foster in Southborough. Mr. Berger replied that he would like to educate himself regarding limitations with downtown and opportunities to meet the needs of small business owners. Mr. Dennington asked if he had thoughts on how to address vacancies in office buildings on Route 9. Mr. Berger described the vacant buildings on Route 9 by Parkerville Road and explained potential opportunity for a small retail facility. Mr. Stivers made a motion to appoint Matthew Berger to the Economic Development Committee, term through 6/30/24. Mr. Healey seconded. The motion passed all in favor (5-0-0).

ii. Isabelle B. Bogdanski – Stewardship Committee & Trails Committee, terms through 6/30/22

Chairman Braccio as Ms. Bogdanski for a brief background and to describe her motivation for volunteering for these committees. Ms. Bogdanski outlined her educational background in environmental studies and environmental restoration and her desire to help connect residents with the trails available in Southborough. She outlined some initiatives she would like to undertake for both committees. There was discussion regarding appointing her to the Stewardship Committee and promoting the opening for the Trails Committee. Mr. Dennington stated he knew of someone who may be interested who would also be a good fit. Chairman Braccio asked Ms. Bogdanski for her preferences and she responded that she would like both but would choose the Stewardship Committee first. Mr. Healey made a motion to appoint Isabelle B. Bogdanski to the Stewardship Committee, term through 6/30/22 and the Board will promote the opening on the Trails Committee to appoint at the August 17th meeting. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

iii. Karen Wheeler – Capital Planning Committee

Chairman Braccio stated that Jason Malinowski, Chair of the Capital Planning Committee supported Ms. Wheeler. She asked Ms. Wheeler to give her professional background and reason for applying. Ms. Wheeler gave her background in finance and outlined how her skills could help contribute to the committee. Mr. Stivers asked about prospective initiatives she might have for the committee and she replied that she reviewed minutes and agendas but did not have enough information to recommend a path. Mr. Dennington asked about her opinion regarding historic preservation and investing in repairs of older buildings. She responded that there needs to be a balance to preserving historic structures and applying an economic element to the decision. Mr. Healey made a motion to appoint Karen Wheeler to the Capital Planning Committee, term through 6/30/22. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

iv. Noise Bylaw Ad-Hoc Committee

Chairman Braccio laid out the process for the interviews. She invited Mr. Lapine to the podium.

a. Peter Lapine

Chairman Braccio asked why he would like to join the committee. He stated he brought the previous bylaw to Town Meeting and gave background of the process he took to create the first warrant article. Chairman Braccio asked how restrictive he felt a noise bylaw should be. Mr. Lapine stated at a minimum hours and day limitations and noise types should be identified and restricted. Mr. Dennington asked for Mr. Lapine's professional background. Mr. Lapine stated he was retired and described his career in software and development. Mr. Healey clarified that the mandate of the committee is to create a proposed noise bylaw from scratch.

b. Betsy Rosenbloom

Chairman Braccio stated Ms. Rosenbloom withdrew her application.

c. Doris Cahill

Ms. Cahill gave her professional background as a CPA. She explained why she would like to be on the committee and that a bylaw should provide balance. She stated that she does believe in peace and explained her experience on the ZBA. Chairman Braccio asked about her thoughts regarding noise restrictions. Ms. Cahill replied that on a scale of one to ten, she is at an eight. Mr. Healey asked how she would have voted on the previous bylaw and she replied that she felt it needed development and would have voted against it. Mr. Stivers asked how she would interpret balance between rights of

peace for residents and rights of small businesses like landscapers. Ms. Cahill explained how she interprets balance between the two including hours for higher volumes and hours for lower volumes.

d. Tabitha Bennet

Chairman Braccio stated Ms. Bennett withdrew her application.

e. Jake Hashash

Mr. Hashash gave background on his skills and expertise with noise measurement and control. He added that his desire to be on the committee is to assist the Town in their first noise bylaw and not to infringe on daily activity for residents or small businesses. He explained his views regarding balance between homeowner rights and small businesses. Mr. Healey asked how he would have voted on the previous bylaw and Mr. Hashash responded that he was not aware of the previous bylaw.

f. Lisa Dunderdale

Ms. Dunderdale gave her background as a health promotion specialist and her interest in the committee regarding health repercussions with loud noises. She stated she was a proponent of the previous noise bylaw brought to Town meeting. She explained her prior issues with construction noise and her challenge for enforcement. Chairman Braccio asked how restrictive she thought the bylaw should be and Ms. Dunderdale stated the Attorney General could provide guidance. Mr. Healey explained the Attorney General's role.

g. Cynthia Foster

Ms. Foster gave her professional background in project management for high-tech companies. She explained her work in Town departments. She said she currently works at a landscaping company and explained the concerns landscapers had with the previously proposed bylaw. She stated she would not support the original bylaw as it was too restrictive, complicated and not enforceable. Ms. Foster stated because of her jobs, she is skilled at conducting research and felt that much research should be done to ensure this bylaw is enforceable. Chairman Braccio asked her how she felt about restrictions and she replied that the homeowners should be allowed to use their property how they like and small business owners should be able to conduct their businesses as well.

h. Karen Muggeridge

Ms. Muggeridge gave a summary of her professional background as a nurse and her interest in public health. She explained that she has experience with construction near her home and why she feels a noise bylaw is important. Ms. Muggeridge gave an outline of her ideas for restrictions and stated she was leaning towards supporting the previously presented bylaw.

i. Krishna Kandarpa

Mr. Kandarpa was not present at the meeting.

Chairman Braccio explained her desire to have a diverse and balanced committee. Mr. Dennington said he felt balance and experience on other committees were important. He stated he is interested in hearing from Dr. Kandarpa as he felt he would make a good member of the committee. He asked the Board hold on a decision until he is heard from. Ms. Malinowski stated balance, understanding of financial impacts and understanding of Open Meeting Law should be a large factor in the layout of the bylaw. There was discussion regarding the candidates and the Board agreed to wait for appointment until they heard from Dr. Kandarpa on the July 22nd meeting. Mr. Healey made a

motion to table the appointments for the Noise Bylaw Ad-Hoc Committee until July 22nd to give Dr. Kandarpa the opportunity to appear for an interview. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

The Board went into recess at 7:15 P.M. The Board returned from recess at 7:20 P.M.

Update on new IT position

Chairman Braccio asked to move this item to accommodate IT Manager Jason Montijo. Ms. Hale gave an overview of the job description. There was discussion regarding qualifications and Mr. Montijo described how the description would attract a candidate with the skills he requires. Mr. Purple stated that with Town Meeting scheduled for October, Mr. Montijo plans to outsource services to bridge the gap. Mr. Stivers made a motion to approve the Senior IT Specialist job description as presented. Mr. Healey seconded. The motion passed all in favor (5-0-0).

7:30 P.M.: ADA Hearing – CMRPC presentation of Draft Self-Evaluation and Transition Plan

Chairman Braccio opened the public hearing at 7:33 P.M. She stated that the ADA Committee has called their meeting to order. Mike Kennedy of the Center for Living and Working, Jim Mazik of James M. Mazik, AICP and Connor Robichaud of CMRPC joined the meeting and introduced themselves. Mr. Mazik informed the Board that the self-evaluation and transition plan should be a resource for the Town and provide guidance to the community. He explained the format of the plan and addressed the feedback from the Board that was provided to them. Mr. Mazik outlined the next steps for their review which included the schools. There was discussion regarding funding the projects and changes outlined in the review. Chairman Braccio opened the discussion to the ADA Committee. There was discussion regarding timeframes for changes, waivers, expectations and next steps. Mr. Robichaud and Mr. Mazik outlined many of the suggested updates and changes for the Town to undertake to be more compliant. Issues with Mr. Kennedy's technology were addressed as he was unable to be heard through his remote connection. Chairman Braccio informed the public that the entire document is on the Town website. Mr. Purple asked if Southborough is inline with other similar Towns. Mr. Mazik described other towns that had many more improvements to make and stated that Southborough is better than most towns when it comes to current ADA compliance. Ms. Phaneuf of the ADA Committee asked for the Board's support in asking for CPC funding for many of the suggested projects. Mr. Healey gave his full support and stated the Town may need to rethink the way they currently use CPC funds. Mr. Purple stated that through the MOD process, Complete Streets grants, the funding of the facility maintenance articles and CPC funding, the Town can aggressively work on the suggested list.

Mr. Mazik reminded the Board that the costs listed are estimates and he outlined less costly options for various suggested projects. Ms. Malinowski asked if there were remaining funds from the article for the self-evaluation to put towards this work. Mr. Purple replied that the school study needs to be completed to understand the needs and costs. Bill Sines, Chair of the ADA Committee asked about next steps. Chairman Braccio replied that prioritizing the list of suggested updates would be the first step. Mr. Healey stated that this will be a topic for the Board's August goal setting meeting.
Tim Litt (148 Woodland Road) stated that he made a lot of comments on the report and it was not distributed. He asked that they be distributed and reviewed.

Chairman Braccio moved agenda item "p." Ms. Malinowski gave an update on the shared IMA for Health shared services. She said both Town Counsel from Southborough and Northborough have

reviewed and made minor revisions. She hopes that the Board and the Board of Health will sign off on the document soon. Mr. Healey made a motion to approve the Approval of Revised Health Shared Services IMA as written and presented. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

IV. Reports

Chairman's Report

j. Downtown District bylaw update

Chairman Braccio stated that Judi Barrett reviewed the draft design guidelines and she will continue to work with Ms. Connelly and Ms. Barrett to improve upon these. She added that Mr. Wood is comfortable with funding two hours of Ms. Barrett's time through the EDC consulting budget. Chairman Bracco informed the Board that the Planning Board will hold its first public hearing on this matter on July 19th.

k. July 22 meeting

Chairman Braccio informed the Board that the Historical Commission is unable to attend the July 22nd meeting but will have Town Counsel present to answer process questions. She stated they will discuss the Noise Bylaw Ad-Hoc Committee on the 22nd as well.

Members' Reports

i. Halloran property access update

Mr. Stivers informed the Board that a request was sent to MASSDOT and they are awaiting a response.

ii. Master Plan Committee update

Mr. Stivers updated the Board on the Master Plan Committee's position on the Downtown District bylaw. He said that as a board made up of representatives of other committees, they are not comfortable taking a position without the support of those respective boards and committees. He added that the Downtown District bylaw is inline with a major goal of the Master Plan Committee and he believes most boards and committees will be in support.

iii. YFS Strategic Plan presentation

Ms. Malinowski informed the Board that a strategic plan was done for Youth and Family Services by Ann Budner of ABudner Strategy Consulting. She stated the plan will be presented this evening through Zoom and she encouraged the public to watch.

Town Administrator Report

i. Update on new IT position

Mr. Purple stated this was taken care of and thanked the Board for their support.

ii. Police grant award

Mr. Purple stated that Chief Paulhus applied for the Executive Office of Public Safety and Security Competitive Grant and received $7,500.

iii. EOY update

Mr. Purple stated that the budgets are not yet finalized for fiscal year 2021 as there is another warrant but added that it will be included in the next quarterly update. He outlined the reserve fund

transfers of $30,498.47 for fiscal year 2021. He explained each request which included $8,445 for the Board of Health, $997.81 for the Town Clerk, $7,759.47 for Facilities Department, $2586.19 for the school court judgement and $1,700 for Advisory. Ms. Malinowski asked if there were any interdepartmental transfers and Mr. Purple replied that there were not.

Mr. Purple updated the Board regarding SAM recording the Board meetings. He said the SAM Board has voted and approved the equipment needed to repair their system and an additional quote for Zoom integration. He explained that it can be used with or without SAM recording the meeting and once that is setup they will look to duplicate the same system in the training room at the Public Safety Building.

Mr. Purple informed the Board that the Senior Tax Work-Off applications have been coming in and the submission deadline is open through the end of the week. He advised those submitting applications to do so through the drop box at the Senior Center.

V. Consent Agenda

a. Chairman Braccio asked to hold agenda item, "a." Chairman Braccio thanked Ms. Barry for her diligence in completing the meeting minutes. Chairman Braccio, Ms. Malinowski, Mr. Dennington and Mr. Stivers provided revision requests for the meeting minutes listed. Ms. Malinowski asked to hold the approval of the May 10, 2021 minutes to confirm a line regarding the Board of Health budget. The Board agreed. Mr. Healey made a motion to approve the May 4, 20201 regular session minutes as amended. Mr. Stivers seconded. The motion passed all in favor (4-0-1). Mr. Dennington abstained. Mr. Healey made a motion to approve the June 1, June 15 and June 22, 2021 regular session meeting minutes as amended. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

b. Mr. Healey made a motion to accept Luisa Vargas' resignation from Trails Committee, effective June 17, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

c. Mr. Healey made a motion to approve 1-day Alcohol License Application on behalf of RxAdvance events:

i. Flora's Wine Bar / Andrew Li, July 16, 2021 Employee Appreciation
ii. Latitude Beverage, July 23, 2021 Company Outing

Mr. Stivers seconded. The motion passed all in favor (5-0-0).

d. Chairman Braccio asked to hold agenda item, "d." She stated she would like Mr. Healey to speak to items "d, e and f." Accept donations from St. Mark's School totaling $88,050.00.

e. Chairman Braccio asked to hold agenda item, "e." Accept donations from Fay School totaling $20,000.00.

f. Chairman Braccio asked to hold agenda item, "f." Accept Recreation Department donations totaling $7,000.00 to support 2021 Southborough Summer Nights event.

Mr. Healey stated that he felt this was a successful year working with Fay and St. Mark's Schools. He spoke to past commitments from both schools compared to what is being contributed this year. He added both schools stated they appreciated the process and are amenable to ongoing discussions regarding contributing to the funding of the Town. Mr. Healey stated that they funded part of the Summer Nights event. He explained in-kind payments that both schools have contributed. Mr. Healey stated that Fay School and St. Mark's School would like to attend a meeting to speak to the Board. Mr. Healey made a motion to accept agenda items d, e, and f. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

g. The Board discussed the changes made to the remote participation form and the reasons for the changes. Mr. Healey voiced his concerns regarding meeting remotely and encouraged all boards and

committees to meet in person if possible. Mr. Dennington made a motion to approve the revised policy and form for Remote Participation. Mr. Healey seconded. The motion passed all in favor (5-0-0).

h. Mr. Healey made a motion to appoint new Constables: Jonjy Ananth, Rajoo Ananth. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

i. Mr. Healey made a motion to appoint Student Officer Tyler Lu to Probationary Police Officer, effective July 2, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

j. Mr. Healey made a motion to appoint Jason Montijo, IT Manager:

i. Southborough Emergency Planning Committee, IT Representative (unlimited term)

ii. Municipal Technology Committee, IT Manager, Ex-Officio (unlimited term)

Mr. Stivers seconded. The motion passed all in favor (5-0-0).

k. Mr. Healey made a motion to appoint Marty Healey as MWRTA representative, term to expire 6/30/2022. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

l. Mr. Healey made a motion to appoint Police Chief Paulhus to the Noise Bylaw Ad-hoc Committee, Ex-Officio member, term 6/30/22. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

m. The approval of the Halloran Property Conservation Restriction was addressed at the beginning of the meeting.

n. Mr. Healey made a motion to award FY22 Heating Oil Contract to Falconi Energy as recommended by John Parent, Director of Facilities. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

o. Mr. Healey made a motion to award the contract for Space Needs Study. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

p. This item was addressed earlier in the meeting.

q. Mr. Healey made a motion to appoint the Facilities Maintenance position. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

r. Mr. Healey made a motion to accept the resignation of Chelsea Malinowski from SHOPC. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

s. Mr. Healey made a motion to approve departmental expenditures for FY21 per Financial policy. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

VI. Other Matters Properly Before the Board

Assignment of Board members as Department Liaisons

Chairman Braccio asked if the Board had any issues or concerns regarding the liaison assignments. Mr. Stivers asked about liaisons with the schools. There was discussion and it was agreed to review this item at the goal setting meeting in August.

Review of Special Municipal Employee designations

Chairman Braccio stated that in order for Andrew Pfaff to continue on the Advisory Committee, he would require this designation. She summarized the decision for EDC members to hold the designation. The Board agreed to leave the designations that are in place and to remove the designation for Town Counsel to the Conservation Commission. Mr. Purple stated he will inform the Town Clerk of this decision.

Request to raise the Indian flag to commemorate India's 75th Independence Day celebration

Chairman Braccio stated that the Veterans submitted the section of the State Code that outlines the requirements for flying another country's flag. Chairman Braccio suggested creating a proclamation instead of flying the Indian flag. The Board agreed and Chairman Braccio asked Mr. Purple to begin working on the creation of a proclamation for the July 22nd meeting.

Discussion of potential items for ARPA funding

Ms. Malinowski stated that Ms. Hale reached out to department heads and boards and committees for suggestions regarding the spending of the ARPA funding allotted to Southborough. She said she is looking for high priority projects and changes to guidelines are anticipated. She stated that Carla McAuliffe, Town Accountant suggested the Board reach out to DPW Superintendent Karen Galligan regarding infrastructure needs. Ms. Malinowski stated the needs must be prioritize and asked the Board if a working group should be created. Mr. Stivers and Mr. Healey agreed that a working group would not be needed and may slow progress. Mr. Dennington suggested the Board look at a larger and more ambitious project as he views this funding as once in a lifetime. Ms. Malinowski cautioned the Board to ensure that the projects fall under the four corners of the State guidelines. The Board agreed to put this item on the June 22nd goal setting agenda.

Discussion of Special Town Meeting date

Chairman Braccio stated that concerns were raised from the Chair of the Planning Board regarding timing of required public hearings for warrant articles for the October 4th date. She added that there could be potential timing issues from the Assessor with setting the tax rate. Chairman Braccio proposed a new Town Meeting date of November 1st. Mr. Healey made a motion to reset the date for Special Town Meeting from October 4, 2021 to November 1, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0). Chairman Braccio stated she will speak to the Town Moderator before the July 22nd meeting.

VII. Public Comment

None

At 10:26 P.M. the Board entered into Executive Session per M.G.L. Chapter 30A, Section 21, and not returning to Open Session, to comply with, or act under the authority of, any general or special law (Exemption 7) to review and approve the Executive Session minutes of May 10, 2021 and June 15, 2021; and to discuss strategy with respect to litigation (assignment of pending legal cases), as the Chair has determined that an open meeting may have a detrimental effect on the Town's litigating position (Exemption 3) by roll call vote, Malinowski, aye; Healey, aye; Dennington, aye; Stivers, aye; Braccio, aye.

Upcoming Meetings
August 17, 2021
September 8, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the July 13, 2021 BOS Meeting:

- Citizen Activity Form, Matthew Berger
- Citizen Activity Form, Isabella Bogdanski
- Citizen Activity Form, Karen Wheeler
- Noise Bylaw Ad-hoc Committee Charge
- Citizen Activity Form, Peter LaPine

- Citizen Activity Form, Beth Rosenbloom
- Citizen Activity Form, Doris Cahill
- Citizen Activity Form, Tabitha Bennett
- Citizen Activity Form, Jake Hashash
- Citizen Activity Form, Lisa Dunderdale
- Citizen Activity Form, Cynthia Foster
- Citizen Activity Form, Karen Muggeridge
- Citizen Activity Form, Krishna Kandarpa
- Feedback from ADA Self-Assessment draft report
- SEMA Info Summary Sheet - Edited Version for ADA Compliance Planning
- Letter from Vanessa Hale to Personnel Board re_Senior IT Specialist 7.8.21
- Draft Regular Session Minutes, May 4, 2021
- Draft Regular Session Minutes, May 10, 2021
- Draft Regular Session Minutes, June 1, 2021
- Draft Regular Session Minutes, June 15, 2021
- Draft Regular Session Minutes, June 22, 2021
- Letter of Resignation, Luisa Vargas
- Application for One-Day Alcohol License, RxAdvance
- Letter to Lisa Braccio from St Mark's School re: Donations
- Letter to Mark Purple from Fay School re: Donation
- Letter from Tim Davis to BOS re: Consent Agenda Request — Donation Acceptance
- Remote Participation Request Form
- Remote Participation Policy, Draft 210625
- Town of Southborough Constable Application Requirements
- Application for Constable Appointment, Jonjy Ananth
- Application for Constable Appointment, Rajoo Ananth
- Letter from Chief Paulhus to BOS re_Officer Tyler Lu, Pay Status 6.30.21
- Boards and Committees Detail View, MTC and SEPC
- Letter to Lisa Braccio from MWRTA re_MWRTA Advisory Board
- Halloran CR - Approved for Signatures
- Conditions for quoting, quote summary sheet, subject bid for purchase of num. 2 fuel oil fy22
- IMA for Local Public Health Services
- Letter from John Parent to BOS re: Consent to Hiring of New Employee
- Chelsea Malinowski, Letter of Resignation from SHOPC
- Letter from Chief Paulhus to BOS re: Police FY21 Budget
- BOS Liaison List
- Letter from Jim Hegarty to Carolyn Teehan, Ethics Commission
- Letter from John Wood of the EDC to BOS 6.21.21
- Letter from Sutanuka Basu to BOS re: Indian and US Flag Raising Event 2021
- Letter from Representative Dykema re: ARPA Funding
- Local Input Requests - Federal Stimulus Funding
- Transition Plan Estimate Costs
- MGL Part IV, Title I, Chapter 264, Section 8

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Wednesday, August 25, 2021, 7:30 A.M.
Location: Zoom Meeting (virtual)
Present: Lisa Braccio, Chelsea Malinowski, Marty Healey, Sam Stivers, Andrew Dennington, Town Administrator Mark Purple

I. Chairman Braccio called the meeting to order at 7:32 A.M. Mary Lou Woodford and Chelsea Malinowski from the Board of Health joined the meeting, and Ms. Woodford called the Board of Health meeting into session at 7:33 A.M. Public Health Director Heather Alker was also in attendance.

II. Public Comment – None.

III. **Scheduled Appointments**

Vote to fill the unexpired term (8/30/21 – 5/10/22) of Mary Lou Woodford who will be resigning from the Board of Health on 8/30/21. Chairman Braccio explained the process for filling the vacancy, and Ms. Woodford concurred. Dr. Medina spoke to his candidacy for the vacancy. He has been in the community for 17 years and has always had a focus on public health. Also took on the role of District physician for the schools and has collaborated with the Board of Health. The pandemic made him realize the important role that the Board of Health serves in the community.

Mr. Healey spoke in favor of Dr. Medina's candidacy, and said that we were lucky he stepped forward. Mr. Stivers said he was impressed by his broad view of public health, and thought he was a perfect fit for the Board. Mr. Dennington spoke in favor of Dr. Medina, and thanked Ms. Woodford for her service to the Town during the pandemic. Ms. Braccio said that while she still has some issues with the process, it does not reflect on Dr. Medina, and she fully supports him. Ms. Woodford thanked Dr. Medina for stepping up, and spoke to the benefits of having him on the Board. She also reflected on her role on the Board of Health and the response to the pandemic. Ms. Malinowski also thanked Dr. Medina for his candidacy, and noted her work with him on the Youth and Family Services plan. She asked if he would continue to serve on the Medical Advisory Team, and Dr. Medina said that he would as that collaboration would remain complimentary to his role on the Board of Health.

Mr. Stivers motion to appoint Dr. Medina to the Board of Health, effective upon the resignation of Ms. Woodford, seconded by Mr. Healey. Roll call vote in the affirmative, 4-0-1 (Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye; Malinowski – abstain). Mr. Woodford voted to appoint Dr. Medina to the Board of Health, effective upon the resignation of Ms. Woodford, seconded by Ms. Malinowski. Unanimous roll call vote, 2-0-0 (Malinowski – aye; Woodford – aye). Ms. Braccio congratulated Dr. Medina on his appointment. Dr. Medina thanked everyone for their support, and said he was looking forward to working with everyone. Ms. Braccio also thanked Ms. Woodford for her 11 years of service to the Town.

IV. On a motion made by Mr. Healey, seconded by Mr. Stivers and voted all in favor by roll call vote 5-0-0, the meeting was adjourned at 7:45 A.M. Ms. Woodford motion to adjourn the Board of

DRAFT

Health meeting at 7:45 A.M. was seconded by Ms. Malinowski, and voted all in favor by roll call vote, 2-0-0.

Upcoming Meetings
September 8, 2021
September 21, 2021

Respectfully submitted,

Mark J. Purple, Town Administrator

List of Documents referred to at the August 25, 2021 BOS Meeting:

- Letter of interest from Dr. Safdar Medina for Board of Health vacancy

DRAFT

Southborough Trails Committee – Aqueduct Connector Trail Construction Plan 2021

Trail Name: Aqueduct Connector

Description: 572.11 feet section of trail extending from the existing Bay Circuit/Boroughs Loop/Aqueduct Trail to Weston Aqueduct on Pine Hill Road. The straight yellow line extending from Pine Hill Road represents the section of trail we are proposing to build.

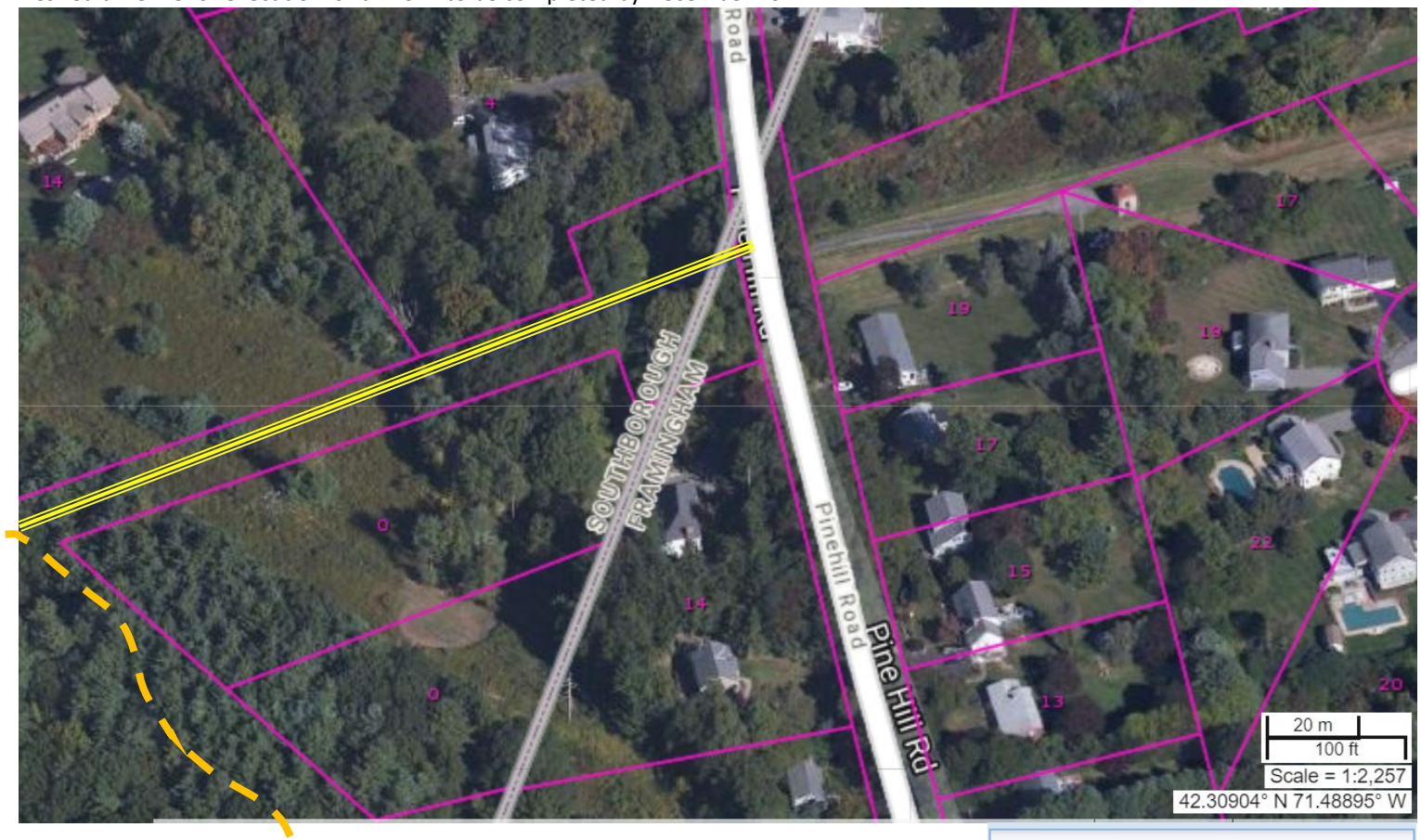
Trail Construction Required:

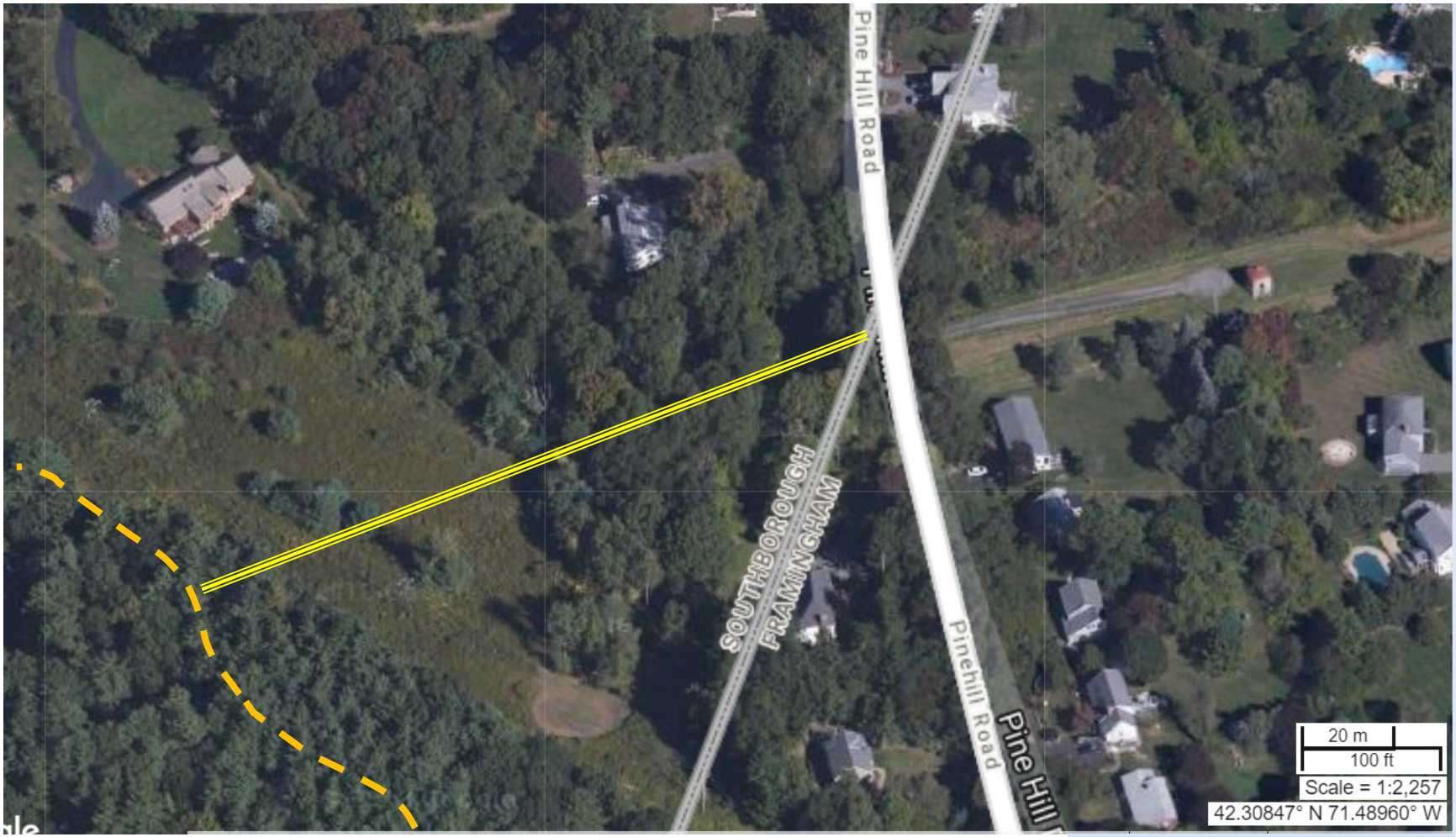
- Clear path by removing existing ground cover, small shrubs, branches, tree limbs, and protruding rocks.
- Tread maintenance will require the removal of top layer of organic matter, roots, and rocks.

Volunteers: Eagle Scout, Nick McEvoy of Southborough Troop 92 will lead the scouts and volunteers. Trails committee will oversee the project.

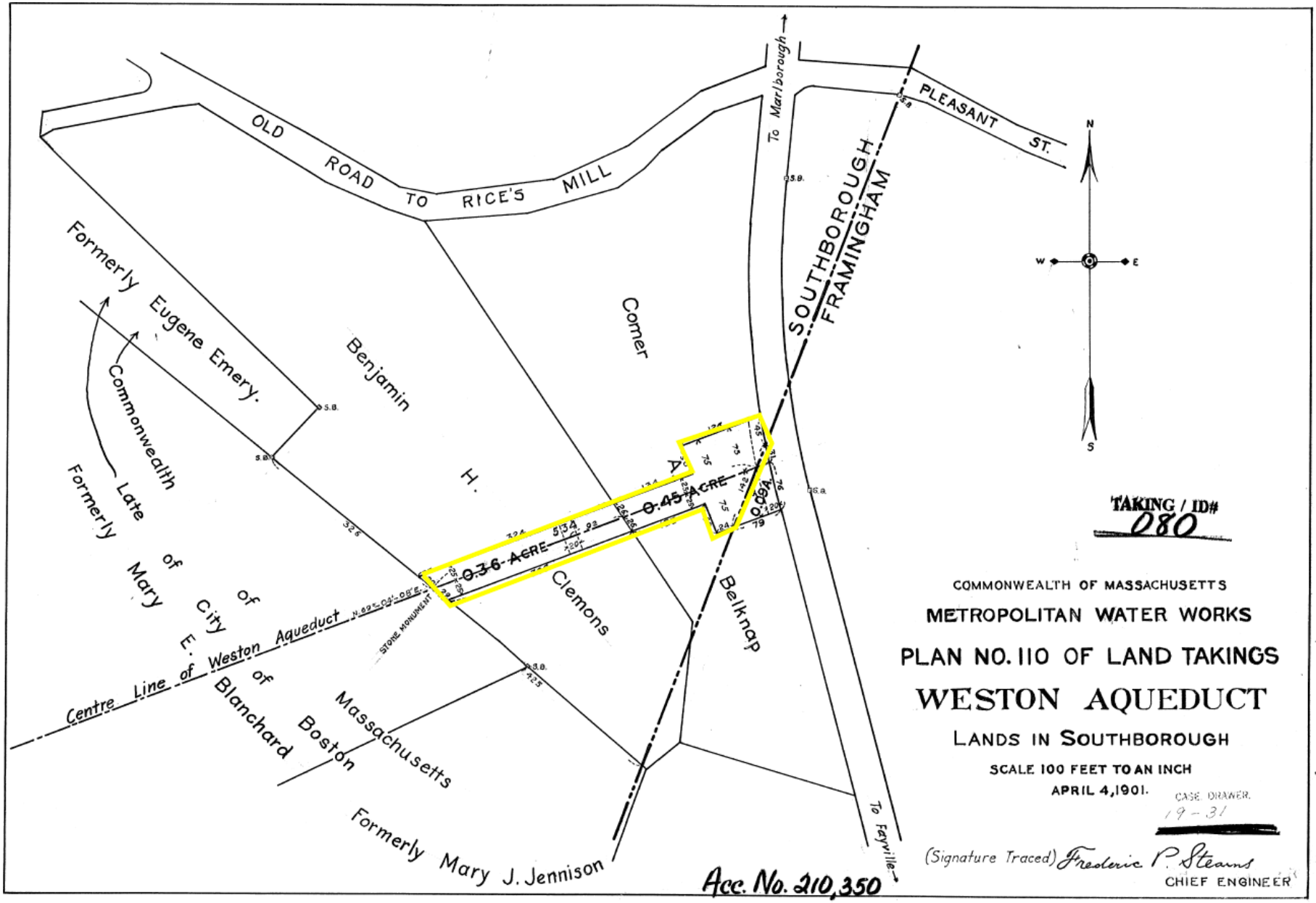
Trails Committee Contact: Kathryn McKee, Chair, kmckee@southboroughma.com, 508-479-0971

Timeline: Once the existing 8(m) permit has been amended to include this parcel of land (MWRA's easement), and the easement boundary has been clearly defined, the trail work can begin. Desired timeline for execution is Fall 2021 to be completed by December 2021.




Pine Hill Road
SOUTHBOROUGH
FRAMINGHAM
Pinehill Road
Pine Hill
20 m
100 ft
Scale = 1:2,257
42.30847° N 71.48960° W

572.11 ft


OLD ROAD TO RICE'S MILL
To Marlborough
PLEASANT ST.
SOUTHBOROUGH
FRAMINGHAM
Formerly Eugene Emery.
Benjamin H.
Comer
Commonwealth
Late
Formerly
Mary E. of City of
Centre Line of Weston Aqueduct
Blanchard
Boston
Massachusetts
Clemons
Belknap
Formerly Mary J. Jennison
To Fayville
A
0.45 ACRE
0.36 ACRE
0.04A
N
S
E
W
TAKING / ID#
080
COMMONWEALTH OF MASSACHUSETTS
METROPOLITAN WATER WORKS
PLAN NO. 110 OF LAND TAKINGS
WESTON AQUEDUCT
LANDS IN SOUTHBOROUGH
SCALE 100 FEET TO AN INCH
APRIL 4, 1901.
CASE DRAWER
19-31
(Signature Traced) Frederic P. Stearns
CHIEF ENGINEER
Acc. No. 210,350
TRACED BY W.P.A PROJECT #21374

TOWN OF SOUTHBOROUGH

RECEIVED
TOWN CLERK'S OFFICE
2013 JAN -9 A 11: 29
SOUTHBOROUGH, MA

BOARD OF SELECTMEN

TOWN HOUSE • 17 COMMON STREET • SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 • FAX (508) 480-0161 • selectmen@southboroughma.com

January 9, 2013

Paul J. Berry, Town Clerk
Town House
Southborough, MA 01772

Dear Mr. Berry:

At the meeting of the Board of Selectmen held on Tuesday, January 8, 2013, it was voted unanimously to create an ad hoc committee, consisting of five [5] members, to be called "Southborough Trails Committee" terms to expire June 30, 2013.

Very truly yours,

Mark J. Purple
Town Administrator

SOUTHBOROUGH TRAILS COMMITTEE

The Southborough Trails Committee will oversee volunteers to create, monitor and maintain town resource trails in Southborough in coordination with any entities that are public or private, and will coordinate with the Regional trail organizations. Additionally, the STC shall be responsible for oversight of all required monitoring and maintenance obligations under the town's trail licensing agreements with both DCR and MWRA. This mission is exclusive of Breakneck Hill Conservation Land.

TOWN OF SOUTHBOROUGH

RECEIVED
TOWN CLERK'S OFFICE
2013 MAR 13 P 1:16
SOUTHBOROUGH, MA

BOARD OF SELECTMEN

TOWN HOUSE • 17 COMMON STREET • SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 • FAX (508) 480-0161 • selectmen@southboroughma.com

March 13, 2013

Paul J. Berry, Town Clerk
Southborough Town House
17 Common Street
Southborough, MA 01772

Dear Mr. Berry:

At the meeting of the Board of Selectmen held on Tuesday, March 12, 2013, it was voted unanimously to appoint the following members to the Southborough Trails Committee, terms to expire June 30, 2013:

- Jeffrey J. Beane, 12 Skylar Drive, Southborough, MA 01772
- Daniel M. Frank, 32 Overlook Drive, Southborough, MA 01772
- Daniel A. Guilford, 18 Red Gate Lane, Southborough, MA 01772
- Peter A. Kachajian, Jr., 149 Woodland Road, Southborough, MA 01772
- Anthony P. Schoener, 28 Constitution Drive, Southborough, MA 01772

Very truly yours,

Mark J. Purple
Town Administrator

TOWN OF SOUTHBOROUGH

TRAILS COMMITTEE

17 COMMON ST · SOUTHBOROUGH, MASSACHUSETTS 01772
http://www.southboroughtrails.org

September 1, 2021

Dear Board of Selectman:

I am writing to you on behalf of the Southborough Trails Committee (STC) to request the Board consider the following changes to the Committee's charter. This topic is included on the upcoming September 8th BOS meeting for discussion:

1. Near-term change: add two (2) non-voting associate members
    a. Timeline: September/October 2021
    b. Non-voting Associate members would be appointed to the committee to participate in the work and discussions of the STC
    c. Associate members will be required to adhere to all rules & regulations (open meeting law, conflicts of interest, etc.)
    d. Associate members will have all rights and responsibilities as other members, will be listed as a STC volunteer on the town website, will not be able to vote or included in quorum
    e. More details to be defined if the decision to move forward is approved by the BOS
    f. Reason for the change:
        i. Broaden experience level of the STC by including others with diverse backgrounds and leverage connections to other committees that associate members may have
        ii. Enable residents who are interested in regularly participating on the STC but may not have the time to attend every meeting/activity. This option provides an opportunity to participate as an individuals' availability permits without negatively impacting the STC's ability to meet quorum.
        iii. More members to assist with the labor required to maintain the trails and contribute to the STC's activities (e.g. participate or lead trail maintenance work parties, trail projects, guided hikes, Heritage Day, grant proposal development, etc.)
    g. We have two individuals who have expressed interest in the associate position and are ready to serve in this capacity
    h. The STC considered adding two permanent members but given the difficulty of meeting quorum, at times, we are seeking an alternative approach
    i. The practice of having non-voting associate members who serve on committees can be found in other municipalities: Westborough, Foxborough
2. Long-term change: Change the structure of the STC from an ad hoc to a standing committee
    a. Timeline: Spring Town Meeting 2022
        i. The STC was formed as an ad hoc committee in 2013 (charter documents included below). Given an ad hoc committee is typically formed for a limited period to address a specific need and a standing committee is formed to provide ongoing services with a continued purpose, the STC is asking the BOS to consider changing the charter from ad hoc to standing.

ii. The STC reached out to the Town Counsel (via Mark Purple) to inquire about any legal reasons why this change would not be possible. The Town Counsel confirmed the change is under the discretion of the selectman and would require the BOS to sponsor a warrant article. Town Counsel also suggested that since the STC is ad-hoc under the selectman, it may make more sense to add more members. As noted above, the STC does not want to add more members. We would like keep the count at five members and add two non-voting associate members if possible.

The STC appreciates the Board's consideration of this request, and we look forward to a productive discussion at the meeting.

Kind regards,



Kathryn McKee
Southborough Trails Committee Chair
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kcraddock@seadvantage.com

DOWNTOWN DISTRICT (DD)

June 23, 2021 Revisions

Part 1. Amend Article I, Miscellaneous Provisions, **§ 174-2** Definitions, by adding the following new terms and definitions in appropriate alphabetical order.

BED AND BREAKFAST

Bed and breakfast is an establishment on owner-occupied property offering transient lodging accommodations to the general public, with not more than four guest rooms and food service limited to breakfast for guests.

CO-WORK CENTER

A building or portion thereof used for flexible work spaces offering short-term, monthly, or longer lease periods for self-employed people or people working for different employers, and typically providing shared furnishings, equipment, and business support services.

ESTABLISHMENT

An institutional, business, commercial, or industrial activity that occupies all or a portion of a building; a place of business.

FAÇADE

The external faces of a building.

FRONTAGE OCCUPANCY

The percent of a lot's street frontage that is occupied by a building between the minimum and maximom front setback range.

MICROBREWERY

A microbrewery is a licensed establishment that produces and distributes beer, ale, or other malt beverages, and which may include accessory uses such as tours of the microbrewery, retail sales, and a taproom for on-site consumption. In addition to selling beer at retail on the premises, a microbrewery may act as wholesaler for beer of its own production for off-site consumption if it has a valid pub brewery license from the Commonwealth of Massachusetts.

MIXED-USE DEVELOPMENT

A development that includes any combination of permitted nonresidential uses and one or more dwelling units within a single structure; provided, however, that the inclusion of two (2) or more dwelling units in a mixed-use development shall not be deemed a multifamily dwelling. The ground floor facing the street shall be used only for permitted nonresidential uses, ~~and the total gross floor area occupied by nonresidential uses shall be~~

~~at least 10 percent of the gross floor area of the structure.~~

Part 2. Amend Article II, Establishment of Districts, **§ 174-3 Districts enumerated,** by adding the following new district:

M. Downtown District, referred to as DD

Part 3. Amend Article III, Use Regulations, **§ 174-8.C.(2)** as follows (amendment shown in italics)

Not more than one principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a business district or Industrial Park District, *or a mixed-use development in the Downtown District*, shall be deemed to be in a single principal permitted use. . . .

Part 4. Amend **Article III, Use Regulations**, § 174-8, Schedule of Use Regulations, by adding the following new section:

§ 174-8.12 Downtown District

A. Permitted uses are as follows:

(1) All uses permitted in the residential districts (RA and RB).

(2) Mixed-use development, provided that each nonresidential use in the development is a permitted use under this Section 174-8.12(A) or Section 174-8.12(B) and provided that the number of dwelling units does not exceed eight (8).

(3) Professional or business office, or bank, but not including a medical or dental office.

(4) Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsperson, or bakery.

(5) Bed and breakfast.

(6) Child care center.

(7) Co-work center.

B. Permitted uses, up to a maximum of 3,000 square feet per establishment.

(1) Retail sales and services.

(2) Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited).

(3) Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive-through service is prohibited).

(4) Personal services such as barber shop, beauty salon, tailor, or shoe repair.

C. Permitted uses by special permit from the Planning Board are as follows:

(1) Any use listed in Subsection B exceeding 3,000 sq. ft. per establishment.

(2) Mixed-use development that includes a nonresidential use that is a permitted use under Section 174-8.12(A) or Section 174-8.12(B) but with nine (9) or more dwelling units.

(3) Mixed-use development that includes a nonresidential use requiring a special permit under this Section 174-8.12.

(4) Microbrewery.

(5) Veterinarian, animal hospital, or animal clinic.

(6) Medical or dental office.

(7) Multifamily dwelling, up to twelve units.

(8) Private garage or parking for more than three cars or more than one truck or other commercial vehicle.

(9) Indoor recreation, athletic or exercise facility.

D. Uses by special permit from the Zoning Board of Appeals are as follows:

(1) Accessory apartment.

(2) Conversion of a one-family house in existence for two years or longer to a two-family dwelling, on a lot with a minimum of 15,000 square feet.

(3) A mobile home or travel trailer used as a dwelling or business quarters for more than 30 days in a year.

E. Prohibited uses. All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations are prohibited.

F. Development standards are as follows:

(1) Minimum lot area: 5,000 square feet.

(2) Minimum frontage: 60 feet.

(3) Minimum setbacks:

(a) Front: 10 feet.

(b) Rear: 35 feet.

(c) Side: 10 feet; 25 feet if adjacent to a residential district.

(d) Other street: 10 feet

(4) Maximum front setback: 20 feet unless waived by the Planning Board.

(5) Maximum Floor Area Ratio: ~~0.35 as of right, or a maximum of 0.50 by special permit from the Planning Board~~. The FAR should be replaced by a maximum lot coverage (I suggest 70%) as per Judi Barrett's recommendation. "As long as the Planning Board has a coverage limit, height limit, and setbacks, the Town does not need another tool" The architects who are working on renderings also found that the façade requirements in conjunction with a FAR, don't really work. If a FAR is the preferred standard, I suggest using a tiered approach:

(a) For lots of 2 acres or less: 0.50 as of right, or a maximum of 0.70 by special permit from the Planning Board.

(b) For lots greater than 2 acres: 0.35 as of right, or a maximum of 0.5 by special permit from the Planning Board

(6) Minimum landscaped green space: 20 percent. At least 50 percent of the landscaped open space shall be ~~contiguous and~~ located between the front building line and front lot line unless the Planning Board approves a different placement of the open space as part of Site Plan Review.

(7) Minimum Façade Buildout (% Lot Width) unless waived by the Planning Board.

(a) With less than 50 feet of frontage: N/A

(b) 50-80 feet of frontage: 60%

(c) Over 80-100 feet of frontage: 70%

(d) Over 100 feet of frontage: 75%

(8) Height regulations:

(a) Maximum building height: 40 feet and three stories,

(b) Minimum ground floor height: 12 feet

(c) Maximum ground floor height: 18 feet

(9) Residential dwellings. Single-family or two-family dwellings in the Downtown District shall comply with RB District standards.

G. Building Regulations

(1) The principal entrance(s) to the building shall be on the front façade, which shall face the street.

(2) The maximum distance between street-level entrances in a single building shall be 35 feet unless waived by the Planning Board.

(3) The maximum depth of street-level commercial spaces shall be the lesser of 30 feet or 60 percent of the depth of the building unless waived by the Planning Board.

(4) The maximum front setback in Section F(4) may be increased for purposes of amenities such as landscaping, a plaza, square, courtyard, recessed entrance, sidewalk, multi-use path, raised terrace, façade offsets, or outdoor dining, but not for vehicle use.

(5) Affordable housing. In any multifamily or mixed-use building with four or more units, at least 12.5 percent of the units shall be affordable housing that is eligible for the Chapter 40B Subsidized Housing Inventory (SHI) in accordance with the Chapter 40B regulations and Guidelines of the Massachusetts Department of Housing and Community Development (DHCD). In consultation with the Southborough Housing Opportunity Partnership Committee (SHOPC), the Planning Board may adopt a guidance document interpreting the Chapter 40B Guidelines as they apply to development under this section.

H. The operation of any marijuana establishment as defined in MGL c. 94C, § 1, including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough.

Part 5. Amend Article III, Use Regulations, by adding the following new section, **§ 174-10.2 Downtown District plan approval.**

In the Downtown District, major site plan approval shall be by special permit from the Planning Board for any use requiring a special permit. In such cases, the procedural requirements and decision criteria of § 174-9, § 174-10, and 174-10.1(A) through (C) shall apply. The Planning Board may adopt design guidelines and apply them to major site plan approval applications regardless of whether a special permit is required.

Part 6. Amend Article III, Use Regulations, § 174-12 **Parking and loading regulations**, by inserting the new Section F below and relabeling the existing Section F. Egress to Section G.

F. Exceptions in the Downtown District. Off-street parking requirements for development in the Downtown District shall comply with Section E above except for the following uses:

(1) Dwellings: two spaces for each dwelling unit, plus one space for each 80 square feet of floor area devoted to a customary home occupation or a professional use.

(2) Bed and breakfast: one space for each guest room plus two spaces for the owners of the premises.

(3) Restaurants and other places serving food or beverages: one space for each four seats.

(4) Mixed-use development: one space per dwelling unit and one space per 300 square feet of nonresidential floor area.

(5) Professional or business office: one space per 300 square feet for ground floor offices and one space per 350 square feet for offices above the first floor.

Part 7. Amend Article II, Establishment of District,, § 174-4 **Zoning Map**, by adding the new *Downtown District* to the Southborough zoning map.

Design Guidelines

Southborough

Downtown District



DRAFT

DESIGN GUIDELINES: PURPOSE

DESIGN GUIDELINES: MAP

DESIGN GUIDELINES: PROCESS/SUBMITTAL MATERIALS

SOUTHBOROUGH HISTORIC PROPERTIES

OVERALL GOALS AND ORGANIZATION

I. BUILDING PLACEMENT & ORIENTATION
II. BUILDING MASSING
III. SETBACKS & GREEN SPACE
IV. EXTERIOR MATERIALS
V. FAÇADE DESIGN
VI. STOREFRONT DESIGN
VII. PODESTRIAN & CYCLE ACCESS
VIII. DOORS & WINDOWS
IX. SIGNAGE
X. AWNINGS
XI. LIGHTING
XII. UTILITIES & MECHANICAL EQUIPMENT
XIII. PARKING

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DESIGN GUIDELINES: PURPOSE

The overall goal and purpose Southborough's Downtown District Design Guidelines is to support the revitalization of the Downtown through the design of attractive buildings and public spaces that will enhance, protect and promote Downtown Southborough's historic small town Main Street identity and character, create a sense of place through preservation and desirable development, bring people to the district, and generate an active and vibrant pedestrian environment. These guidelines are intended to assist property owners, proponents, architects, and landscape architects with project planning by providing the guidance on the Town's expectations for the design of development, redevelopment and rehabilitation projects in the Downtown District and will provide the Planning Board with criteria for the review and evaluation of projects proposed in the Downtown District during the site plan review process. These guidelines are intended to supplement the Town of Southborough's zoning regulations for the Downtown District 174-8.12. and Site Plan Approval 174-10 and articulate the following design objectives:

1. Strengthen the character of Downtown Southborough as the focal point of a prosperous rural New England community and as a destination for shopping and services
2. Encourage village-style streetscapes
3. Encourage a vibrant environment to live, work and play, and create pedestrian and bicycle-friendly spaces where the community can gather
4. Preserve existing historic structures whenever possible and to restore and retain original architectural features of historic buildings (guidance of what would be historic structures, specific buildings or built before date?)
5. Renovation, rehabilitation, and adaptive reuse are generally preferred to the demolition of old historic buildings.

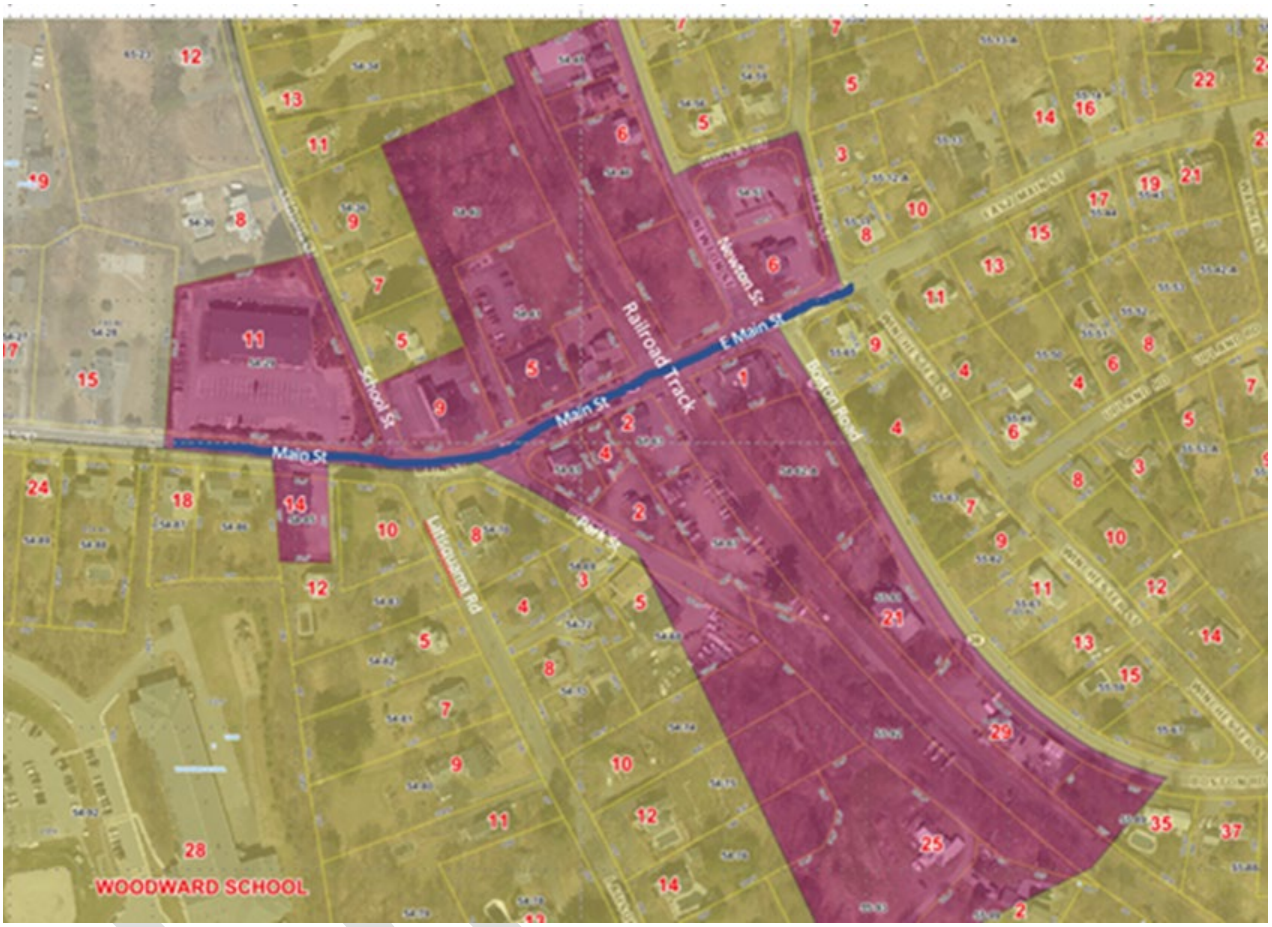
This workbook is not intended to substitute for the requirements of the established Zoning Bylaw. **In the case of any actual or perceived conflict between the contents of these guidelines and the Southborough Zoning Bylaw, the Bylaw is the binding regulation.**

These guidelines have been compiled as a joint effort with representatives of the Board of Selectmen, the Planning Board, the Economic Development Committee, and the Historical Commission; with the intention that they be periodically updated to reflect technological or other advancements in best practices.

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DESIGN GUIDELINES: MAP

Replace with final map of Downtown District Zoning



DESIGN GUIDELINES: PROCESS/SUBMITTAL MATERIALS

The proponent must submit the proposed project for design review as part of the site plan approval or special permit with site plan approval process. Submittal requirements for projects in the Downtown District shall be in accordance with Southborough Zoning Bylaw Site Plan Approval 174-10 or 174-10.1 if special permit with site plan approval. In addition, Submittals must also include floor plans and architectural elevations of all proposed buildings and a schedule of all exterior materials and colors.

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SOUTHBOROUGH HISTORIC PROPERTIES



There are some extraordinary buildings within the Downtown District with outstanding design qualities that make them representative of their time and period style of architecture. It is to these buildings that we can refer as models and fine examples of good design, from which we can derive lessons and inspiration.

Given the historic nature of Southborough's downtown, existing structures of historical or architectural value should be preserved wherever possible. Alterations to the street facades of historical structures should be minimized and incorporate measures to protect and preserve the historic character of the structure. Proponents should refer to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and should adhere to these guidelines as closely as possible in projects involving historic buildings.

The architectural character of new buildings should respect the character of adjacent, existing historical buildings in the Southborough National Register District, and utilize traditional facing materials, paint colors, window, and door designs to harmonize with adjacent buildings.

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OVERALL GOALS AND ORGANIZATION

These design guidelines are intended to provide for a coherent and attractive business and civic environment in Southborough's Downtown Business Village District. They are intended to apply to those portions of buildings that can be seen from public vantage points and apply to the interior of buildings only to the degree that this influences the appearance from the streets or sidewalks. Overall goals include the following:

- Restore and protect the historic character – Southborough has multiple buildings that have historic merit, and represent the architecture of past eras and the historic culture of the town. These guidelines seek to preserve characteristics that are genuine and remain, and to restore historic characteristics once associated with existing buildings where they can be reasonably and practically restored.
- Enhance downtown Southborough as a commercial area - Downtown Southborough contains multiple service and retail businesses. As such, the guidelines promote a consistently high quality that will be attractive to visitors and patrons of the area.
- Reinforce Downtown as a civic place - Downtown Southborough serves its residents as a civic center, and contains public uses in addition to the businesses and residences. As such, the downtown center should have an attractive appearance and display the unique qualities of its past and present.

These guidelines are organized into subsections that address design elements and components within the Downtown District. The information within each subsection contains specific intentions and directions for new designs or renovations, along with pictures illustrating desired outcomes.

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I. Building Placement and Orientation

Guidelines

- The principal entrance(s) to the building must be clearly articulated using architectural detailing and shall be on the front façade, which shall face the street according to Section 174-8.12 G (1).
- For residential buildings in the Downtown District, the front entrance must be defined by at least one of the following: a porch of at least 6 feet in width and depth, pent roof, roof overhang, hooded front door, or similar architectural elements.
- The maximum distance between street-level entrances in a single building shall be 35 feet unless waived by the Planning Board in compliance with Section 174-8.12 G (2)
- To create a unified and defined street and facilitate public pedestrian access, a consistent alignment of buildings is encouraged. The front building line must be within the minimum and maximum front setbacks established in the Zoning Bylaw Section 174-8.12 F (3) (a) and (4) and should be sensitive to the placement of adjacent buildings.

ALLOWED



NOT ALLOWED



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II. Building Massing

Guidelines

- Articulation of massing and the ground level of a building along its primary street frontage should visually anchor the building and provide human-scaled elements that improve the pedestrian environment.
- Building massing should be consistent with the surrounding environment and within the floor area ratio (FAR) and height requirements of Section 174-8.12 F (5) and (8) of the Zoning Bylaw.
- Domestic scale should be produced through massing devices such as breaks in wall and roof planes and through design of architectural features. Upper stories may be set back, treated with a different material, or incorporated into the roofline, to diminish building mass or to make a building more compatible with the design of adjacent buildings.
- There should be some element of consistency with any buildings on abutting premises facing the same street, such as consistency in eave height, wall materials or window proportions.
- The building façade should clearly define commercial ground-floor spaces, where they exist, and differentiate through articulation the ground floor from residential or office spaces on the stories above.

ALLOWED



NOT ALLOWED



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III. Setback and Green Space

Aesthetically pleasing landscaping with visual interest such as mixed flowers and plantings are encouraged. Maintenance of landscaping should be ongoing to create a consistent curb appeal. Existing zoning in the Town Bylaws regulate Setbacks and open space as referenced below.

Guidelines

- Landscaping is required per Sections 174-8.12 F (6) and 174-13
- Minimum front, side, and rear yard setbacks are established in Sections 174-8.12 F (3) and (4)
- A minimum of 20 percent of the site must be left as landscaped open space
- Abundant, well chosen, and well-maintained planting and landscaping should become a notable theme to be reinforced throughout. In the Downtown District, outdoor gathering places close to open spaces, shops, and residences should provide benches, and plantings that reflect the natural surroundings
- Landscaped open space should be designed to be visually and physically accessible to the extent feasible and should enhance the visual impact of the project and adjacent properties. At least 50 percent of the minimum landscaped open space shall be contiguous and located between the front building line and front lot line 174-8.12 F (6)
- The use of native species of trees, shrubs, vines, groundcovers, and perennials is encouraged in order to make gardens compatible with the existing wildlife habitat and its regional context.

ALLOWED





NOT ALLOWED





IV. Exterior Materials

Use of materials traditionally found and historically utilized in Southborough are required in the district. This includes an emphasis on wood, masonry, brick, stone accents, and wood clapboard finishes for renovation or new construction. Exterior materials should be consistent with the historic style used to compose the façade.

Guidelines

- Consistent use of a dominant building material for the façade is encouraged, rather than multiple materials, such as brick and clapboard combinations.
- Imitation materials, such as vinyl siding, plastic tile roofing, or brick veneer are prohibited.
- Durable, eco-friendly materials should be used whenever possible
- Materials used to patch or repair existing façades should match original materials. If metal is used, it should be appropriate to the building, and convey a sense of quality.
- Plywood or other wood panel sheathing materials should be avoided unless incorporated as a panel within a frame, durable for exterior use.
- Minor decorative elements, such as façade ornaments, or small accents can be of any rigid, durable material in harmony with the façade.
- Downspouts and gutters should be of a material and color compatible with the building walls. If the building is historic, the style of downspouts and gutters must conform with the original character of the façade.
- Flashing materials should not be conspicuous. In the case of historic structures, traditional flashing materials such as copper may be appropriate and are encouraged.
- Repointing of brick or other masonry façades should employ grout materials and tooling that are appropriate to the architectural style of the building.
- The colors of exterior materials are required to complement the surrounding area. No bright colors.

ALLOWED



NOT ALLOWED



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V. Façade Design/Entrances

Building and façade designs should be harmonious with the immediate neighbors and historic site organization within the Downtown District, with primary orientation towards the street, and doors and storefronts facing the sidewalk. Façades and visible roofs should strive to be visually interesting and attractive along areas that will be seen by the public. Façade improvements, in general, should respect a building's original style where the building is historic, or where the original building design is of high quality and distinctive character.

Previous renovations that have taken place over the course of time are sometimes evidence of the history of a building and its environment. If these alterations have acquired their own significance, they should be respected. A unified architectural style should be determined for each project and used consistently for all elements of the building wall and roof. Building doors and windows should be consistent in proportion, size and configuration with the architectural styles that are determined to be appropriate for the building.

However, in the case of a use that is housed in multiple buildings, the underlying integrity of each building should be preserved to the extent that historic qualities remain.

Where rear parking is provided, the provision of secondary rear entrances and pleasing rear facades is strongly encouraged. The design of the rear entrances and facades should be appropriately detailed to provide an attractive appearance but should not be overly embellished to compete with the main storefront.

Where a new building is to be located on a corner, each side visible from a street should be considered a primary storefront facade and incorporate these fenestration patterns, unless doing so would unduly obtrude into a primarily residential street.

Guidelines

- Distinguishing original qualities and features of a façade should be preserved; elements that make a building special should be identified and preserved to the extent commercially reasonable.
- Façade design should take into account the locations and proportions of the façade elements and signage bands of adjacent buildings.
- Façade colors should be complementary to the natural materials used on a building and to the buildings adjacent to it.
- The palette of colors used on a building should be in accord with the materials of the building façade.
- Generally muted tones and colors are appropriate for most façade materials except for trim and special storefront elements and signage.
- The use of historic colors in the renovation or replacement of historic elements is highly encouraged. Lists of historic color suppliers are available at local historical organizations and the Society for the Preservation of New England Antiquities.
- Blank walls without any visual content or interest should be avoided along pedestrian sidewalks and parking areas, and on front façades in general.
- Individual buildings and their storefronts should appear distinct, even when a single use spans multiple storefronts.
- Historic roof forms should be retained or restored. Additions should have roof forms that are compatible with the forms of the building to which they are attached.

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VI. Storefront Design

Storefronts refer to those portions of the façade that directly relate to the street and the commerce inside. Most commercial façades consist of an architectural framework designed intentionally for one or more storefronts to occur. The expression of the storefronts should respect the framework and not expand beyond it. Storefronts should be consistent in style with the building architecture, provide clarity and interest to the façade, provide for a high level of transparency, and be harmonious with other adjacent storefronts. It is also important that the distinction between the storefront and the rest of the façade is maintained. Storefront display windows that display products or services, signs with the name of the organization, local business logos, hours, public service messages or displays, or views to an activity in which people are involved frequently during hours of operation are encouraged.

Guidelines

- Primary entrances should be largely transparent, as was traditionally the case with storefront design. This will promote a sense of welcome and safe access.
- Where a storefront does not serve a retail use and transparency is not practical, window treatments should be employed to create an attractive appearance.
- A horizontal band or frieze that serves as a signage band should be incorporated at the top of storefronts.
- A base panel and sill course design is traditional for most, although not all, storefront styles. Where it is appropriate for the existing or proposed architectural style, a base panel and sill course should be provided.
- The base panels and sill course should continue across the entire width of the storefront bay and terminate at doors or the vertical elements framing the bay.
- The base panel and sill course should be 24" or lower, measured above the sidewalk. y Incorporating a glazed transom above the door is encouraged when storefront heights are sufficient to allow for it. This could be used to display the building address.
- Storefront window transoms should be consistent with door transoms.
- Transparent storefronts are not necessary for some businesses, such as professional offices. Nevertheless, it is recommended to maintain substantial storefront glazing and provide attractive window treatments rather than opaque panels in order to avoid blank façades along the sidewalk.
- Items should not be placed in storefront windows that block views to internal activity, such as the backs of display cases, unless they are part of a display to the outside sidewalk or street.
- Storefront lighting should be confined to highlighting signage and the window display itself. Lighting that attracts attention to itself should be avoided.
- The use of seasonal planters and window boxes to adorn storefronts and entrances is highly encouraged.

ALLOWED



NOT ALLOWED



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VII. Pedestrian & Cycle Access

Projects should be designed to provide efficient and safe pedestrian circulation within the site. Pedestrian connections are required between focal points of pedestrian activities such as sidewalks, parking areas, public spaces, and building entrances. Where possible, pedestrian linkages should be made to adjacent properties. Pedestrian walkways should be integrated into internal landscaping wherever possible.

In locations not currently served by a public sidewalk, projects should provide a sidewalk at in compliance with state and local ADA regulations or other accessibility documents, located between the principal entrance facing the street and the road right-of-way.

Parking areas should include a bike rack to allow for safe and secure storage of bicycles.

ALLOWED





NOT ALLOWED





VIII. Doors and Windows

Architectural detail should be incorporated into the ground-floor facade to create an easily identifiable and welcoming entrance. As one of the most important parts of the facade, the main entrance should be clearly identifiable. Doors and entryways should follow a traditional storefront design (usually recessed) and should be compatible with the architectural style of the structure. The entrances should also address the primary street or pedestrian pathway. Windows and glass portions of front doors should be clear, non-mirrored, non-opaque glass.

Windows should respect spacing and size patterns appropriate to the architectural style that is chosen for either renovation or new construction. In general, multiple smaller window openings are preferred for upper stories of buildings. Lower story windows should be appropriate to the uses behind them, but transparency and indication of activity are important.

Fenestration (the arrangement of windows on a wall) should be architecturally related to the style, materials, colors, and details of the building. Windows and door openings should be proportioned so that verticals dominate horizontals. To the extent possible, upper-story windows should be double-hung type and vertically-aligned with the location of the windows and doors on the ground level, including storefront or display windows. Upper stories should incorporate window patterns and designs that are compatible with and complimentary to existing upper-story window patterns in the district.

First-floor window and display design should create a feeling of transparency on the ground floor of the building. This contributes to a sense of safety and is welcoming to pedestrians. The viewing zone of the first-floor facade should be made up of approximately 75% transparent non- reflective glass. Window displays are encouraged, but visibility into the building from the sidewalk should be maintained.

With the exception of retail storefronts, modestly scaled, vertically proportioned windows articulated with muntins (dividers of panes of glass) are most appropriate to the local building vernacular. Shutters are also an appropriate element to include on windows.

Guidelines

- Street numbers should be located near the front address and be of adequate size and distinctive color to be visible to the passing motorist.
- The street number should not be located so that it is obscured when the front door is open.
- Any special loading and service entrances should be screened from streets, other public ways, and adjacent properties, and their visual impact minimized.
- Unused entrances should be transformed into other architectural elements appropriate to the architectural style of the building, such as a store window.
- Entrances should meet the requirements of the Massachusetts Architectural Access regulations.
- Historic door material and hardware should be restored or repaired where possible. Repair should match existing size, species, profile and configuration.
- Divided lite doors or side lites should be employed only if appropriate for the style of the building façade.
- Whenever possible, the original window patterns of a building should be restored or retained; avoid blocking, reducing, or changing any original and appropriate pattern of windows when renovating older buildings.

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- An individual, "punched" window expression rather than continuous horizontal or vertical "strip" windows is encouraged whenever possible and appropriate to the building style.
- Larger scale windows should be used at the ground level.
- Transparent glazing should be used, and reflective or dark tinted glass avoided.
- Opaque panels, such as painted metal or spandrel glass, should not be used to replace vision glazing in windows.
- Where ceilings need to be lowered below the window head, a ceiling soffit should be provided between the lower ceiling and the window head that allows the vision glass to be full height.
- Shutters should be employed only if they are consistent with the architectural style of the façade. Shutters should not be employed with casement-style windows, bay windows, or broad picture or display windows.
- Repairing existing historic windows with in-kind materials is preferable to replacement. When existing historic windows are irreparable, replacement windows should replicate existing historic window details.

ALLOWED



NOT ALLOWED



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IX. Signage

Signage must comply with Section 174-11 of the Southborough bylaws. In general, the number of signs on a façade should be kept to the minimum necessary to effectively communicate the messages being conveyed.

Guidelines

- Signage should employ colors and type face that complement the primary architectural style of the building.
- All signs should be of durable materials compatible with the materials of the building served.
- Plastic in general is not recommended for use in a historic center.
- In a multiple storefront building, the signage should be of a size, location, material and color that relates harmoniously between bays.
- Freestanding signs should generally be limited to buildings that have a significant setback or are otherwise not visible from the street or sidewalk, or where other signage is not appropriate to the architecture.

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X. Awnings

Awnings, canopies and marquees with a traditional design and appearance are encouraged as façade elements, especially when they serve to protect pedestrians from the sun and rain, provide a secondary location for signage, or add color and interest to building storefronts and façades. Awnings should reflect the overall façade organization and storefront locations of a building. Traditional and simple shapes are encouraged, rather than unusual profiles.

Guidelines

- Awnings on a multiple storefront building should be consistent in character, but need not be identical. y Awnings should be located within the building elements framing storefront openings.
- Awnings of a round or bullnose shape should be avoided unless used for a single door or window opening that is not part of a framed storefront.
- The rigid framework for awnings, canopies or marquees should be no lower than 8 feet above the sidewalk under it. Suspended fabric panels of awnings should be no lower than 7 feet above the sidewalk
- Awnings made of soft fabrics such as canvas are encouraged, unless replicating prior historical features.
- Backlit awnings should not be used.

DRAFT

XI. Lighting -SH

Lighting must be appropriate to the building's architectural style. Building lighting must comply with Section 174-12.1 Outdoor Illumination of the Southborough bylaws and the Rules and Regulations adopted by the Planning Board.

Guidelines

- Historically appropriate lighting should be applied to match the building type and style.
- Building lighting should provide an even illumination level while operating. Flashing, pulsating or similar dynamic lighting is prohibited.

ALLOWED



NOT ALLOWED



DRAFT

XII. Utilities and Mechanical Equipment -SH

Components of building mechanical, electrical and plumbing systems must be concealed from view wherever possible. Exposed storage areas, machinery, garbage dumpsters, service areas, truck loading areas, and utility buildings must be screened from the view of abutting properties and streets using plantings, fences, and other approved methods.

Guidelines

- Rooftop mechanical equipment should be completely screened by the building parapet
- Air conditioning units should not be placed into windows or any other openings visible from the street.
- Units located in non-window openings are appropriate if they are screened with a grille within the storefront or façade or building wall.
- Screening of utility feeds and metering devices from public view is encouraged when appropriate.

ALLOWED



NOT ALLOWED



DRAFT

XIII. Parking

It is important to create an inviting pedestrian environment, while offering convenient parking, accessible to all individuals.

- Parking should be placed on the rear side of the building and should not be located closer to the front lot line than the principal structure.
- When an existing building with an existing front parking lot is significantly renovated, proponents should explore opportunities for mitigating the impact of the parking on the streetscape, including adding landscaping or architectural design elements, or, if feasible, moving the placement of the building to allow for rear parking.
- Parking facilities with more than five (5) parking spaces should be bordered on three sides with a landscaped buffer incorporating natural vegetation where possible.
- All commercial parking areas including more than five (5) parking spaces shall also include bicycle parking facilities.

ALLOWED

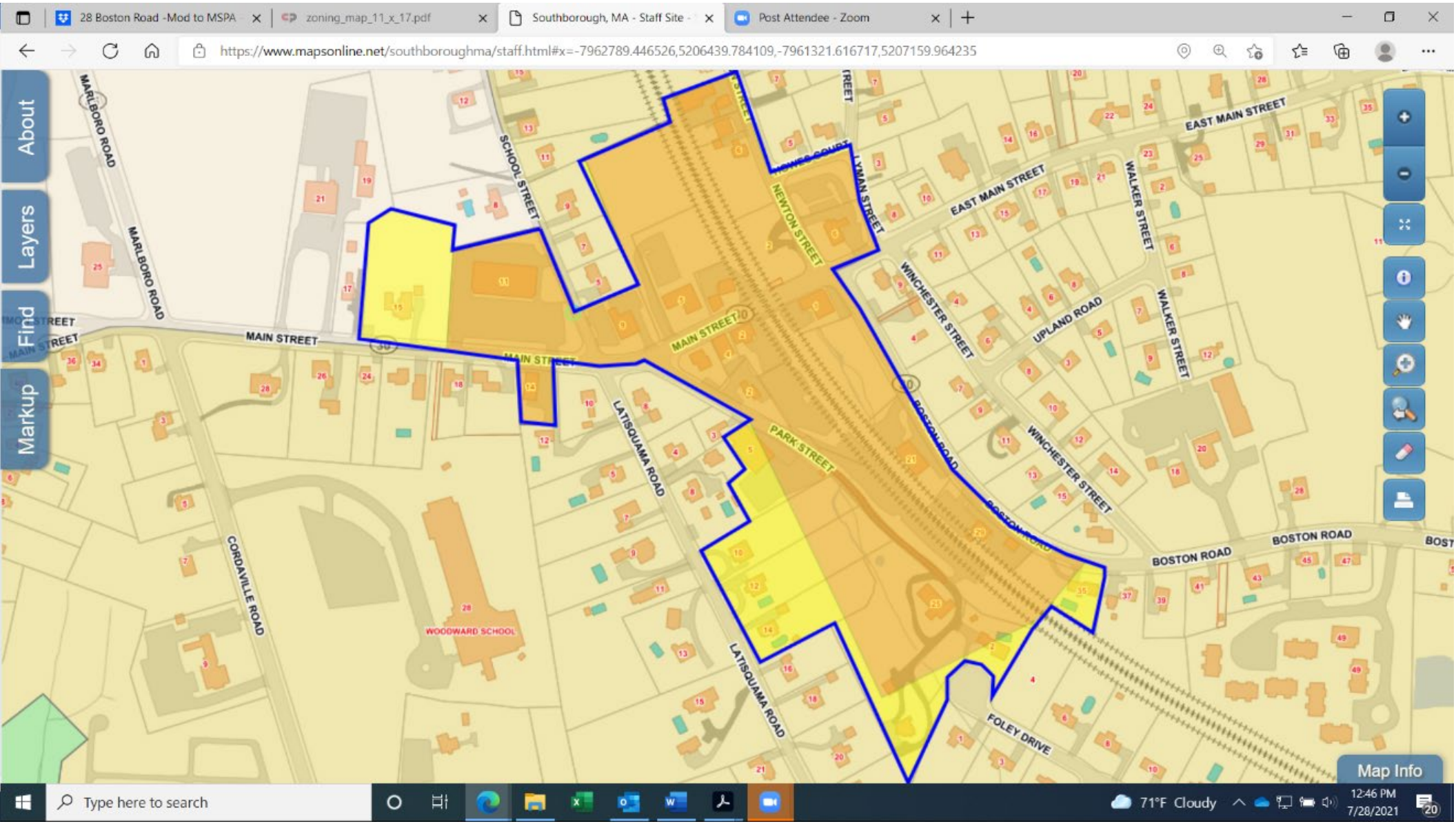


NOT ALLOWED

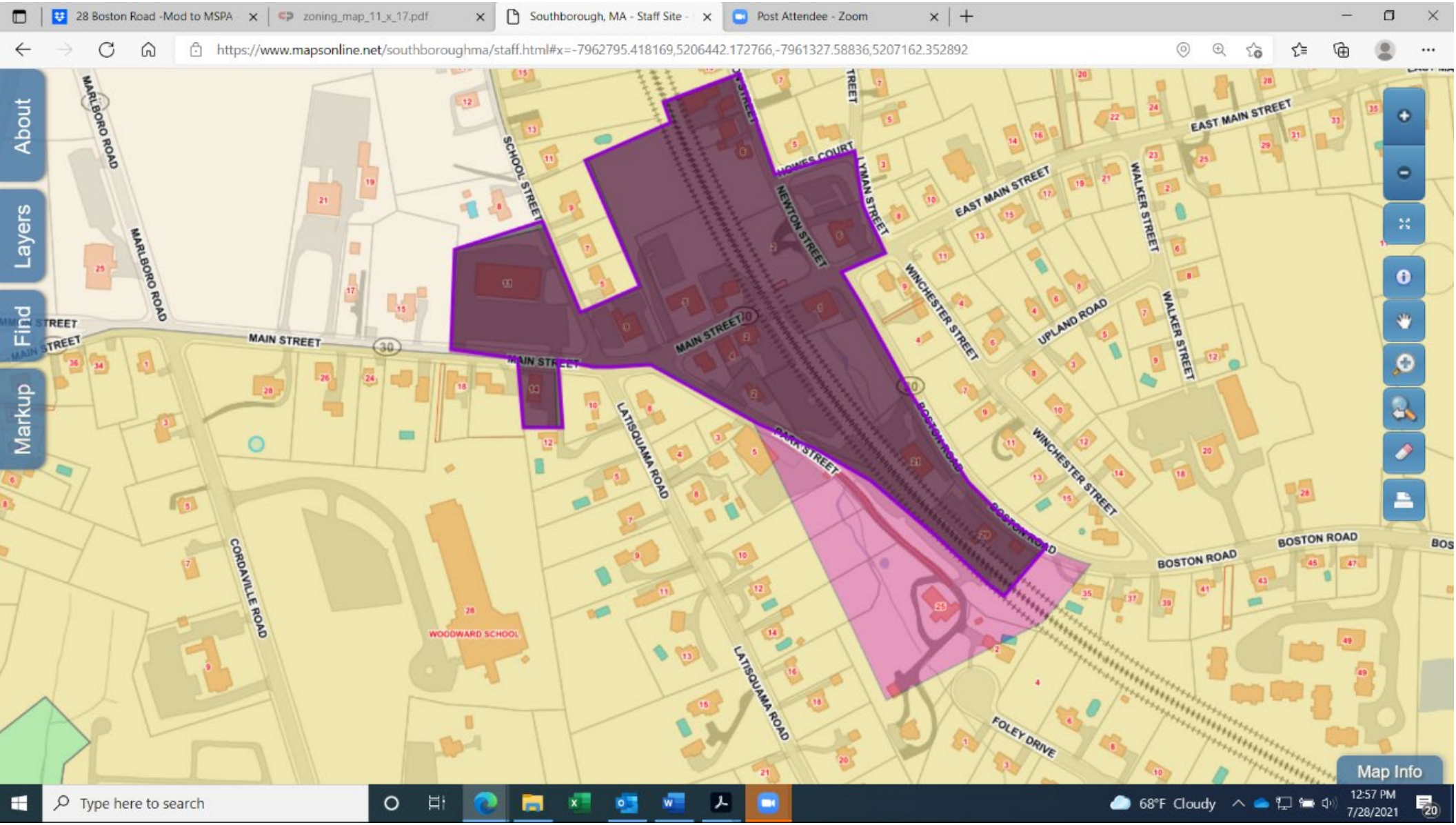


DRAFT

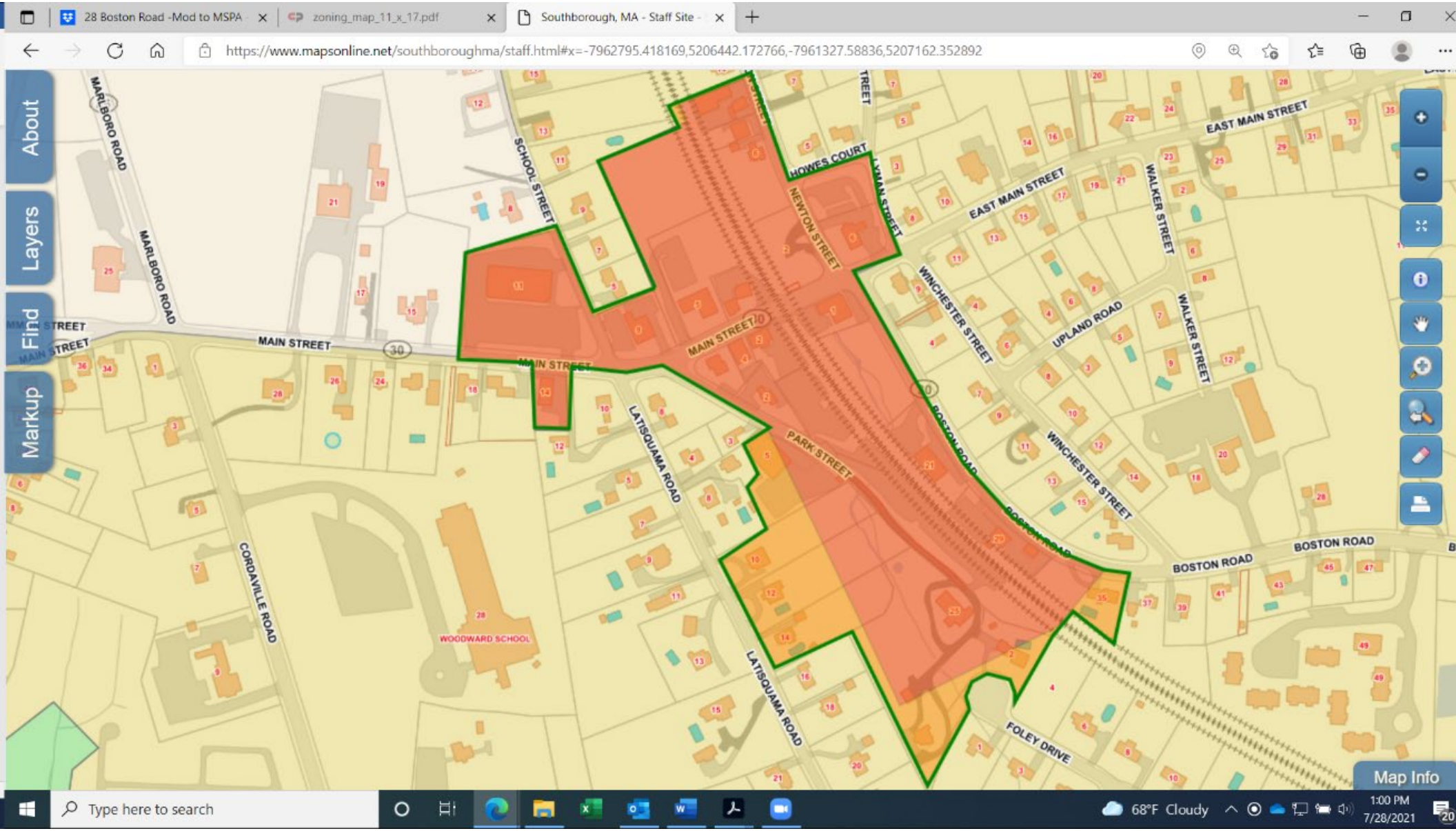
Mockup of proposed DD <u>including all</u> split lots and 15 Main Street per homeowner request.



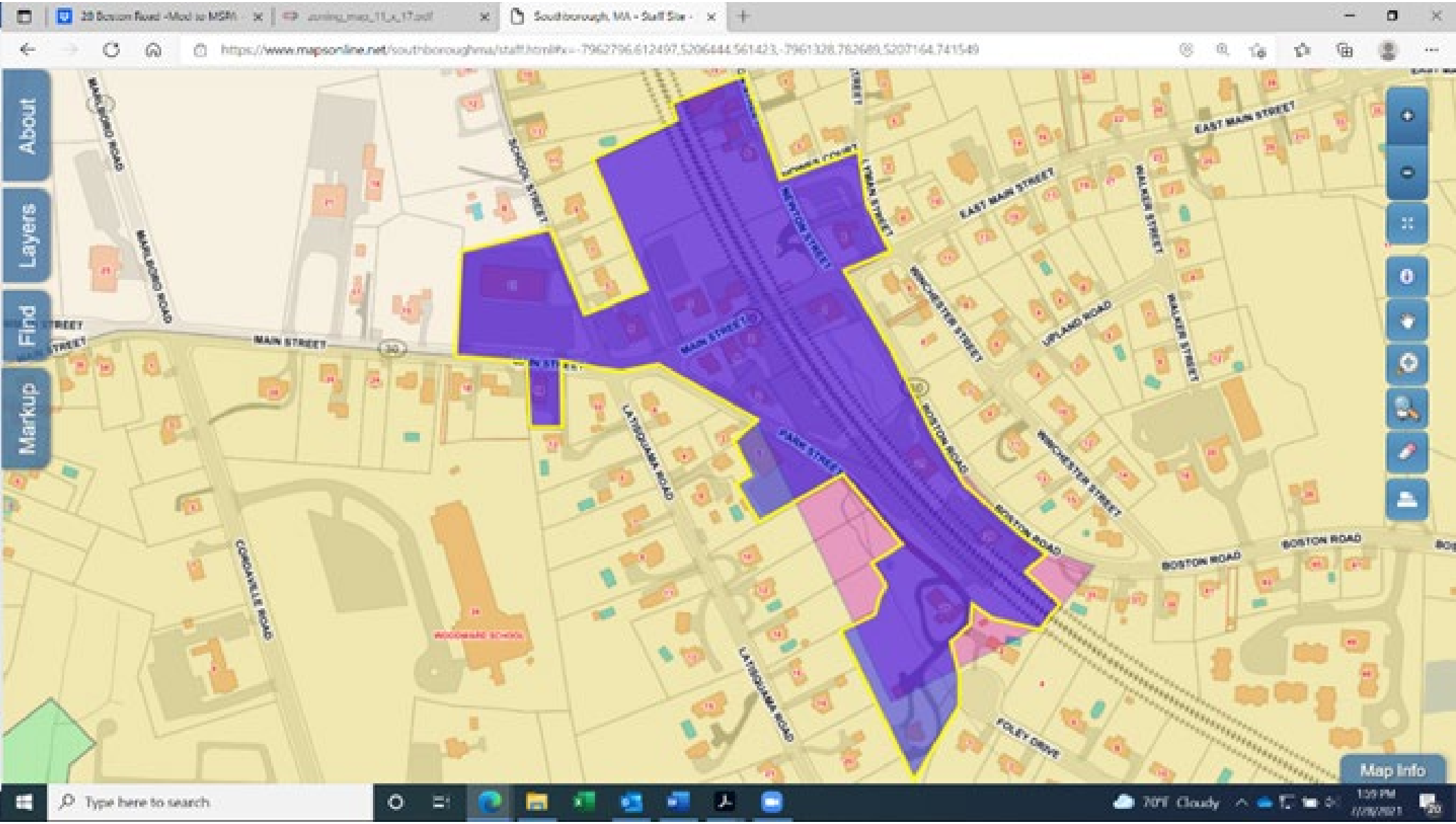
Mockup of proposed DD <u>excluding all</u> split lots.



Mockup of proposed DD <u>including all</u> split lots.



Mockup of proposed DD <u>including only</u> split lots at 5 and 25 Park Street. (5 Park is not residential use and 25 Park runs along the trian track.)



RECEIVED
By kbattles at 10:04 am, Nov 18, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Monday, September 20, 2021, 7:00 P.M.
Location: Zoom Meeting (virtual)
Present: Lisa Braccio, Chelsea Malinowski, Sam Stivers, Andrew Dennington, Town Administrator Mark Purple

I. Vice-Chairwoman Malinowski called the Selectmen meeting to order at 7:07 P.M.

II. Scheduled Appointments

Joint meeting with Planning Board – Downtown District bylaw. Planning Board Chairman Don Morris outlined the process for tonight's public hearing. The Planning Board planned to take up the bylaw language (Town Code) first, then the design guidelines, and then the map. Mr. Morris explained the following three components would be discussed, in the following order, at the Public Hearing: the language for the Draft Bylaw, the Design Guidelines, and the Zoning Map. The Planning Board will then provide their recommendations ahead of the printing of the Warrant.

Mr. Morris reviewed the Draft Bylaw. In Part 1 of the proposed Warrant Article, Mr. Stein felt the definition for "dwelling units" referred to residential properties and requested it be added to the definitions. Ms. Luttrell stated it was already defined in the Town Code. Mr. Mills asked if "landscaped green space" was different from "open-space." The Board supported the addition of the definition of "landscaped green space." In the definition for Mixed-Use Development, the Board supported the deletion of the minimum 10% non-residential gross floor area on the ground floor. Ms. Luttrell and Ms. Hoolahan felt it was important to consider handicapped accessibility as well as parameters to ensure commercial development was promoted. Mr. Mills suggested no more than 40% of the total building should be residential. Mr. Morris proposed the entire first floor "shall be non-residential." Mr. Mills explained that limiting the residential to 40% would help assure residents who expressed concern that what was being presented was a "housing" plan. Mr. Mills reviewed other towns and felt it was an appropriate percentage. Mr. Mills suggested wording, "residential dwellings cannot exceed 40% for the gross floor area above ground for the building" which the Board supported.

For proposed Warrant Article Part 4: A(2), Mr. Stein asked what the total number of "use units" in a mixed-use development scenario would be as the Draft Bylaw read "dwelling units does not exceed eight (8)." Mr. Stein and Mr. Mills expressed concern that a finite number was not stipulated in the Bylaw. Mr. Mills suggested it be three units By Right and any number above would be via Special Permit. He felt it made sense based on the size of the buildings in the Downtown District (DD.) Mr. Stein agreed with Mr. Mills. Ms. Hoolahan suggested they come back to this after reviewing other proposed specifications. Mr. Stein identified section C(7) which states, "multifamily dwelling, up to twelve units." Mr. Mills proposed it should be a maximum of ten units, to which Ms. Luttrell suggested "multi-family dwelling not to exceed ten (10.)" Mr. Mills indicated that C(2) "nine units" should be adjusted also to "four or more dwelling units." The Planning Board supported the changes. Mr. Stein suggested in D(1) that accessory apartments be By Right and not via a Zoning Board of Appeals (ZBA) Special Permit. Mr. Stein explained there is a lack of Affordable Housing in Southborough and he felt accessory apartments were a way to increase Affordable Housing in town. He stated a Deed Restriction would allow it to count towards the Affordable Housing Inventory. Mr. Morris felt it was beneficial for accessory

apartments to go through the ZBA as they reviewed egress, parking, and other important factors. Item (5): Maximum Floor Area Ratio (FAR) revisions were reviewed. Ms. Luttrell felt Zoning could not be "looked at in a vacuum." She felt that having a "% maximum lot coverage" in the DD Zoning different from all the other Zoning criteria of an FAR was not ideal. She was also not supportive of the proposed tiered FAR. She supported 0.30 By Right to which the Board agreed. Mr. Morris asked if the Maximum should remain the same at 0.50 to which the Board agreed. Item (6): the Planning Board discussed removal of the "contiguous" requirement for landscaped green space. Ms. Luttrell felt it should remain in place as the Planning Board could waive if needed Ms. Luttrell stated the phrase "landscaped open space" should be changed to "landscaped green space." The Planning Board supported that and for "contiguous and" to remain in the language. Item (8) Height regulations: Mr. Mills felt 40' maximum building height should change to 35'. Mr. Mills clarified the goal was not to exceed 35' for the height of the overall building. Discussion ensued as to the necessity of referring to a minimum and maximum floor height, to which the Planning Board recommended the removal of that criteria and also recommended the maximum building height changed from 40' to 35'. Item G(5) Affordable Housing: Mr. Morris suggested deletion of "In consultation with the Southborough Housing Opportunity Partnership Committee (SHOPC) the Planning Board may adopt a guidance document..." As it referred to 40B, Mr. Morris suggested it was not under the purview of the Planning Board and should be removed to which the Board agreed.

Part 5: Ms. Quinn requested clarification that if a proponent comes to the Planning Department for a Major Site Plan in the DD, should they complete applications for both the Major Site Plan and the Special Permit for Downtown District plan approval. Mr. Morris agreed the two applications should be completed.

For proposed Warrant Article Part 6: Mr. Stein asked if Exceptions in the DD to parking requirements items 1-3 pertained to off-street parking. Mr. Mills felt it was unclear as well. Mr. Stein opined it should refer to off-street parking. Mr. Mills felt overnight parking should be off-street parking, but restaurants should be allowed to accommodate on-street parking. Ms. Quinn clarified that part (F) was outside of the standard parking requirements already included in the Town Code. Ms. Quinn and Mr. Morris opined that on-street parking could not be relied on. Ms. Luttrell suggested "except for the off-street parking requirements for the following uses", the Planning Board agreed.

Part 7: Mr. Morris explained it was required that if the name of the district is changed, the map must be revised even if only the name is changed. Ms. Quinn explained the name "Downtown District" will be added to the Zoning Map and the color will be changed to apply to the DD. Currently, the proposed Zoning Map does not propose any revisions to the boundaries of the district at this time.

Back to Part 4 Section A(2), it was suggested to change the number of not to exceed dwelling units from 8 to 3 dwelling units. Ms. Luttrell stated 4 dwelling units would trigger the Affordable Housing threshold so any dwelling units above 3 should be done via Special Permit. The Planning Board agreed to the change. Also for Item C(2): change from "9" or more dwelling units to "4".

Mr. Morris gave the Board of Selectmen and the Economic Development Committee (EDC) an opportunity to opine on the recommendations proposed by the Planning Board for the proposed Downtown District bylaw. Chairwoman Braccio stated the BOS will discuss the details at their meeting on September 21, 2021. Mr. Belniak, the Vice-Chair of the EDC expressed concern that the proposed changes were "bringing them closer in line with currently restricting zoning and obviated the need to do this altogether." Mr. Stivers requested further clarification on the

possibility of a first floor residential unit. Ms. Quinn confirmed the proposed language does not appear to restrict a residential unit from the first floor. Ms. Connelly, member of the EDC, expressed concern that the restrictions being proposed would undermine the original intent of the proposal. She expressed concern about the 40% maximum residential development as well as the reduction from a 40' building to 35'. Ms. Connelly stated the proposed reduction in the Floor Area Ratio (FAR) would make it too restrictive to build a 3-story building. She proposed a tiered approach to FAR. Mr. Morris asked if the Planning Board wanted to revisit the FAR. Ms. Luttrell felt it was appropriate to remain as they proposed and felt a larger size would be inappropriate to a "small town downtown with a village style street scape." Ms. Luttrell reviewed the building heights in several similar towns and they had a 35' maximum building height. The Planning Board agreed to let the proposed changes stand.

Mr. Morris presented the Draft Downtown Guidelines and thanked Ms. Hoecker for her hard work on their development. Mr. Morris noted the Planning Board can make changes to the Design Guidelines as needed as they do not require town meeting vote, to which Ms. Hoolahan suggested such language be added to the Bylaw. The Planning Board reviewed each section for format and content providing comments for revisions. In addition to minor typos and word inserts/deletions, some of the narrative was adjusted and clarified. Ms. Luttrell stated a list of historical properties in the Downtown District will be added. On page 4, a note should be added under the Zoning Map, source and date. On page 5 Process/Submittal Materials, the following bolded words should be added: "The proponent must submit the proposed project for design review as part of the Site Plan approval **process** or Special Permit **process** with Site Plan Approval **section 174.10.2**." The intent being that both Site Plan Approval (Section 174-10) and Special Permit for Downtown District Plan Approval (Section 174-10.2) is required for developments that require a Downtown District special permit from the Planning Board. In section Southborough Historic Properties, Mr. Mills suggested the addition of "the architectural character of new buildings should respect the character of the **majority** of adjacent, existing historical buildings…" Mr. Morris suggested the use of the word "**nearby**" instead of "majority" which was supported. In section Setbacks & Green Space on page 10: The term "landscaped open space" should be changed to "landscaped green space" throughout. In section Exterior Materials on page 11, "are required" is used and the second bullet ends with "prohibited." Mr. Morris asked the intention of the document and whether it was to "prohibit." Ms. Hoolahan suggested the Draft Design Guidelines should be recommendations rather than requirements to which the Planning Board agreed and further indicated to use terms such as encourage, discourage, recommend, or should vs prohibit, require, shall, or must, as applicable. In section Utilities & Mechanical Equipment in bullet 3, Ms. Quinn requested clarification on what type of "units" were being referenced. Ms. Hoecker stated it should reference "mechanical equipment units." Ms. Quinn asked if "utilities should be added underground" should be included. Ms. Hoolahan agreed it should be added as a Code reference. It was agreed that a bullet should be added regarding "underground utilities and services in compliance with Town Code. In reference to the "example" images, Ms. Hoecker suggested the terms "allowed" or "not allowed" be changed to "encouraged" and "discouraged." Mr. Mills expressed thanks to the Design Guidelines working group for their significant efforts. Ms. Luttrell expressed her thanks to Mr. Weishan, Ms. Connelly, and Ms. Braccio.

Mr. Morris requested feedback from the Board and the EDC. Chairwoman Braccio thanked everyone for their collaborative efforts, and in particular, Ms. Hoecker. Mr. Belniak felt it was inappropriate for the EDC to opine on the Design Guidelines so declined to provide feedback. Ms. Connelly expressed thanks to Ms. Braccio, Ms. Luttrell, Mr. Weishan, and Ms. Hoecker for the collaborative effort. She emphasized that the Design Guidelines are intended to have more flexibility than the Bylaw. Mr. Weishan opined that the Guidelines should be enforceable in a

Zoning By Right situation and encouraged the Planning Board to continue the use of the word "shall." Ms. Connelly clarified that the By Right portion of the Draft Bylaw is only for the "use" and is separate from the Design Guidelines.

Mr. Morris presented the Zoning Map and the proposed Mock-Up, Map #2. Mr. Morris stated the Planning Board was in receipt of three abutter emails in support of Mock-up Map #2. One abutter suggested the CSX parcel be removed. Mock-up Map #2 has the split lots (total of 7) excluded from the DD and remaining in the Business Village District (BVD) and under the BVD Zoning requirements. Mr. Morris asked if any Planning Board members were open to revisions to the Zoning Map. Mr. Stein expressed support for Mock-up Map #2. Ms. Hoolahan and Ms. Luttrell supported Mock-up Map #2 but requested the CSX parcel be removed. Discussion ensued as to the location on the map of the CSX property in relation to other properties in the Downtown District. The Planning Board supported Mock-up Map #2 excluding the CSX property and excluding al of the "split lots" from the Downtown District.

Mr. Morris requested feedback from the Board and the EDC. Chairwoman Braccio stated she will bring the proposal to the Board meeting on September 21, 2021. She personally felt it was a great compromise and indicated the Board would take a position at their meeting. Ms. Munsiff asked for the reasoning behind the Zoning Map changes. She stated she heard from residents who wanted to be included in the Downtown District. Mr. Morris stated that adding to the district was unnecessarily complicated and could be addressed at a later date if the Warrant Article passed. He also felt it was important to listen to all residents and abutters. Ms. Hoolahan felt the removal of the split-lots simplified the Map and created "clean lines." Mr. Stein stated during his time on the Planning Board, the Planning Board listened to abutter input in every situation. Ms. Munsiff expressed concern that there would be several districts and felt it would be more confusing. Ms. Hoolahan stated the Planning Board responded to the bylaw amendment proposed by the EDC, listened to feedback from abutters and residents, and then provided their recommendations to the Board and the EDC. Mr. Mills felt it was important to focus on the development primarily on Main Street. Mr. Wood thanked the Planning Board for their work on the Design Guidelines. He emphasized that By Right is only applicable to "uses." Ms. Luttrell stated the Planning Board has listened to everyone. Mr. Morris asked Ms. Quinn how the Board would receive the changes ahead of their meeting on September 21, 2021. Ms. Quinn explained she would make the changes on the morning of September 21, 2021 and email them to the Mr. Purple for delivery to the Board. She would also email them to the EDC and the Planning Board. Mr. Weishan asked if there would be a vote on the final map. Mr. Morris stated the Planning Board would provide their recommendations to the "owner" of the proposed Bylaw which is the Board of Selectmen. Mr. Purple explained Town Counsel would review the "final draft" provided by the Board at which point it would go to print. Mr. Morris stated the Public Hearing would be open through Special Fall Town Meeting on November 1, 2021 so the Planning Board is legally allowed to take in more information and make changes if necessary. At the Planning Board meeting on September 27, 2021, Mr. Morris will provide an update from the Board regarding the Planning Board recommendations.

III. On a motion made by Mr. Dennington, seconded by Mr. Stivers and voted all in favor by roll call vote 5-0-0, the Board of Selectmen meeting was adjourned at 10:37 P.M. Roll call: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Upcoming Meetings
September 21, 2021

Respectfully submitted,

Mark J. Purple, Town Administrator

List of Documents referred to at the September 20, 2021 BOS Meeting:

- 01-suggested_edits_15_sept2021_draft_sec_174ddv9-final_from_bos_06.29.21
- 03-design_guidelines_southborough_downtown_district_09.15.21v2.2
- 05-mockups_for_dd_map_07.28.21_1

From: Katie Barry
To: Kathleen Battles
Subject: RE: Request for Minutes - BOS Meeting 9/20/21
Date: Tuesday, November 9, 2021 12:50:16 PM

Good afternoon,

These minutes are on the Board's 11/16 agenda for approval.

Thank you,

Katie

From: Kathleen Battles
Sent: Tuesday, November 09, 2021 12:47 PM
To: Katie Barry <kbarry@southboroughma.com>
Subject: Request for Minutes - BOS Meeting 9/20/21

Southborough Town Code § 9-25 requires that minutes of each public meeting and the documents used at the meeting be submitted to the Town Clerk within 45 days of the meeting and that the Town Clerk notify the board or committee chair when that reporting requirement is not met.

I'm writing to advise you that as of today, the Town Clerk's Office has not received the minutes and documents used at the **9/20/21** meeting of the **Board of Selectmen.**

The Attorney General has determined that a document is considered to be "**used at a meeting**" when the document is:

- Physically present, and
- Identified by name, and
- Its contents are discussed at the meeting.

As a reminder, please submit the documents as individual files and ensure the name of **each separate file** matches how it is identified in the **Documents Used at This Meeting** section of the minutes.

Please reply to this email with your response which will be posted on the town website until the minutes and documents are received.

Please advise if you are unable to provide minutes for one of the following reasons:

1. The meeting was cancelled.
2. No meeting was held due to the lack of a quorum.

The meeting involved executive session(s) and the minutes for the executive session portion(s) cannot be released at this time. Note that minutes for the open session portion of a meeting must be released. Also, the board or committee must review any withheld executive session minutes regularly to ensure there is still a valid reason to withhold minutes from the public. We suggest you consult with Town Counsel on any matters concerning the release of executive session minutes.

Thank you, Kate

Kate Battles
Town of Southborough
17 Commons St.
Southborough, MA 01772
Phone: 508-485-0710 ext. 3006
Fax: 508-480-0161
kbattles@southboroughma.com

RECEIVED
By kbattles at 10:15 am, Nov 18, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, September 21, 2021 6:30 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

I. Chairwoman Braccio called the meeting to order at 6:31 P.M.

II. Public Comment

Kevin Miller (18 Latisquama Road) stated he attended the Planning Board meeting last night and described the zoning map for the proposed Downtown District that was unanimously approved by the Planning Board. He described the concerns with the split lots currently in the map and those that were proposed to be added in other versions. He strongly urged the Board to endorse the same map the Planning Board endorsed.

III. Scheduled Appointments

Volunteer Interview: Neetu Sehgal, Scholarship Advisory Committee, term 6/30/24

Ms. Sehgal was not in attendance.

Financial quarterly review – closeout of FY2021

Chairwoman Braccio praised the Finance Department and Ms. Malinowski for their work on the quarterly review. Treasurer Collector Brian Ballantine walked the Board through his end of year presentation included in the packet. He stated there was a $200,000 surplus on the revenue side over the previous year and outlined the large events that created this which included building fees and settled tax liens. Mr. Dennington asked if CARES reimbursements fit into this report. Town Accountant Carla McAuliffe explained that the DOR requires that FEMA and CARES reimbursements to be charged to a special revenue fund and not the general budget. Ms. Malinowski highlighted there were only five reserve fund transfers totaling approximately $30,000 this year and the Library and Council on Aging saw reduced operating hours and returned funds to the Town. She praised Ms. McAuliffe and her team for their diligence working with the department heads and the department heads for being receptive to and following the new financial policy put in place last year. Ms. Malinowski stated she will be following up with Ms. Munsiff from the Economic Development Department with questions regarding the expense portion of the EEA grant. She requested this topic be added to a future meeting and the Board agreed. Ms. Malinowski suggested the office equipment and repair budget line be consolidated through the IT Department for Mr. Montijo to review and be made aware of for procurement purposes. The Board agreed.

Review of Draft Lighting Bylaw Rules and Regulations

Chairwoman Braccio invited Planning Board member Marnie Hoolahan to speak to the enforcement piece of the lighting bylaw. Ms. Hoolahan outlined the changes made to enforcement which included encouraging neighbor disputes to be resolved between the two parties with an escalation resulting with a complaint to the Building Commissioner. She described the process residents would use to

resolve a lighting issue which included picture taking from the property line showing light trespass and measurements from a mobile app to take a light reading. A complaint would then be filed to the Building Commissioner which could prompt a site visit if the previous two steps did not resolve the issue. Mr. Stivers felt this was the proper route to take. Mr. Dennington asked if an informational flier could be sent to residents regarding these changes to zoning. Ms. Hoolahan stated that could not be done until the Attorney General has reviewed and approve the language. Ms. Malinowski asked if the Building Commissioner has reviewed these changes and what other resources she would have to follow up with a complaint. Mr. Purple stated the Building Commissioner has not reviewed the changes and he would ensure that she does. He added that the Building Commissioner has said previously that she would rely on the Electrical Inspector for assistance in these complaints. Mr. Healey stated he would like Town Counsel to review these rules and regulations. He asked the Planning Board to clarify the purpose and intent of the letter from the Building Commissioner as described in the rules and regulations. Ms. Hoolahan agreed to do so and have Town Counsel review the document.

Cable Committee – Recommendation for Comcast cable license renewal

The recommendation was not ready for this evening and the item has been moved to a future meeting.

Downtown District bylaw update

Chairwoman Braccio summarized the Planning Board positions taken at their meeting last evening. She shared her screen and walked the Board through the document that included the Planning Board's feedback. She described the changes made by the Planning Board which included a definition for landscaped greenspace, additions to the mixed-use definition, changes to the permitted uses and floor area ratio. Julie Connelly of the EDC outlined her concerns that the changes made undermine the intent of the bylaw which is to add by right mixed-use zoning. She described her concerns with the restrictions of a 40% maximum for residential use, a .30 floor area ratio which was lower than previously agreed to and suggested using lot coverage as a simpler and more sensical measurement option. Chairwoman Braccio replied with reasons a .30 floor area ratio could work and suggested that it was a good starting point that could be changed in the future. Mr. Healey stated the he does not feel floor area ratio makes sense for the intent of the bylaw nor would it encourage housing diversification. He stated that his concerns are similar to Ms. Connelly's. Meme Luttrell, Planning Board member, stated that this bylaw will be part of zoning and floor area ratio should be used to stay consistent with the rest of the Town Code.

Mr. Stivers made a motion to accept downtown district version 9 as edited from the Planning Board dated 9.20.21. Mr. Dennington seconded. Mr. Healey stated he is in support but has reservations on the 40% maximum residential space permitted. The motion passed all in favor (5-0-0) by roll call, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Mask mandate extension for public buildings and meetings

Ms. Malinowski stated that the Board took position in August to implement a mask mandate in all municipal buildings in Southborough through September. She stated the Board of Health met and voted to continue the mask mandate extension indefinitely given the large number of cases in town and the schools over the last week. Dr. Alker gave an overview of the COVID-19 positive numbers from the summer and the previous year. She explained the COVID-19 positive numbers in the schools and the vaccination rates for residents. Mr. Healey explained his concerns with implementing a mask mandate to those that are already vaccinated. Mr. Dennington stated he is in support of extending the mask mandate for municipal buildings. There was discussion regarding the

scheduled November 1st Special Town Meeting and how the COVID-19 positive numbers could impact attendance. The Board agreed to discuss Special Town Meeting at their October 5th meeting. The Board agreed to continue with Zoom meetings for all boards and committees. Mr. Healey left the meeting at 8:39 P.M. Mr. Stivers made a motion that the Board continue with a mask mandate for all municipal buildings per the Board of Health. Ms. Malinowski seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Stivers, aye; Braccio, aye.

Board of Health votes impacting Special Town Meeting

Chairwoman Braccio stated that the Board of Health discussed this topic with Town Clerk Jim Hegarty and did not take a formal position. She stated that the Board of Health met on September 9th to discuss social distancing and masking at Town Meeting.

IV. Reports

Chairwoman's Report

i. CERT/MRC recognition event on 9/25

Chairwoman Braccio reminded the Board and public that the CERT/MRC recognition event is this Saturday at the Public Safety Building. She stated this is to recognize the volunteers for giving over 300 hours for COVID-19 assistance.

ii. Selectmen Office Hours

Chairwoman Braccio stated that Ms. Malinowski and she held Office Hours and two residents attended to talk about trails and truck exclusions.

iii. Letter to discontinue section of Chestnut Hill Road

Chairwoman Braccio stated she is acknowledging that the Board received this letter. She spoke to Whitney Beals and he is attending the October 19th meeting which gives the Board opportunity to work with Town Counsel and the DPW regarding this issue. Mr. Dennington suggested reaching out to the Police and Fire Departments for their input. Chairwoman Braccio asked that any information the Board would like to discuss or consider be sent to Mr. Purple as soon as possible.

Members' Reports

i. 9-11 Ceremony

Ms. Malinowski stated the ceremony at the Public Safety Building was well done and thanked Chief Achilles and the Fire and Police Departments for their attendance.

Town Administrator Report

Mr. Purple informed the Board that the Cable Committee item has been tabled until October 5th as the Committee did not have a quorum to officially vote on the license that has been completed. He added that all three cable licenses are done and current.

i. Funding for HCVE traffic study

Mr. Purple stated that the Board received a proposal from VHB for the traffic study to be conducted for $25,000. He stated that the study should take approximately two and a half months and he is creating the article for this item for the November 1st Special Town Meeting.

ii. Regional dispatch update

Mr. Purple stated that the communities of Hopkinton, Grafton, Marlboro, Westborough and Southborough are looking to put in a request for a feasibility study to establish or joining a Regional

Dispatch Center. He explained what the study would entail and the information that would be needed to determine if a regional dispatch center is a fit for Southborough.

iii. Update for SAM Zoom integration for meetings

Mr. Purple updated the Board on the status of the equipment needed for the Southborough Access Media Zoom integration. He explained the reason for the delay and the possibility of using ARPA funding to provide more locations for live meetings.

V. Consent Agenda

a. Mr. Stivers asked to hold agenda item "a." Mr. Stivers requested a change to line 104-105. Ms. Malinowski requested a change to line 41. Mr. Stivers made a motion to approve Open Session Meeting Minutes: July 22, 2021 as amended. Ms. Malinowski seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Stivers, aye; Braccio, aye.

b. Ms. Malinowski made a motion to appoint Mead, Talerman and Costa, LLC as Labor Counsel. Mr. Stivers seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Stivers, aye; Braccio, aye.

c. Ms. Malinowski made a motion to appoint the Recording Clerk for Selectmen meetings. Mr. Stivers seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Stivers, aye; Braccio, aye.

d. Ms. Malinowski asked to put the approval of Executive Session Meeting Minutes: July 22, 2021 on an Executive Session agenda for the next meeting for revisions. The Board agreed.

VI. Other Matters Properly Before the Board

<u>Update on Halloran property access from MassDOT</u>

Mr. Stivers stated he has been in contact with the MassDOT Engineering Department and they are working on the issue. He added DPW Superintendent Karen Galligan has filed an access permit application through MassDOT and they have asked for additional information. She is now on a critical path to complete the information they have requested. He stated that the Town would not be infringing on the right of way which will help the momentum to gain access to the property. Mr. Stivers stated he will update the Board as he receives more information. Mr. Dennington asked for information regarding the location of this property and Mr. Stivers explained.

<u>Approve five (5) 1-day Alcohol License applications for Chestnut Hill Farm "Fall Fun on the Farm" events: October 3, October 10, October 17, October 24, October 31</u>

Chairwoman Braccio stated that the Trustees requested this item be deferred to October 5th. Mr. Purple summarized his conversation with Town Counsel which indicated that the applicant must demonstrate that the activities for these events are primarily educational and the sale of alcohol and food trucks are insular to those events. He added it does not appear that Trustees have demonstrated this but both Ms. Haden and Mr. Warren of the Trustees are unclear as to why the Board will not approve these licenses. Mr. Stivers stated that the concern is that the events are not an acceptable use to include alcohol. Mr. Purple stated the Board needs more information from the applicant and he will touch base with the Conservation Agent for her perspective. Mr. Stivers asked that the Conservation Commission weigh in on this topic at their next meeting.

<u>Closing the STM warrant for 11/1/2021</u>

Chairwoman Braccio asked for additional time and suggested a Tuesday morning meeting to review the warrant. The Board agreed to meet on Wednesday September 29th at 7:30 A.M. to close the warrant.

Ms. Malinowski gave an update on the Board of Health article regarding salaries and benefits. There was discussion regarding the order of the articles and the potential need for an additional article to propose a new zoning map for the Down District bylaw. The Board discussed their position for article two. Ms. Malinowski, Mr. Dennington and Mr. Stivers were in support of article two. There was discussion regarding timing and town meeting funding for Northboro Road. The Board agreed to move forward with this item to Special Town Meeting and to inquire with Town Counsel regarding an additional article for a zoning map change.

Office Hours for Town Counsel

The Board discussed the option of opening Town Counsel office hours to board and committees. There were concerns regarding circumventing the Town Counsel legal request form, the amount of time the discussions could take and losing control over legal requests. Ms. Malinowski suggested initially submitting a legal request through Mr. Purple and he could confer with Attorney Talerman as to whether an office hour discussion is appropriate. The Board agreed to move forward with this process for a few months and to then reevaluate whether it held value.

Remote Work policy

Mr. Stivers stated he had some minor edits he would send to Ms. Hale. Ms. Hale stated she received general feedback from department heads and most were happy this policy was being put in place. Mr. Dennington stated that the departure of Ms. Hoecker from the Planning Department was a prime example of why a remote work policy is needed. Mr. Stivers made a motion to approve the Remote Work Policy as presented and edited. Ms. Malinowski seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Stivers, aye; Braccio, aye.

VII. Public Comment

Tim Fling (18 Main Street) asked the Board to inquire whether the heavy vehicle exclusion request could be funded through the DPW road maintenance fund to expedite the process. Chairwoman Braccio replied that she will look into this.

VIII. On a motion made by Mr. Stivers, seconded by Ms. Malinowski and voted all in favor (4-0-0) by roll call vote, the meeting was adjourned at 9:45 P.M. Roll call Malinowski, aye; Dennington, aye; Stivers, aye; Braccio, aye.

Upcoming Meetings
October 5, 2021
October 19, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the September 21, 2021 BOS Meeting:

- Citizen Activity Form, Neetu Sehgal
- Quarter Report BOS Revenues and Expenses Q4 FY2021

- Rules and Regulations for Outdoor Illumination Draft
- Letter to BOS from residents of Chestnut Hill Road 9.13.21
- Draft Regular Session Minutes 7.22.21
- Memo from Vanessa Hale and Mark Purple to BOS 9.16.21
- Letter to BOS from Vanessa Hale 9.15.21
- Applications for One Day Alcohol License - Chestnut Hill Farm
- Planning Board proposed changes to Down District Zoning Bylaw 9.16.21
- Draft Design Guidelines Downtown District
- Draft Special Town Meeting Warrant 9.17.21
- Draft Remote Work Policy

From: Katie Barry
To: Kathleen Battles
Subject: RE: Request for Minutes - BOS Meeting 9/21/21
Date: Tuesday, November 9, 2021 12:50:19 PM

Good afternoon,

These minutes are on the Board's 11/16 agenda for approval.

Thank you,

Katie

From: Kathleen Battles
Sent: Tuesday, November 09, 2021 12:48 PM
To: Katie Barry <kbarry@southboroughma.com>
Subject: Request for Minutes - BOS Meeting 9/21/21

Southborough Town Code § 9-25 requires that minutes of each public meeting and the documents used at the meeting be submitted to the Town Clerk within 45 days of the meeting and that the Town Clerk notify the board or committee chair when that reporting requirement is not met.

I'm writing to advise you that as of today, the Town Clerk's Office has not received the minutes and documents used at the **9/21/21** meeting of the **Board of Selectmen.**

The Attorney General has determined that a document is considered to be "**used at a meeting**" when the document is:

- Physically present, and
- Identified by name, and
- Its contents are discussed at the meeting.

As a reminder, please submit the documents as individual files and ensure the name of **each separate file** matches how it is identified in the **Documents Used at This Meeting** section of the minutes.

Please reply to this email with your response which will be posted on the town website until the minutes and documents are received.

Please advise if you are unable to provide minutes for one of the following reasons:

1. The meeting was cancelled.
2. No meeting was held due to the lack of a quorum.

The meeting involved executive session(s) and the minutes for the executive session portion(s) cannot be released at this time. Note that minutes for the open session portion of a meeting must be released. Also, the board or committee must review any withheld executive session minutes regularly to ensure there is still a valid reason to withhold minutes from the public. We suggest you consult with Town Counsel on any matters concerning the release of executive session minutes.

Thank you, Kate

Kate Battles
Town of Southborough
17 Commons St.
Southborough, MA 01772
Phone: 508-485-0710 ext. 3006
Fax: 508-480-0161
kbattles@southboroughma.com

APPLICATION FOR ONE-DAY ALCOHOL LICENSE

TOWN OF SOUTHBOROUGH

Board of Selectmen

17 Common Street, Southborough MA 01772

TOWN USE ONLY
Date: 9-1-21
Paid: $ 50.00
Check#
Cash ✓
Lic.#

Special or "one-day" licenses for the sale of alcoholic beverages are available to the responsible event manager of any activity conducted by an organization which, in the opinion of the Town of Southborough Select Board, complies with all State and local requirements and demonstrates satisfactorily that granting of the license is in the best interests of the Town of Southborough. This application must be submitted at least 30 days prior to the event.

(X) **WINE/MALT ONLY** ( ) **ALL ALCOHOL** [for non-profits only]

License Fee: $50.00, non-refundable, check or cash only, payable to Town of Southborough

APPLICATION DATE: 8/31/21

Michaela Hughes
Event Manager/Applicant Name

39 Powisset St., Dover, MA 02030
Event Manager/Applicant Address

mhughes@thetrustees.org
Event Manager/Applicant Email Address

The Trustees of Reservations - Chestnut Hill Farm
Organization Representing

5 Chestnut Hill Rd, Southborough, MA 0177
Address of Organization

Fall Fun on the Farm — 10/3/21 — N/A
NAME OF EVENT / PURPOSE — DATE OF EVENT — RAIN DATE

LOCATION OF EVENT Chestnut Hill Farm
( ) Inside (X) Outside

Is the organization you are representing non-profit* X YES ____ NO

*If 'Yes' and applying for "All Alcohol" license, acceptable proof of non-profit status must be attached

"Alcohol Awareness Server Training Affidavit" and Server Certificates attached X YES ___ NO

Hours of Sale/Consumption of Alcoholic Beverages 12 AM/(PM) to 4:30 AM/(PM)

APPLICATION FOR ONE-DAY ALCOHOL LICENSE

What is the maximum number of expected attendees? 75-100 per time slot (3 time slots)

What is the predominate age group of the expected attendees? Families

Is an admission fee to be charged? X Yes _____ No

Are tickets being sold in advance for this event? X Yes _____ No

How will alcoholic beverages be dispensed or served? (*Please check all that apply)*

_____ Waiter/Waitress

X Bar with bartender

_____ By the glass

_____ By the bottle

_____ Self-serve

Name and address of company providing bartending service, if applicable:

_____

_____

If any attending is under age 21, what method will be used to check identification and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

Certified staff will ID those being served

_____

A police detail may be required, depending upon the number of people and the event.
It is the applicant's responsibility to contact the Southborough Police Department prior to application submission: 508-485-2147

With whom and what date have you consulted with the Police Department about the need for a security plan or detail officer required for the Event?

Name Chief Paulhus Date 8/30/21

Will a police detail or other security be required? _____ Yes ✓ No

If Yes, # of details and name and address of provider (if applicable)?

_____

_____

APPLICATION FOR ONE-DAY ALCOHOL LICENSE

ALCOHOL AWARENESS SERVER TRAINING AFFIDAVIT

I hereby certify that I have read the Training Requirements for Liquor License Holders and Employees. I understand that failure to comply with this policy may result in the revocation or non-renewal of the license. Below is a current roster of my employees and the related alcohol awareness server training information.

*****NOTE: Copies of all original certificates MUST accompany this form. *****

The Trustees of Reservations, Chestnut Hill Farm
Company/Organization

D.A. Hayden — 8/31/21
Manager [Note: Manager training MUST be current] **Date**

Manager/Employee Name	Date of Hire	Type of Training [certification]	Date Valid	Date of Expiration
D.A. Hayden		AIM	N/A	5/15/22

Any applicant for a one-day liquor license shall, as a condition of their being granted the license, ensure that at least one person to be engaged in the sale/service of alcoholic beverages at their event has been certified in a program from the list of Board of Selectmen sanctioned programs. On-line ["e-training"] training is not an acceptable means of obtaining certification. A copy of their certification must accompany the application.

Listed below are the only programs currently available that meet the requirements of this policy approved by Board of Selectmen on September 17, 2013 [telephone numbers and contacts are provided as of date of policy]:

1. **ServSafe Alcohol** offered by the National Restaurant Association [www.servsafe.com/alcohol, then click on "Find a Class"]
2. **SAFE ID Check** offered by J.B.S. Professional Services, LLC [617-539-0118]
3. **Alcohol Intervention Methods [A.I.M.]** offered by Campbell/Trent [508-756-8542]
4. **Training for Intervention Procedures by Servers of Alcohol [TIPS]** offered by Health Communication, Inc. [www.gettips.com, then click on "Get Tips Certified, 'training session'" to find a class. NOTE: "Online training with eTIPS" is NOT ACCEPTABLE]
5. Approved for OFF-PREMISE sales license only: Beverage Alcohol Training [B.A.T.] offered by the Massachusetts Package Store Association [Mass Pack Contact: Frank Anzalotti 800-322-1383, or, to find a class, go to www.masspack.org/servertraining]

I understand that anyone holding a Special License must purchase alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder. Purchasing alcoholic beverages from a package store is prohibited by the ABCC. A list of authorized sources to purchase alcohol can be found on the ABCC website www.mass.gov/abcc or you can contact the ABCC directly at (617) 727-3040.

Initial MH

I understand that the license holder must provide a Certificate of Liability Insurance with a liquor liability policy with $1M coverage, naming the Town of Southborough as the certificate holder.

Initial MH

I certify under penalty of perjury that I shall be responsible for the proper observance of all applicable Alcohol Control Laws of the State of Massachusetts, policies and regulations of the Town of Southborough, and conditions governing this license; all information contained in this application is true and correct; and this License is being sought for the exclusive benefit and use of the Non-Profit Sponsor and its members.

Initial MH

LIABILITY DISCLAIMER FOR ONE-DAY ALCOHOL LICENSES

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage, and liability to others with your legal and/or insurance advisors. The Town of Southborough, and the Select Board as Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

I, Michaela Hughes, in consideration of having been granted a special
(Event Manager/Applicant)
license for the service of alcoholic beverages, hereby agree to defend, indemnify and hold harmless the Town of Southborough ("Town"), its officers, boards, employees and agents, from any liability for any and all loss, damage, cost, claim, expense, compensation and cause of action arising out of, or in connection with, the issuance or exercise of the special license granted to me by the Select Board acting as the Town's Local Licensing Authority.

Michaela Hughes, 8/31/21

Event Manager/Applicant Signature Date

APPLICATION FOR ONE-DAY ALCOHOL LICENSE

REQUIRED FORMS TO SUBMIT WITH APPLICATION:

☒ Completed license application with cash/check

☒ A Certificate of General Liability Insurance with a Liquor Liability for $1M, naming the Town of Southborough (17 Common Street, Southborough MA 01772) as Certificate Holder*

☒ Completed 'Alcohol Awareness Server Training Affidavit' form, including copies of training cards

☒ List of designated drivers to be available for transporting attendees considered unable to drive

IF APPLICABLE:

☒ Invitation/flyer/letter of explanation regarding event

☐ Proof of non-profit status (for 'All Alcohol License' only)

*Voted May 18, 1993: To maintain the policy that was put in effect October 25, 1988 with the stipulation that the Board of Selectmen does have the authority to waive the requirement for a one-million-dollar insurance policy if it is so voted by a majority of the Board.

GUIDELINES:

- Application for Special One-day License must be submitted at least 30 days prior to event
- A police detail may be required, depending upon the number of people and the event. *It is the applicant's responsibility to contact the Southborough Police Department prior to application submission: 508-485-2147*
- Events can only be held on day and date approved on license. No refund is possible after a Special One-Day License has been issued. Rain dates for events must be noted on the application prior to approval. If no rain date is listed, the event cannot be held on date other than date specified.
- Special One-day Licenses can only be issued for events occurring between 11:00 a.m. – midnight on Monday – Saturday, and noon - midnight on Sundays.
- License must be posted in the most conspicuous place at the location of event
- DO NOT allow anyone to bring their own alcoholic beverages to your event
- A one-day license CAN NOT be granted to:
  - any person for more than a total of 30 days per calendar year
  - any person that has an on-premises annual license application pending
  - any premises that has an alcoholic beverages license.

FOR TOWN USE ONLY

LOCAL LICENSING AUTHORITY DECISION DATE: _____

☐ **APPROVED**

☐ **DENIED**

License #_____ Notice Sent to ABCC (within 10 days of issuance) _____

Payment received: _____ Date_____ Cash_____ Check# _____

Remarks:_____

_____

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/8/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 470 Atlantic Avenue Boston MA 02210	CONTACT NAME: PHONE (A/C, No, Ext): 617-261-6700 FAX (A/C, No): 617-646-0400 E-MAIL ADDRESS:
INSURED TRUSOFR-01 Trustees of Reservations 200 High Street, 4th Floor Boston MA 02210	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Philadelphia Indemnity Insurance Company — 18058 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 1159346210 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			PHPK2256785	4/1/2021	4/1/2022	EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY [ ] PRO-JECT [X] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) [ ] N/A						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Liquor Liability			PHPK2256785	4/1/2021	4/1/2022	Each Cause Limit: Aggregate:	$1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Town of Southborough is included as additional insured with respects to the General Liability Policy. Coverage subject to policy terms and conditions.

CERTIFICATE HOLDER

Town of Southborough
17 Common Street
Southborough MA 01701

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Patrick J. Veale

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CERTIFICATION NUMBER: 90791

ALCOHOL INTERVENTION METHODS

CERTIFIES:

D. A. Hayden

CAMPBELL TRENT
508.756.8542

EXPIRES:
MAY 15 2022

Fall Fun on the Farm

Chestnut Hill Farm, 5 Chestnut Hill Rd, Southborough, MA

Sundays 10/3, 10/10, 10/17, 10/24, 10/31

12PM-1:30PM, 1:30-3PM, 3-4:30PM

Designated Driver List

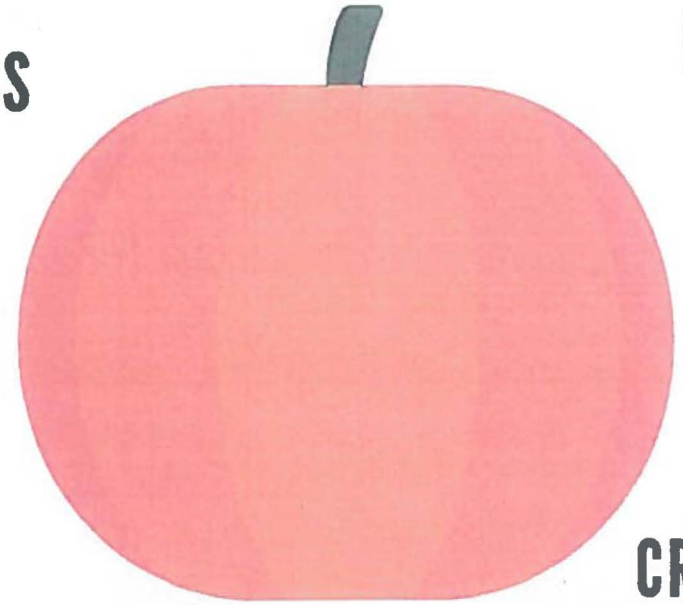
- Michaela Hughes, Engagement Manager, 857-243-0039
- Mackenzie Cahill, Lead Event Assistant, 774-289-9116
- D.A. Hayden, Portfolio Director, 781-910-3315

CHESTNUT HILL FARM

FALL FUN ON THE FARM

HAYRIDES

BARNYARD ANIMALS



LIVE MUSIC

HANDS-ON CRAFTS

FOOD TRUCK

CRAFT BEER, WINE, & APPLE CIDER

EVERY SUNDAY IN OCTOBER

PRE-REGISTRATION REQUIRED

BIT.LY/CHFFUN21

3 TICKET SESSIONS: 12-1:30PM, 1:30-3PM, 3-4:30PM

trustees

APPLICATION FOR ONE-DAY ALCOHOL LICENSE
TOWN OF SOUTHBOROUGH
Board of Selectmen
17 Common Street, Southborough MA 01772

TOWN USE ONLY	
Date:	9-1-21
Paid: $	50.00
Check#	
Cash	✓
Lic.#	

Special or "one-day" licenses for the sale of alcoholic beverages are available to the responsible event manager of any activity conducted by an organization which, in the opinion of the Town of Southborough Select Board, complies with all State and local requirements and demonstrates satisfactorily that granting of the license is in the best interests of the Town of Southborough. This application must be submitted at least 30 days prior to the event.

(X) **WINE/MALT ONLY** ( ) **ALL ALCOHOL** [for non-profits only]

License Fee: $50.00, non-refundable, check or cash only, payable to Town of Southborough

APPLICATION DATE: 8/31/21

Michaela Hughes
Event Manager/Applicant Name

39 Powisset St., Dover, MA 02030
Event Manager/Applicant Address

mhughes@thetrustees.org
Event Manager/Applicant Email Address

The Trustees of Reservations - Chestnut Hill Farm
Organization Representing

5 Chestnut Hill Rd, Southborough, MA 0177
Address of Organization

Fall Fun on the Farm | 10/10/21 | N/A
NAME OF EVENT / PURPOSE | **DATE OF EVENT** | **RAIN DATE**

LOCATION OF EVENT Chestnut Hill Farm
( ) Inside (X) Outside

Is the organization you are representing non-profit* X YES ____ NO

*If 'Yes' and applying for "All Alcohol" license, acceptable proof of non-profit status must be attached

"Alcohol Awareness Server Training Affidavit" and Server Certificates attached X YES ___ NO

Hours of Sale/Consumption of Alcoholic Beverages 12 AM/(PM) to 4:30 AM/(PM)

APPLICATION FOR ONE-DAY ALCOHOL LICENSE
TOWN OF SOUTHBOROUGH
Board of Selectmen
17 Common Street, Southborough MA 01772

TOWN USE ONLY
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The Trustees of Reservations - Chestnut Hill Farm
Organization Representing

5 Chestnut Hill Rd, Southborough, MA 0177
Address of Organization

Fall Fun on the Farm — 10/17/21 — N/A
NAME OF EVENT / PURPOSE — **DATE OF EVENT** — **RAIN DATE**

LOCATION OF EVENT Chestnut Hill Farm
( ) Inside (X) Outside

Is the organization you are representing non-profit* X YES ____ NO

*If 'Yes' and applying for "All Alcohol" license, acceptable proof of non-profit status must be attached

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Board of Selectmen
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The Trustees of Reservations - Chestnut Hill Farm
Organization Representing

5 Chestnut Hill Rd, Southborough, MA 0177
Address of Organization

Fall Fun on the Farm — 10/24/21 — N/A
NAME OF EVENT / PURPOSE — **DATE OF EVENT** — **RAIN DATE**

LOCATION OF EVENT Chestnut Hill Farm
( ) Inside (X) Outside

Is the organization you are representing non-profit* X YES ____ NO

*If 'Yes' and applying for "All Alcohol" license, acceptable proof of non-profit status must be attached

"Alcohol Awareness Server Training Affidavit" and Server Certificates attached X YES ___ NO

Hours of Sale/Consumption of Alcoholic Beverages 12 AM/(PM) to 4:30 AM/(PM)

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mhughes@thetrustees.org
Event Manager/Applicant Email Address

The Trustees of Reservations - Chestnut Hill Farm
Organization Representing

5 Chestnut Hill Rd, Southborough, MA 017
Address of Organization

Fall Fun on the Farm — 10/31/21 — N/A
NAME OF EVENT / PURPOSE — **DATE OF EVENT** — **RAIN DATE**

LOCATION OF EVENT Chestnut Hill Farm
( ) Inside (X) Outside

Is the organization you are representing non-profit* X YES ____ NO

*If 'Yes' and applying for "All Alcohol" license, acceptable proof of non-profit status must be attached

"Alcohol Awareness Server Training Affidavit" and Server Certificates attached X YES ___ NO

Hours of Sale/Consumption of Alcoholic Beverages 12 AM/(PM) to 4 30 AM/(PM)

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	August 31, 2021
Name:	Neetu Sehgal
Home Address:	[redacted]
Mailing Address:	[redacted]
Phone Number(s):	[redacted]
Email Address:	[redacted]
Current Occupation/Employer:	Lawyer/Cushman & Wakefield
Narrative:	I am a full-time working mom to a young family but making time for my community is important to me. I am a lifelong Southborough resident and benefited from the education Southborough Public Schools provided to me and now to my children. I am in-house counsel for a large public company and focus my practice on employment law. I also help my family maintain its annual scholarships to ARHS and Tufts Veterinary School in honor of my father.
Board(s) / Committee(s):	___AMERICANS WITH DISABILITIES ACT COMMITTEE ___SCHOLARSHIP ADVISORY COMMITTEE

Design Guidelines
Southborough
Downtown District



DRAFT

DESIGN GUIDELINES: PURPOSE

DESIGN GUIDELINES: MAP

DESIGN GUIDELINES: PROCESS/SUBMITTAL MATERIALS

SOUTHBOROUGH HISTORIC PROPERTIES

OVERALL GOALS AND ORGANIZATION

I. BUILDING PLACEMENT & ORIENTATION
II. BUILDING MASSING
III. SETBACKS & GREEN SPACE
IV. EXTERIOR MATERIALS
V. FAÇADE DESIGN
VI. STOREFRONT DESIGN
VII. PODESTRIAN & CYCLE ACCESS
VIII. DOORS & WINDOWS
IX. SIGNAGE
X. AWNINGS
XI. LIGHTING
XII. UTILITIES & MECHANICAL EQUIPMENT
XIII. PARKING

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DESIGN GUIDELINES: PURPOSE

The overall goal and purpose Southborough's Downtown District Design Guidelines is to support the revitalization of the Downtown through the design of attractive buildings and public spaces that will enhance, protect and promote Downtown Southborough's historic small town Main Street identity and character, create a sense of place through preservation and desirable development, bring people to the district, and generate an active and vibrant pedestrian environment. These guidelines are intended to assist property owners, proponents, architects, and landscape architects with project planning by providing the guidance on the Town's expectations for the design of development, redevelopment and rehabilitation projects in the Downtown District and will provide the Planning Board with criteria for the review and evaluation of projects proposed in the Downtown District during the site plan review process. These guidelines are intended to supplement the Town of Southborough's zoning regulations for the Downtown District 174-8.12. and Site Plan Approval 174-10 and articulate the following design objectives:

1. Strengthen the character of Downtown Southborough as the focal point of a prosperous rural New England community and as a destination for shopping and services
2. Encourage village-style streetscapes
3. Encourage a vibrant environment to live, work and play, and create pedestrian and bicycle-friendly spaces where the community can gather
4. Preserve existing historic structures whenever possible and to restore and retain original architectural features of historic buildings (guidance of what would be historic structures, specific buildings or built before date?)
5. Renovation, rehabilitation, and adaptive reuse are generally preferred to the demolition of old historic buildings.

This workbook is not intended to substitute for the requirements of the established Zoning Bylaw. **In the case of any actual or perceived conflict between the contents of these guidelines and the Southborough Zoning Bylaw, the Bylaw is the binding regulation.**

These guidelines have been compiled as a joint effort with representatives of the Board of Selectmen, the Planning Board, the Economic Development Committee, and the Historical Commission; with the intention that they be periodically updated to reflect technological or other advancements in best practices.

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DESIGN GUIDELINES: MAP

Replace with final map of Downtown District Zoning

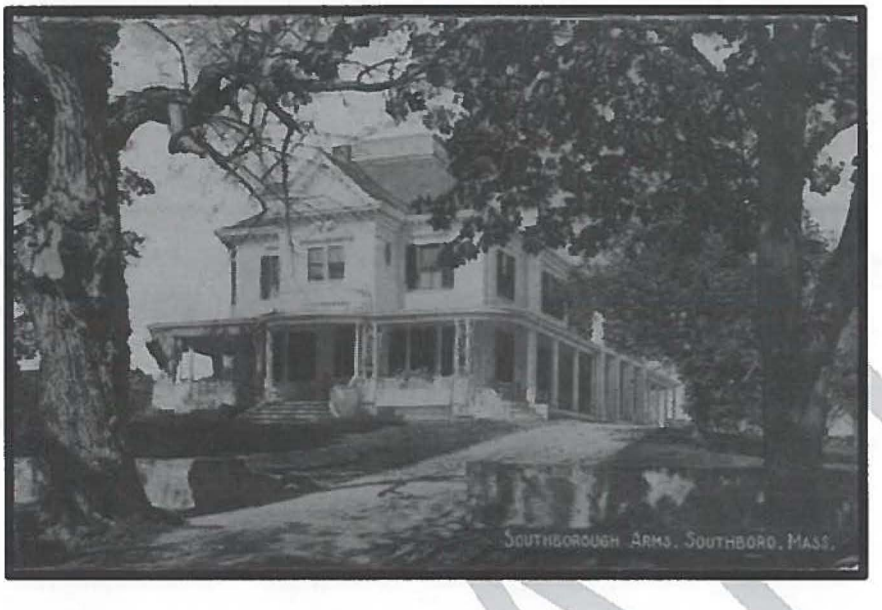


DESIGN GUIDELINES: PROCESS/SUBMITTAL MATERIALS

The proponent must submit the proposed project for design review as part of the site plan approval or special permit with site plan approval process. Submittal requirements for projects in the Downtown District shall be in accordance with Southborough Zoning Bylaw Site Plan Approval 174-10 or 174-10.1 if special permit with site plan approval. In addition, Submittals must also include floor plans and architectural elevations of all proposed buildings and a schedule of all exterior materials and colors.

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SOUTHBOROUGH HISTORIC PROPERTIES



There are some extraordinary buildings within the Downtown District with outstanding design qualities that make them representative of their time and period style of architecture. It is to these buildings that we can refer as models and fine examples of good design, from which we can derive lessons and inspiration.

Given the historic nature of Southborough's downtown, existing structures of historical or architectural value should be preserved wherever possible. Alterations to the street facades of historical structures should be minimized and incorporate measures to protect and preserve the historic character of the structure. Proponents should refer to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and should adhere to these guidelines as closely as possible in projects involving historic buildings.

The architectural character of new buildings should respect the character of adjacent, existing historical buildings in the Southborough National Register District, and utilize traditional facing materials, paint colors, window, and door designs to harmonize with adjacent buildings.

OVERALL GOALS AND ORGANIZATION

These design guidelines are intended to provide for a coherent and attractive business and civic environment in Southborough's Downtown Business Village District. They are intended to apply to those portions of buildings that can be seen from public vantage points and apply to the interior of buildings only to the degree that this influences the appearance from the streets or sidewalks. Overall goals include the following:

- Restore and protect the historic character – Southborough has multiple buildings that have historic merit, and represent the architecture of past eras and the historic culture of the town. These guidelines seek to preserve characteristics that are genuine and remain, and to restore historic characteristics once associated with existing buildings where they can be reasonably and practically restored.
- Enhance downtown Southborough as a commercial area - Downtown Southborough contains multiple service and retail businesses. As such, the guidelines promote a consistently high quality that will be attractive to visitors and patrons of the area.
- Reinforce Downtown as a civic place - Downtown Southborough serves its residents as a civic center, and contains public uses in addition to the businesses and residences. As such, the downtown center should have an attractive appearance and display the unique qualities of its past and present.

These guidelines are organized into subsections that address design elements and components within the Downtown District. The information within each subsection contains specific intentions and directions for new designs or renovations, along with pictures illustrating desired outcomes.

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I. Building Placement and Orientation

Guidelines

- The principal entrance(s) to the building must be clearly articulated using architectural detailing and shall be on the front façade, which shall face the street according to Section 174-8.12 G (1).
- For residential buildings in the Downtown District, the front entrance must be defined by at least one of the following: a porch of at least 6 feet in width and depth, pent roof, roof overhang, hooded front door, or similar architectural elements.
- The maximum distance between street-level entrances in a single building shall be 35 feet unless waived by the Planning Board in compliance with Section 174-8.12 G (2)
- To create a unified and defined street and facilitate public pedestrian access, a consistent alignment of buildings is encouraged. The front building line must be within the minimum and maximum front setbacks established in the Zoning Bylaw Section 174-8.12 F (3) (a) and (4) and should be sensitive to the placement of adjacent buildings.

ALLOWED



NOT ALLOWED



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II. Building Massing

Guidelines

- Articulation of massing and the ground level of a building along its primary street frontage should visually anchor the building and provide human-scaled elements that improve the pedestrian environment.
- Building massing should be consistent with the surrounding environment and within the floor area ratio (FAR) and height requirements of Section 174-8.12 F (5) and (8) of the Zoning Bylaw.
- Domestic scale should be produced through massing devices such as breaks in wall and roof planes and through design of architectural features. Upper stories may be set back, treated with a different material, or incorporated into the roofline, to diminish building mass or to make a building more compatible with the design of adjacent buildings.
- There should be some element of consistency with any buildings on abutting premises facing the same street, such as consistency in eave height, wall materials or window proportions.
- The building façade should clearly define commercial ground-floor spaces, where they exist, and differentiate through articulation the ground floor from residential or office spaces on the stories above.

ALLOWED



NOT ALLOWED



III. Setback and Green Space

Aesthetically pleasing landscaping with visual interest such as mixed flowers and plantings are encouraged. Maintenance of landscaping should be ongoing to create a consistent curb appeal. Existing zoning in the Town Bylaws regulate Setbacks and open space as referenced below.

Guidelines

- Landscaping is required per Sections 174-8.12 F (6) and 174-13
- Minimum front, side, and rear yard setbacks are established in Sections 174-8.12 F (3) and (4)
- A minimum of 20 percent of the site must be left as landscaped open space
- Abundant, well chosen, and well-maintained planting and landscaping should become a notable theme to be reinforced throughout. In the Downtown District, outdoor gathering places close to open spaces, shops, and residences should provide benches, and plantings that reflect the natural surroundings
- Landscaped open space should be designed to be visually and physically accessible to the extent feasible and should enhance the visual impact of the project and adjacent properties. At least 50 percent of the minimum landscaped open space shall be contiguous and located between the front building line and front lot line 174-8.12 F (6)
- The use of native species of trees, shrubs, vines, groundcovers, and perennials is encouraged in order to make gardens compatible with the existing wildlife habitat and its regional context.

ALLOWED





NOT ALLOWED





IV. Exterior Materials

Use of materials traditionally found and historically utilized in Southborough are required in the district. This includes an emphasis on wood, masonry, brick, stone accents, and wood clapboard finishes for renovation or new construction. Exterior materials should be consistent with the historic style used to compose the façade.

Guidelines

- Consistent use of a dominant building material for the façade is encouraged, rather than multiple materials, such as brick and clapboard combinations.
- Imitation materials, such as vinyl siding, plastic tile roofing, or brick veneer are prohibited.
- Durable, eco-friendly materials should be used whenever possible
- Materials used to patch or repair existing façades should match original materials. If metal is used, it should be appropriate to the building, and convey a sense of quality.
- Plywood or other wood panel sheathing materials should be avoided unless incorporated as a panel within a frame, durable for exterior use.
- Minor decorative elements, such as façade ornaments, or small accents can be of any rigid, durable material in harmony with the façade.
- Downspouts and gutters should be of a material and color compatible with the building walls. If the building is historic, the style of downspouts and gutters must conform with the original character of the façade.
- Flashing materials should not be conspicuous. In the case of historic structures, traditional flashing materials such as copper may be appropriate and are encouraged.
- Repointing of brick or other masonry façades should employ grout materials and tooling that are appropriate to the architectural style of the building.
- The colors of exterior materials are required to complement the surrounding area. No bright colors.

ALLOWED



NOT ALLOWED



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V. Façade Design/Entrances

Building and façade designs should be harmonious with the immediate neighbors and historic site organization within the Downtown District, with primary orientation towards the street, and doors and storefronts facing the sidewalk. Façades and visible roofs should strive to be visually interesting and attractive along areas that will be seen by the public. Façade improvements, in general, should respect a building's original style where the building is historic, or where the original building design is of high quality and distinctive character.

Previous renovations that have taken place over the course of time are sometimes evidence of the history of a building and its environment. If these alterations have acquired their own significance, they should be respected. A unified architectural style should be determined for each project and used consistently for all elements of the building wall and roof. Building doors and windows should be consistent in proportion, size and configuration with the architectural styles that are determined to be appropriate for the building.

However, in the case of a use that is housed in multiple buildings, the underlying integrity of each building should be preserved to the extent that historic qualities remain.

Where rear parking is provided, the provision of secondary rear entrances and pleasing rear facades is strongly encouraged. The design of the rear entrances and facades should be appropriately detailed to provide an attractive appearance but should not be overly embellished to compete with the main storefront.

Where a new building is to be located on a corner, each side visible from a street should be considered a primary storefront facade and incorporate these fenestration patterns, unless doing so would unduly obtrude into a primarily residential street.

Guidelines

- Distinguishing original qualities and features of a façade should be preserved; elements that make a building special should be identified and preserved to the extent commercially reasonable.
- Façade design should take into account the locations and proportions of the façade elements and signage bands of adjacent buildings.
- Façade colors should be complementary to the natural materials used on a building and to the buildings adjacent to it.
- The palette of colors used on a building should be in accord with the materials of the building façade.
- Generally muted tones and colors are appropriate for most façade materials except for trim and special storefront elements and signage.
- The use of historic colors in the renovation or replacement of historic elements is highly encouraged. Lists of historic color suppliers are available at local historical organizations and the Society for the Preservation of New England Antiquities.
- Blank walls without any visual content or interest should be avoided along pedestrian sidewalks and parking areas, and on front façades in general.
- Individual buildings and their storefronts should appear distinct, even when a single use spans multiple storefronts.
- Historic roof forms should be retained or restored. Additions should have roof forms that are compatible with the forms of the building to which they are attached.

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VI. Storefront Design

Storefronts refer to those portions of the façade that directly relate to the street and the commerce inside. Most commercial façades consist of an architectural framework designed intentionally for one or more storefronts to occur. The expression of the storefronts should respect the framework and not expand beyond it. Storefronts should be consistent in style with the building architecture, provide clarity and interest to the façade, provide for a high level of transparency, and be harmonious with other adjacent storefronts. It is also important that the distinction between the storefront and the rest of the façade is maintained. Storefront display windows that display products or services, signs with the name of the organization, local business logos, hours, public service messages or displays, or views to an activity in which people are involved frequently during hours of operation are encouraged.

Guidelines

- Primary entrances should be largely transparent, as was traditionally the case with storefront design. This will promote a sense of welcome and safe access.
- Where a storefront does not serve a retail use and transparency is not practical, window treatments should be employed to create an attractive appearance.
- A horizontal band or frieze that serves as a signage band should be incorporated at the top of storefronts.
- A base panel and sill course design is traditional for most, although not all, storefront styles. Where it is appropriate for the existing or proposed architectural style, a base panel and sill course should be provided.
- The base panels and sill course should continue across the entire width of the storefront bay and terminate at doors or the vertical elements framing the bay.
- The base panel and sill course should be 24" or lower, measured above the sidewalk. y Incorporating a glazed transom above the door is encouraged when storefront heights are sufficient to allow for it. This could be used to display the building address.
- Storefront window transoms should be consistent with door transoms.
- Transparent storefronts are not necessary for some businesses, such as professional offices. Nevertheless, it is recommended to maintain substantial storefront glazing and provide attractive window treatments rather than opaque panels in order to avoid blank façades along the sidewalk.
- Items should not be placed in storefront windows that block views to internal activity, such as the backs of display cases, unless they are part of a display to the outside sidewalk or street.
- Storefront lighting should be confined to highlighting signage and the window display itself. Lighting that attracts attention to itself should be avoided.
- The use of seasonal planters and window boxes to adorn storefronts and entrances is highly encouraged.

ALLOWED



NOT ALLOWED



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VII. Pedestrian & Cycle Access

Projects should be designed to provide efficient and safe pedestrian circulation within the site. Pedestrian connections are required between focal points of pedestrian activities such as sidewalks, parking areas, public spaces, and building entrances. Where possible, pedestrian linkages should be made to adjacent properties. Pedestrian walkways should be integrated into internal landscaping wherever possible.

In locations not currently served by a public sidewalk, projects should provide a sidewalk at in compliance with state and local ADA regulations or other accessibility documents, located between the principal entrance facing the street and the road right-of-way.

Parking areas should include a bike rack to allow for safe and secure storage of bicycles.

ALLOWED





NOT ALLOWED





VIII. Doors and Windows

Architectural detail should be incorporated into the ground-floor facade to create an easily identifiable and welcoming entrance. As one of the most important parts of the facade, the main entrance should be clearly identifiable. Doors and entryways should follow a traditional storefront design (usually recessed) and should be compatible with the architectural style of the structure. The entrances should also address the primary street or pedestrian pathway. Windows and glass portions of front doors should be clear, non-mirrored, non-opaque glass.

Windows should respect spacing and size patterns appropriate to the architectural style that is chosen for either renovation or new construction. In general, multiple smaller window openings are preferred for upper stories of buildings. Lower story windows should be appropriate to the uses behind them, but transparency and indication of activity are important.

Fenestration (the arrangement of windows on a wall) should be architecturally related to the style, materials, colors, and details of the building. Windows and door openings should be proportioned so that verticals dominate horizontals. To the extent possible, upper-story windows should be double-hung type and vertically-aligned with the location of the windows and doors on the ground level, including storefront or display windows. Upper stories should incorporate window patterns and designs that are compatible with and complimentary to existing upper-story window patterns in the district.

First-floor window and display design should create a feeling of transparency on the ground floor of the building. This contributes to a sense of safety and is welcoming to pedestrians. The viewing zone of the first-floor facade should be made up of approximately 75% transparent non- reflective glass. Window displays are encouraged, but visibility into the building from the sidewalk should be maintained.

With the exception of retail storefronts, modestly scaled, vertically proportioned windows articulated with muntins (dividers of panes of glass) are most appropriate to the local building vernacular. Shutters are also an appropriate element to include on windows.

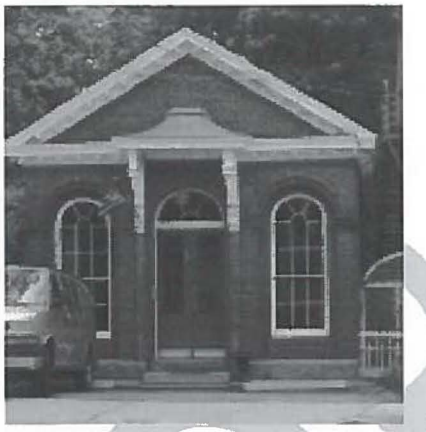
Guidelines

- Street numbers should be located near the front address and be of adequate size and distinctive color to be visible to the passing motorist.
- The street number should not be located so that it is obscured when the front door is open.
- Any special loading and service entrances should be screened from streets, other public ways, and adjacent properties, and their visual impact minimized.
- Unused entrances should be transformed into other architectural elements appropriate to the architectural style of the building, such as a store window.
- Entrances should meet the requirements of the Massachusetts Architectural Access regulations.
- Historic door material and hardware should be restored or repaired where possible. Repair should match existing size, species, profile and configuration.
- Divided lite doors or side lites should be employed only if appropriate for the style of the building façade.
- Whenever possible, the original window patterns of a building should be restored or retained; avoid blocking, reducing, or changing any original and appropriate pattern of windows when renovating older buildings.

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- An individual, "punched" window expression rather than continuous horizontal or vertical "strip" windows is encouraged whenever possible and appropriate to the building style.
- Larger scale windows should be used at the ground level.
- Transparent glazing should be used, and reflective or dark tinted glass avoided.
- Opaque panels, such as painted metal or spandrel glass, should not be used to replace vision glazing in windows.
- Where ceilings need to be lowered below the window head, a ceiling soffit should be provided between the lower ceiling and the window head that allows the vision glass to be full height.
- Shutters should be employed only if they are consistent with the architectural style of the façade. Shutters should not be employed with casement-style windows, bay windows, or broad picture or display windows.
- Repairing existing historic windows with in-kind materials is preferable to replacement. When existing historic windows are irreparable, replacement windows should replicate existing historic window details.

ALLOWED



NOT ALLOWED



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IX. Signage

Signage must comply with Section 174-11 of the Southborough bylaws. In general, the number of signs on a façade should be kept to the minimum necessary to effectively communicate the messages being conveyed.

Guidelines

- Signage should employ colors and type face that complement the primary architectural style of the building.
- All signs should be of durable materials compatible with the materials of the building served.
- Plastic in general is not recommended for use in a historic center.
- In a multiple storefront building, the signage should be of a size, location, material and color that relates harmoniously between bays.
- Freestanding signs should generally be limited to buildings that have a significant setback or are otherwise not visible from the street or sidewalk, or where other signage is not appropriate to the architecture.

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X. Awnings

Awnings, canopies and marquees with a traditional design and appearance are encouraged as façade elements, especially when they serve to protect pedestrians from the sun and rain, provide a secondary location for signage, or add color and interest to building storefronts and façades. Awnings should reflect the overall façade organization and storefront locations of a building. Traditional and simple shapes are encouraged, rather than unusual profiles.

Guidelines

- Awnings on a multiple storefront building should be consistent in character, but need not be identical. y Awnings should be located within the building elements framing storefront openings.
- Awnings of a round or bullnose shape should be avoided unless used for a single door or window opening that is not part of a framed storefront.
- The rigid framework for awnings, canopies or marquees should be no lower than 8 feet above the sidewalk under it. Suspended fabric panels of awnings should be no lower than 7 feet above the sidewalk
- Awnings made of soft fabrics such as canvas are encouraged, unless replicating prior historical features.
- Backlit awnings should not be used.

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XI. Lighting -SH

Lighting must be appropriate to the building's architectural style. Building lighting must comply with Section 174-12.1 Outdoor Illumination of the Southborough bylaws and the Rules and Regulations adopted by the Planning Board.

Guidelines

- Historically appropriate lighting should be applied to match the building type and style.
- Building lighting should provide an even illumination level while operating. Flashing, pulsating or similar dynamic lighting is prohibited.

ALLOWED



NOT ALLOWED



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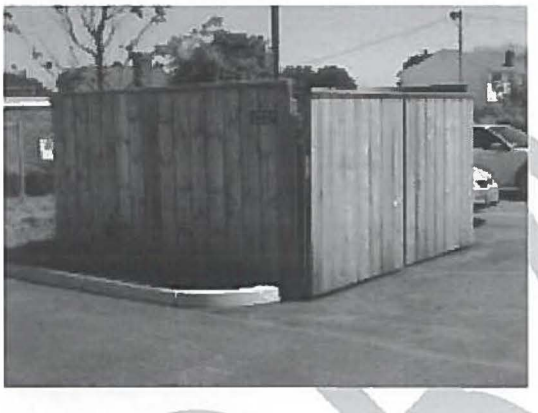
XII. Utilities and Mechanical Equipment -SH

Components of building mechanical, electrical and plumbing systems must be concealed from view wherever possible. Exposed storage areas, machinery, garbage dumpsters, service areas, truck loading areas, and utility buildings must be screened from the view of abutting properties and streets using plantings, fences, and other approved methods.

Guidelines

- Rooftop mechanical equipment should be completely screened by the building parapet
- Air conditioning units should not be placed into windows or any other openings visible from the street.
- Units located in non-window openings are appropriate if they are screened with a grille within the storefront or façade or building wall.
- Screening of utility feeds and metering devices from public view is encouraged when appropriate.

ALLOWED



NOT ALLOWED



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XIII. Parking

It is important to create an inviting pedestrian environment, while offering convenient parking, accessible to all individuals.

- Parking should be placed on the rear side of the building and should not be located closer to the front lot line than the principal structure.
- When an existing building with an existing front parking lot is significantly renovated, proponents should explore opportunities for mitigating the impact of the parking on the streetscape, including adding landscaping or architectural design elements, or, if feasible, moving the placement of the building to allow for rear parking.
- Parking facilities with more than five (5) parking spaces should be bordered on three sides with a landscaped buffer incorporating natural vegetation where possible.
- All commercial parking areas including more than five (5) parking spaces shall also include bicycle parking facilities.

ALLOWED



NOT ALLOWED



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TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, July 22, 2021, 6:30 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

I. Chairman Braccio called the meeting to order at 6:30 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via both in-person and remote participation to the greatest extent possible. Members of the public and/or parties with a right and/or requirement to attend this meeting may do so in-person. They also may watch or participate in the meeting remotely by finding the meeting at: https://www.southboroughtown.com/remotemeetings. Specific information and the general guidelines for remote participation can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. In the event that, despite best efforts, the public is not able to access the proceedings in real time via those technological means, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

II. **Public Comment**

None

Reconsideration of Senior IT Specialist job description

Chairman Braccio moved this agenda item and explained to the Board that the MTC and Mr. Montijo made joint changes to the description. She added that Ms. Rosenbloom had a revision and told the Board that all parties agree with the job description as presented. Mr. Stivers made a motion for the reconsideration of the Senior IT Specialist job description. Mr. Healey seconded. The motion passed all in favor (5-0-0). Mr. Healey suggested that vote should be two steps. Mr. Stivers made a motion to accept the Senior IT Specialist job description as amended. Mr. Healey seconded. The motion passed all in favor (5-0-0).

III. **Scheduled Appointments**

Town Counsel Jay Talerman – Demolition Delay bylaw

Chairman Braccio asked for clarity on procedures regarding §63-3 (G) and §63-3 (H) of the Town of Southborough Town Code. Attorney Talerman stated that §63-3 (H) does not outline any additional time outside of the nine-month delay period. He added the provision allows the demolition prior to the end of the nine-month period if the Commission agrees the home cannot be saved. He added that this provision allows the demolition to proceed early if the Commission is satisfied that the homeowner is continuing their preservation efforts. He stated that section H is an exception to the nine-month period and does not add any time or contingencies to the bylaw. Attorney Talerman stated that most municipal attorneys are mindful that nine-months is an elongated timeframe and many are uncomfortable with bylaws such as these. Mr. Healey added that he has looked extensively at other demolition delay bylaws throughout the State and many are a two to three-month process and most grant a decision prior to the lapse of timeframe. Attorney Talerman agreed. Annie Pfaff

(50 Oak Hill Road) a Historical Commission member asked for a clear definition of bonafide and reasonable efforts as described in the bylaw. Attorney Talerman stated that the bylaw reads that if the Commission is satisfied the homeowner has done all they could to preserve the home, they could grant a permit prior to the nine months. He gave examples of when this could occur. Mr. Healey stated that language had been imported into other documents that gives a broader scope to the Commission to deny the permit altogether. He added that the Commission could not deny the permit.

Jim Blaschke (69 Sears Road) a Historical Commission member asked Attorney Talerman to opine regarding requiring a homeowner to put their home on the market to shorten the nine-month delay window. Attorney Talerman explained that the bylaw is a delay and the Commission cannot deny a permit. He added that the fact sheet that was adopted gave the Commission more jurisdiction as if they were handling a property in a Historical District. He said that requiring a homeowner to put their house on the market is not only unusual but likely illegal. Attorney Talerman stated that this could open the Town up to regulatory taking and explained. Chairman Braccio outlined the fact sheet and rules and regulations adopted by the Commission and outlined an opinion from Attorney Cipriano. She asked Attorney Talerman to give guidance as to the Commission's authority. Mr. Healey stated that it needs to be clear that these documents can no longer be used as they are inaccurate and potentially contain illegal information. Mr. Dennington asked if there was a process for adopting rules and regulations for any board and committee. Attorney Talerman explained that there is no clear process for boards to adopt rules and regulations in Massachusetts. He added that they cannot add regulations that are stricter than the bylaw. There was discussion regarding the creation of a process for adopting rules and regulations. Attorney Talerman outlined some potential conflicts with this and he and Mr. Dennington gave some suggestions regarding simple processes that could be made.

There was discussion regarding the three Historical Commission documents. Attorney Talerman stated that the fact sheet must be rewritten. He added that the idea of a flow chart for homeowners of historical properties is very helpful and the content needs to be reworked to be consistent with the bylaw. Mr. Stivers agreed that the Historical Commission Rules and Regulations also must be rewritten and suggested an internal flow chart be created for the Building Department and Commission. Attorney Talerman stated that the guidelines for the Building Commission should be clear and free or discretion as the Historical Commission holds all discretionary power. He added that the steps for the Building Commission should be mechanical only.

Mr. Healey made a motion to have Town Counsel continue to complete and review the three documents listed as follows: Q & A one-page sheet, the three-page Fact Sheet and the two-page document entitled "demo Delay Bylaw Southborough, MA," to advise the Historical Commission to cease the use of these documents and for the Board to instruct the Town Clerk to remove the three-page document from the website. Ms. Malinowski seconded. She asked if the Historical Commission had any comment regarding the motion. Ms. Pfaff requested the mechanical aspect of the Building Department to include checks and balances. There was discussion regarding Middle Road. The motion passed all in favor (5-0-0). Attorney Talerman stated he will work with Mr. Purple and the Commission to move forward. Mr. Healey encouraged Town employees and boards and committees to attend Attorney Talerman's Office Hours held the third Wednesday of every month from 10:00 A.M. – 12:00 P.M.

IV. Consent Agenda

a. Mr. Stivers made a motion to reappoint Jamie Mieth to ZBA, Alternate Member, term 6/30/22. Mr. Healey seconded. The motion passed all in favor (5-0-0).
b. Mr. Stivers asked to hold agenda item "b." Mr. Stivers pointed out typos on lines 45 and 223. Mr. Stivers made a motion to approve Open Session minutes: May 10, 2021 as amended. Mr. Healey seconded. The motion passed (4-0-1). Mr. Dennington abstained.
c. Mr. Healey asked to hold agenda item "c." Mr. Healey thanked Ms. Esposito for her work creating a beautiful proclamation to recognize India's Independence Day on August 15th. Mr. Healey made a motion to approve and adopt the proclamation for India's 75th Independence Day. Mr. Stivers seconded. The motion passed all in favor (5-0-0).
d. Mr. Healey made a motion to approve January 1, 2022 as implementation date for Meals Tax. Mr. Healey seconded. The motion passed all in favor (5-0-0). Mr. Dennington asked about the process for implementation of the meals tax. Mr. Purple stated that the Town Clerk will communicate with the Department of Revenue of the vote the Board has taken and the date of implementation. The Town then informs the Department of Revenue with a list of establishments that will be impacted. He stated that the DOR then contacts those establishments outlining the details of implementation and provides a list of items to do to prepare. He believes there will be an approximate three-month delay in revenues and the Town will see their first most likely in April.

V. Other Matters Properly Before the Board

Appoint Noise Bylaw Ad-hoc Committee, terms 6/30/22:

i. Five (5) At-Large resident volunteers

Chairman Braccio stated she had many conversations with residents who were unaware of the creation of this committee. She suggested that the Board continue with outreach and postpone the appointment of committee members until September. She added that she was unsure if the balance of applicants regarding restriction was achieved. Ms. Malinowski stated that she felt that the charge lacked any specification on holding public forums and suggested modifying the charge. She added that she also has concerns that there was a lack of outreach to the public regarding filling the committee. Mr. Healey stated that if there is any discomfort in appointing this evening, he is in favor of postponing until the September meeting. Mr. Stivers agreed. Mr. Dennington stated he felt that the committee was being created to submit a recommended draft bylaw that the Board could then modify as needed. He added it would be a challenge to find the perfect balance of committee members. Ms. Malinowski stated that she is hoping for a more finalized draft that satisfies the majority of residents in Town. She suggested submitting a simplistic noise bylaw that consists of hour limitations only for Fall Town Meeting in order to alleviate some short-term noise issues among residents.

Jake Hashash, a committee member candidate informed the Board that five of the interviewees from the previous meeting spoke and had come to an informal agreement of what they felt was a fair and simple noise bylaw that would not be too restrictive. He added that he felt that there could be appointments made this evening to continue to move the process forward. Chairman Braccio stated that the decision to wait for appointment is in no way a reflection of those interviewed. She added for the sake of transparency and resident awareness, the Board felt this was the right thing to do. Mr. Healey made a motion to table further discussion on the appointment of the Noise Bylaw Ad-hoc Committee with the idea of revisiting at the first meeting in September and to review the charge on the August 17th meeting. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

Downtown District bylaw update

Chairman Braccio updated the Board on the latest Planning Board public hearing held for the Downton District bylaw article. She stated that the zoning map was the main topic of discussion. She summarized suggestions and feedback from residents in the area. Ms. Braccio stated that Planning Board Chairman Don Morris suggested a joint meeting be held between the Planning Board, Board of Selectmen and EDC to move forward with the zoning map. She said she reiterated to the Town Planner that all concerns, questions or discussions of the article should be held during the public hearings. Mr. Stivers stated that the EDC had made suggestions regarding the map at their meeting that he felt would make the district more buildable. He asked that those suggestions be forwarded to the Planning Board before their next hearing. Mr. Dennington stated that he attended the hearing and he was happy to see progress being made. He added that he is more optimistic that the bylaw will be endorsed by both the Board and Planning Board.

VI. Public Comment

Chairman Braccio moved this item to accommodate for Mr. Parry who has been in attendance waiting to speak. David Parry (22 Main Street) handed out a statement to the Board members. He read the statement to the Board as included in the packet. Chairman Braccio stated the Board took a position to not expand the zoning map for the Downtown District bylaw. She added that the public hearings are where the public can voice their opinion. She added that simply because there is a lot of feedback on the zoning map, does not mean it will change. Chairman Braccio said that as it stands today, she has no intentions of expanding the map in the future. Mr. Parry stated that he felt the position of the Board is not clear on this issue for residential Main Street west of downtown. Chairman Braccio stated she will forward Mr. Parry's statement to the Planning Board.

<u>Goal setting for FY22 for Board of Selectmen</u>

Chairman Braccio thanked Mr. Healey for updating the goal list with the Board's progress and felt it proves that this process works. There was discussion regarding the currently in-progress goals and which to update and remove. The Board agreed to remove the Regional Dispatch item and invite the Chiefs to an upcoming meeting for an update. The Board agreed to remove any goal that has been completed. There was discussion regarding the item to provide Town water for the fire department at Pine Hill Road. The Board agreed to make updates to the current list and spoke about the current and future financial software for the Town.

Mr. Healey outlined his goals which included following up with the ADA consulting report, creating a committee regarding the creation of a Senior/Community Center, planning for the tricentennial, creation of bike paths, the Golf Course Committee items and follow through with the proposal for a history walk in Town.

Ms. Malinowski outlined her goals which included a continued plan for ARPA funding, follow up on the ADA Consulting report and identifying long-term projects and potential bonding, continued focus on financial transparency and she suggested adding a name change from "Board of Selectmen" to a "Select Board" to the fall town meeting warrant.

Mr. Stivers stated he was happy to see an overlap on this list. He outlined opportunities to use federal funding for larger projects, would like to work towards a continued effort to increase affordable and diverse housing, investing in the opportunity to create a Community Center/Recreation Center and focusing on neighborhood parks such as Maplecrest. Chairman Braccio added that there is Town owned land that could be utilized by the Trails Committee such as

property on Liberty Drive. Mr. Stivers agreed and stated that the Board should continue to focus on ARPA funding.

Mr. Dennington stated that he felt that prioritizing ARPA funding should be first on the list of goals. He added that the Board should consider big infrastructure goals for this funding while continuing to understand deadlines and processes. He added that his other goals are to finish the Downtown Initiative, follow through with the IT work underway and implement best practices, create a process for Town boards to implement rules and regulations and assist in the perpetuation of town initiatives laid out in the Master Plan upon completion.

Chairman Braccio outlined her goals to include providing training and resources on open meeting law to new volunteers, focus on revamping Route 9, instituting a yearly resident survey, bringing in boards and committees to more meetings for updates, and cleaning the Town House basement of old records. Mr. Purple stated that as part of the First Community Compact, a plan was created to address the records in the basement but there was no funding to implement the plan. He added funds have not yet been found to do so. Chairman Braccio described the current status of the basement and asked that the tools be provided to ensure the basement is cleaned and all records that need to be stored are protected/scanned and those that do not be removed.

Mr. Healey agreed to update the goal list and include the new goals discussed tonight to be provided at a future meeting.

VII. On a motion made by Mr. Healey, seconded by Mr. Stivers and voted all in favor, the meeting was adjourned at 9:01 P.M.

Upcoming Meetings
August 17, 2021
September 8, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the July 22, 2021 BOS Meeting:

- Southborough Town Code, Section 63
- Southborough Historical Commission public document
- Fact Sheet for Owners Requesting Demolition of Listed Properties
- Correspondence regarding 15 Main Street and Demolition Delay
- Letter regarding Disagreement between BOS and SHC Regarding Demolition Delay Bylaw
- Demolition Delay By-Law, Southborough Massachusetts Rules and Guidelines
- Regular Session Minutes 5.10.21
- India's Independence Day Proclamation
- Senior IT Specialist Position Description
- Noise Bylaw Ad-hoc Committee Charge
- Citizen Activity Form, Karen Muggeridge

- Citizen Activity Form, Cynthia Foster
- Citizen Activity Form, Lisa Dunderdale
- Citizen Activity Form, Peter LaPine
- Citizen Activity Form, Jake Hashash
- Citizen Activity Form, Doris Cahill
- FY 2021 Goals - Boards and Committees
- New Selectmen goals to be considered for Fiscal Year 2022
- STATEMENT FROM DAVID PARRY TO BD OF SEL. Thurs July 22, 2021

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TOWN OF SOUTHBOROUGH
REMOTE WORK POLICY

Background:

This Remote Work policy was developed as the result of the COVID-19 pandemic which has had a significant impact on how the Town conducts business and serves the public. The Town, similar to many private businesses and entities has had to rethink how it operates following the sudden shift of some departments to remote work as a result of the COVID-19 pandemic and Governor Baker's public emergency declaration. That, coupled with the fact that many Town employees continue to grapple with the effects of the pandemic, has led to the development of a Remote Work Policy.

Work-from-home or remote work policies are traditionally viewed as a strategy to provide more flexibility or a work-life balance options for employees. However, the Town believes that moving forward and post-COVID-19, providing a remote work option, when possible, can increase employee productivity and satisfaction, help recruit and retain talent, save employees hours spent commuting, address office space needs and significantly reduce the Town's workforce carbon footprint.

Policy:

This policy establishes guidelines for administering and evaluating remote work requests or assignments. The option to work remotely allows employees to work from home or another location on a part-time or intermittent basis. It is expected that most remote work arrangements will permit a portion of an individual's hours to be conducted off site and not every employee will have the ability to work remotely due to their specific job responsibilities or work productivity. The ability to work remotely is not an entitlement or benefit of employment. *It is an alternative means of meeting the needs of the Town outside of the office.* In some cases, employees may be mandated to work remotely to ensure continuity of operations in the event of an emergency such as inclement weather, a pandemic, a lack of available space, or under other extenuating circumstances. While remote work provides some flexibility in an employee's schedule, the remote work arrangement is not designed to be a substitute or replacement for childcare.

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The option to work remotely requires the approval of the employee's Department Head and the ~~, the Town Administrator and/or the a~~ppointing authority of the employee's position; for departments under the jurisdiction of the Board of Selectmen, the Town Administrator shall be required to approve applications. Participation in the remote work arrangement will not alter the employee's terms or conditions of employment with the Town, except for those specifically addressed as part of a Remote Work Agreement. Any decision regarding the eligibility to work remotely shall be at the sole discretion of the Town and shall not be grievable.

Eligibility:

An employee may request, or a Department Head may initiate a discussion about a remote work arrangement. Eligibility to work remotely on a consistent or routine basis is contingent on job responsibilities (rather than job title), type of position (supervisory or public facing), work habits, and work schedule. Employees may also request a short-term remote working arrangement for circumstances such as family or medical leave with the consent of the employee's health care provider, if appropriate. Moreover, jobs acceptable for remote work are those that can be performed without diminishing the quality of work, level of services provided [including office coverage], and without disrupting productivity. This policy does not apply to introductory/probationary, seasonal or temporary employees.

Occasional Remote Work

- Occasional remote work requests are approved on a case-by-case basis, are intermittent, and are not regularly scheduled. Approval by a Department Head must be documented. For example, this type of remote work arrangement may be appropriate when a supervisor or Department head assigns a specific task or project to an employee who is likely to be more productive and efficient at home without workplace distractions.

Routine Remote Work

- Routine remote work arrangements are for ongoing purposes and must be supported by a written agreement that specifies the requirements and details of the arrangement. Routine part-time remote working arrangements must be approved in advance and will be reviewed and renewed annually [by June 30 of each year].

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Procedures

Employees- Requesting a Remote Work Assignment

1. An employee interested in working remotely must first initiate a discussion with their Department Head to determine eligibility.
2. If the Department Head is supportive of the request to work remotely, the employee must submit the Remote Work application to their appointing authority.
3. The request will be elevated to the appointing authority if deemed eligible.
4. After all paperwork is completed, the employee can begin their remote work assignment.

Department Head – Managing Remote Work Assignments

Each Department Head is responsible for evaluating remote work requests. The arrangement is intended to benefit the Town and its employees without putting an added burden on other employees, individual departments, or the services provided by the Town [i.e. office coverage]. Department Heads should contact the Assistant Town Administrator with any policy questions.

1. When evaluating a remote work request, the Department Head should consider whether the employee has a record of satisfactory performance (evaluation) in the workplace, and has demonstrated the ability to:
   - Prioritize work to meet deadlines
   - Accomplish job duties with minimal supervision
   - Communicate effectively with officials, stakeholders, supervisors and team members
   - Manage time effectively; and that
   - Operational demands are unaffected & met without an impact to overtime or other employees.
2. Set clear expectations with staff by creating a communication plan and regularly checking in.
3. An initial review of the remote work plan should take place at two weeks and again at one month. After the first month, the department head should review the remote work plan with the employee at least quarterly to discuss the success/shortcomings of the arrangement and to make any necessary adjustments based on those reviews.

Contingency Plans

Each department head reserves the right to cancel, modify, or suspend a work-from-home assignment as necessary, to address planned or unplanned short-term and long-term employee absences, emergencies, office coverage and vacations. This also includes mandatory meetings, trainings, or other work assignments.

Expectations

Employees working remotely are required to comply with all Town policies and regulations that would apply if the employee were at their normal worksite. Employees working remotely are expected to be actively working during the agreed upon hours of work and must be available to communicate in a timely fashion via email, telephone or any other means of virtual communication. Supervisors and/or Department Heads may require employees to provide reports/updates of work performed while working remotely.

Work Schedule, Environment & Equipment

Work Schedule

Employees who are classified as non-exempt under the Fair Labor Standards Act must obtain advance approval from their Department Head prior to working in excess of their scheduled hours per day or per workweek, including overtime hours.

Employees who are classified as ~~non-~~exempt continue to be required to work the number of hours needed to accomplish their assigned duties. Participation in a remote work plan does not limit the number of hours that an exempt employee must work to accomplish those responsibilities.

All employees on a remote work plan will be required to take leave to accommodate personal business at their home or sick leave if the employee is unable to work remotely due to illness. While remote work provides some flexibility in an employee's schedule, the remote work arrangement is not designed to be a substitute or replacement for childcare.

Work Environment

The employee is responsible for setting up or establishing a suitable work environment for purposes of working remotely. The area should be free from obvious safety hazards and suitable for the type of work being performed by the employee. The Town will not be responsible for costs associated with setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Equipment & Software

The Department Head, in coordination with the IT department, will determine the equipment needs for each employee in accordance with the Town's standard policies and procedures. Equipment supplied by the Town is to be used for work purposes only and may not be used by anyone other than the employee. The employee understands that all Town-issued equipment issued to the employee remains the property of the Town at all times. Employees must sign an inventory of all Town property received and agree to take appropriate action to protect items from damage and theft. Employees shall report any damage to or theft of Town-issued property to their supervisor immediately.

- The Town accepts no responsibility for damage or repairs to employee-owned equipment.
- Upon the end of the remote work assignment, or termination of employment, all Town property will be promptly returned, unless other arrangements have been made.

Security and Safety

Consistent with the Town's expectation of information security for employees who have a physical presence working at the office, employees working remotely will be expected to ensure the protection of confidential information accessible while working from home. As such, the employee must sign out of their remote connection and/or Town-owned computer when not at their computer to ensure the security and the integrity of the Town's network. Any information that is considered confidential or protected will not be removed from Town premises unless expressly approved in advance by a supervisor or IT Manager. The employee is also expected to adhere to all Town policies concerning information security and technology use

Workers' Compensation

Employees are expected to maintain a home workspace that is free from safety hazards and other dangers to the employee and Town-issued equipment. Employees working remotely are covered by workers' compensation for job-related injuries that occur in the course and scope of employment. When the employee is working from home, workers' compensation does not cover injuries that are **not job related** and the Town assumes no liability for injuries to the employee or others occurring in the employee's home work space outside the agreed-upon work hours. Further, the Town is not liable for loss, destruction, or personal injury that may occur in or to the employee's home and/or non-employee property. This includes family members, visitors, or others that become injured within or around the employee's home. Employees are responsible for the timely reporting of workers' compensation injuries per normal protocol.

Compensation & Benefits

Unless otherwise agreed due to changes in responsibilities or hours worked, an employee's compensation, benefits, work status, and work responsibilities will not change due to working from home.

Leave Time

Vacation or sick time leave used on a scheduled remote workday will be administered under the same provisions as leave used on days an employee would otherwise be in the office.

Termination of Agreement

An employee's remote working assignment is at the sole discretion of the Town. The Town reserves the right to modify or terminate such agreement with ten (10) days' notice, at any time for any reason. As such, no Town employee is entitled to or guaranteed the opportunity to work remotely. The Town further reserves the right to terminate an employee's remote work arrangement with ten (10) days' notice in the event that the employee fails to maintain satisfactory performance as determined by the employee's supervisor and/or Department Head. The Town will not be held responsible for costs, damages, or losses resulting from termination of an employee's participation in the remote working program. The Remote Work Agreement is not a contract of employment and may not be construed as such.

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Roles and Responsibilities

Employees

Employees who work remotely or plan to work remotely are responsible for:

- Ensuring that a high level of public service is maintained, and that abuses of this policy do not occur.
- Initiating an application if they are interested in entering into a remote work agreement.
- Reporting to their supervisor as early as possible if they are unable to work on a remote work day.
- Establishing and maintaining an adequate, safe and ergonomic workspace in their home.
- Maintaining appropriate care and security of any Town equipment used at the employee's home. Employees who work remotely from home are subject to the same internal Town policies regarding the use of Town provided equipment (hardware and software) and services as that of employees at the centrally located worksite. Employees are responsible for maintenance and repair of their personally owned equipment.
- Maintaining the confidentiality of Town information and documents, preventing unauthorized access to any Town system or information, and disposing of work-related documents in a manner that will not jeopardize the interests of the Town.
- Abiding by all of the terms of Town of Southborough's Remote Work Policy.

Department Directors/Division Heads

Department Heads are responsible for:

- Reviewing employee requests for working remotely and making recommendation for approval or denial to the appointing authority
- Ensuring that a high level of public service is maintained, and that abuses of this policy do not occur.
- Communicating to the employee performance expectations & monitoring accomplishment of those expectations.
- Abiding by all of the terms of Town of Southborough's Remote Work Policy.
- Monitoring policy use to ensure that the policy is being applied consistently.

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Town Administrator

Town Administrator is responsible for:

- Reviewing approved ~~employee~~ requests which have been completed and submitted to determine if the program is successful and not a detriment to any service provided by the Town of Southborough. ~~and recommendations from Department Heads or Board/ Commission/Committee for remote work and either approving or denying the requests. If an employee's request is denied, a reason must be provided to the employee.~~
- ~~Ascertaining that Providing~~ written notice has been provided to an employee if their request has been denied; ~~granting or denying requests and written notice for termination of agreements to employees.~~
- Although employees of elected boards do have jurisdiction over their own employees, it should be noted that Section 15 b of the Salary Administration Plan denotes that the Town Administrator is the de facto Personnel Director and is responsible for promulgating policies and procedures on behalf of the Board of Selectmen that benefit all town employees.

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~~For more information or questions p~~Please contact the Assistant Town Administrator for more information or if you have any additional questions.

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Remote Work Agreement

Name: Job Title:

Department: Department Head:

Normal employee schedule:

Remote work schedule [contingent on approval]:

~~Term~~Duration of request:

Reason for request:

☐ Approved ☐Denied

If application has been denied, please state supporting reason:

Acknowledgement

I fully understand the terms of this remote work arrangement as outlined in the above policy. I understand my supervisor or the Town may discontinue my participation in remote work at any time with or without cause.

Employee: Date:

Department Head: Date:

Appointing Authority [as applicable]: Date:

Town Administrator Signature: Date:

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After signatures have been inserted, please send this completed form to the Assistant Town Administrator so it may be inserted in the personnel file of the employee.

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SPECIAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Special Town Meeting
on

November 1, 2021
7:00PM

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DRAFT 9-17-2021

Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions.

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

DRAFT 9-17-2021

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

DRAFT 9.17.2021

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it's substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

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Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

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FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that...(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

DRAFT 9-17-2021

TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS

ANNUAL TOWN MEETING

Worcester, ss. October 5, 2021

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

Monday, November 1, 2021

at ***7:00 p.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to amend the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, to add a new position entitled "Senior IT Specialist" in Grade 6 of the Classification Schedule A of Section 20, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 2: To see if the Town will vote to change "Board of Selectmen" to "Selectboard".

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 3: BOH budget increase for Nurse position funding & benefits

Proposed by: BOARD OF HEALTH
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 4: Capital – IT servers

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 5: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $50,000 to replace an existing culvert on Northboro Road, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:

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Advisory Committee Recommendation:
Summary: *The Town maintains a culvert pipe that bisects Northboro Road, allowing the stream to pass under the roadway. Several years ago, the culvert began to fail, and the DPW installed a steel plate over the culvert in an attempt to delay the expense of replacing the culvert pipe. Unfortunately, the pipe has further eroded which has caused DPW to close the road to vehicular traffic. These funds would allow for the culvert pipe to be replaced, and the road to be reopened.*

ARTICLE 6: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $25,000 for the purpose of funding a comprehensive traffic study for the Town of Southborough that will determine the most optimal routes for heavy commercial vehicles travelling through Town, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 7: Change membership from 9 to 7 members; add a Vice-Chair position.

Proposed by: ADVISORY COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 8: To see if the Town will vote to amend the provisions of the Southborough Code, Chapter 41-2 entitled Notice of Town Meetings by appending the following language to the section:

"and fourteen days at least before the time appointed for a Special Town Meeting."

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This language clarifies the existing bylaw so it complies with G.L. Ch 39, S 10.*

ARTICLE 9: To see if the Town will vote to amend the provisions of the Southborough Code, by creating a new section §41-2.1 entitled Location of Town Meeting by adding the following:

§ 41-2.1 Location of Town Meeting
Due to reasons such as a lack of physical capacity in a suitable auditorium or other facility in Southborough, or an emergency, the Board of Selectmen may specific in a warrant for an annual or special town meeting that the meeting is to be held or in any town contiguous to Southborough. Town meeting may also vote to adjourn to such a facility if it deems appropriate.

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article would give the Board of Selectmen the option to direct that a town meeting be held in any of the towns contiguous to Southborough. For example, a town meeting could be held at Algonquin Regional High School if the town were unable to hold the meeting in Southborough due to a lack of physical capacity or an emergency.*

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ARTICLE 10: To see if the Town will vote to amend the provisions of the Southborough Code, by renaming Section III to Annual Report, by deleting section 41-26 in its entity, and creating a new section 41-26.1 entitled Availability of Annual Report.

§ 41-26.1 Availability of Annual Report
No later than seven days before an annual town meeting, the Selectmen shall make copies of the Annual Town Report available to the public by placing it on the town website and at the Southborough Town House.

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article would correct the conflicting language in Southborough Town Code sections 41-2 and 41-26.*

ARTICLE 11: Downtown District bylaw

; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

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And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this fifth (5th) day of October, 2021.

_____

Lisa M. Braccio, Chairman

_____

Chelsea M. Malinowski, Vice-Chairman

_____

Martin F. Healey

_____

Sam Stivers

_____

Andrew R. Dennington

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH

Attest:

_____

Kenneth M. Paulhus, Constable

DRAFT 9-17-2021

September 13, 2021

BY HAND

Board of Selectmen
Town of Southborough
Southborough Town House
17 Common Street
Southborough, Massachusetts 01772
Attn: Lisa Braccio, Chairman

Re: Abandonment of a Portion of Chestnut Hill Road

Dear Chairman Braccio and Members of the Board:

We write this letter to request that the Board of Selectmen (the "Board"), acting in its capacity as the Town's road commissioners, abandon a certain portion of Chestnut Hill Road. We write as neighbors and members of the community who have witnessed firsthand the dangers caused by the existing unsafe roadway conditions, and to share a vision for a simple change that will significantly enhance some of the most important community assets within the Town of Southborough. This letter describes:

- The unsafe conditions affecting Chestnut Hill Road, which is a designated scenic road, and their effects on the roadway's residents and visitors;
- The benefits that abandoning the roadway will provide by enhancing protected and publicly beneficial land on both sides of the road; and
- The proposed path forward to abandon and potentially discontinue a section of the road.

As described in greater detail below, abandoning a section of the road would create a welcoming and safe environment for the public to utilize the Town's natural, cultural, agricultural, and outdoor recreational resources – which are more important now than ever – while at the same time reducing significant costs and potential liabilities for the Town.

1. **Unsafe Conditions.**

The section of Chestnut Hill Road proposed for abandonment (the "Abandoned Roadway") is a narrow and slightly hilly portion that runs northwesterly from the driveway at 10 Chestnut Hill Road (just northwest beyond the public entrance to the Chestnut Hill Farm trailhead parking area), goes around a slight curve, and then proceeds down a hill to the road's intersection with the newly created Dairy Farm Lane. Unlike the portion of Chestnut Hill Road to the south of Chestnut Hill Farm, which is maintained for two-way travel, the Abandoned Roadway allows vehicular travel in only one direction (away from Main Street, toward Dairy Farm Lane). Like the rest of Chestnut Hill Road, it cuts a path through bucolic scenery of stone walls, heavily wooded areas, and open fields. The beautiful scenery and nearby community resources attract outdoor recreationalists of all types. Chestnut Hill Farm, the Boroughs Loop Trail, and the Beals Preserve are all located along or within a short walking distance of the Abandoned Roadway. Given the lack of paved recreational pathways and sidewalks within the Town of Southborough, it is no surprise that runners, walkers, and cyclists can be found on the road all

year long, enjoying the fresh air, surrounded by nature. However, the quietude of the surrounding properties belies the hazards posed by the roadway itself.

The Abandoned Roadway was designed and originally constructed long before the invention of motor vehicles. In its current condition, the roadway is wholly unsuitable for high-speed vehicular travel. For most of its length, the Abandoned Roadway is hemmed in on each side by embankments and drainage ditches. Wildlife ranging from chipmunks to deer often dart across the roadway. Large, mature (and in some cases dying due to age and pestilence) trees grow almost right up to the edge of the pavement. In other places, visibility is limited due to hill crests and bends in the road. These hazards make the roadway unforgiving in the event of pedestrian-vehicle conflict.

It is hard to overstate the danger. As an apparent "short-cut" between Main Street (Route 30) and Northboro Road (which leads toward the nearest entrance ramp to Interstate 495), vehicles regularly travel down Chestnut Hill Road at distressingly high speeds, likely in an effort to shave time off their morning or evening commute, or the drive to Algonquin Regional High School. Surprisingly, it actually takes longer, at posted speed limits, to travel the 0.8 mile of Chestnut Hill Road from its southern end to Northboro Road than it takes to travel the 1.0 mile between the same points via Northboro Road. Worsening the problem are distracted drivers and the frequency with which nearby residents have witnessed vehicles driving – often at high speeds (!) – in the wrong direction. Large trucks also frequently use the road, ignoring the "No Trucks" signs placed at the road entrance on Main Street. Not surprisingly, these dangerous trends are coming at the same time that outdoor recreational activity on the Abandoned Roadway has increased as result of the current pandemic that affects us all. The growing threat of vehicular/pedestrian conflict has the potential for serious harm. And if no action is taken, it is likely only a matter of time before such potential is realized.

2. **Benefits of Abandonment.**

The most obvious and important benefit of abandonment is alleviating the grave potential for harm outlined above. Adjacent residents – including young children – pedestrians, cyclists, runners, and motorists would all be much safer by eliminating the enticement of a high-speed short-cut via Chestnut Hill Road. People visiting Chestnut Hill Farm would be safe as they enter and exit the two parking areas. It is our collective conviction that abandoning and/or discontinuing the Abandoned Roadway will save lives.

The benefits are not limited to increased safety. For the Town, abandonment will make managing and maintaining the Town's roadways easier and less costly. Many of the trees surrounding the Abandoned Roadway are in poor condition. Fallen limbs and even trees are a regular result from inclement weather. The Town will not be obligated to prioritize tree removal and plowing. Without vehicular travel, the Abandoned Roadway can be paved and repaired less frequently. In addition, policing the speeding and unsafe travel on Chestnut Hill Road will be less of a burden.

The broader benefits to the community as a whole are innumerable. As shown on the plan attached hereto as **Exhibit A**, the Abandoned Roadway lies in the heart of approximately 270 acres of land, formerly owned by Philip and Elaine Beals, protected by publicly beneficial ownership and/or conservation restrictions (collectively, the "**Community Land**"). Abandonment would allow for safer and better enjoyment of the Community Land, increased opportunities for programming special events at Chestnut Hill Farm, and safer crossings for the numerous animals that live in and travel through the

Community Land. In addition, the Trustees of Reservations, owners of Chestnut Hill Farm, would be interested in allowing continued public recreational use of the Abandoned Roadway. It can provide many benefits, including an ADA-compliant nature trail and a paved surface for safely engaging in recreational activities through beautiful scenery. Parents can teach their children to ride bikes without fear of a driver speeding up the road. Runners, for a short stretch, can safely take in the Town's beauty without worrying about distracted drivers. Pedestrians can walk comfortably side-by-side or while pushing strollers. These are just a few examples of how the Abandoned Roadway can be transformed from a community hazard into yet another public asset for the Town to be proud of. Finally, abandoning this section of Chestnut Hill Road would complete the remarkable vision of Philip and Elaine Beals, whose extraordinary commitment to permanently protecting more than 270 acres of Community Land created a legacy that is enjoyed by many hundreds of visitors every year.

3. **Next Steps.**

Given the urgency of the issue, we would like to arrange a time to meet with the Board at a regularly scheduled meeting to present our vision for a better and safer experience along the Abandoned Roadway. Following such presentation, we would encourage the Board to arrange a duly noticed public hearing so it can hear from the public and consider exercising its authority under Section 32A of M.G.L. Ch. 82 to abandon the Abandoned Roadway. Further discussion of a potential permanent discontinuance by the Town and the reservation or granting of rights to the public would take place at a later date. Accompanying this letter are the signatures of more than 60 Southborough residents who support this proposal.

We thank you for your consideration and we look forward to discussing our vision for a better and safer Chestnut Hill Road for the benefit of the entire Town of Southborough.

Sincerely,

Jonathan Krasner & Frank Tipton
1 Chestnut Hill Road

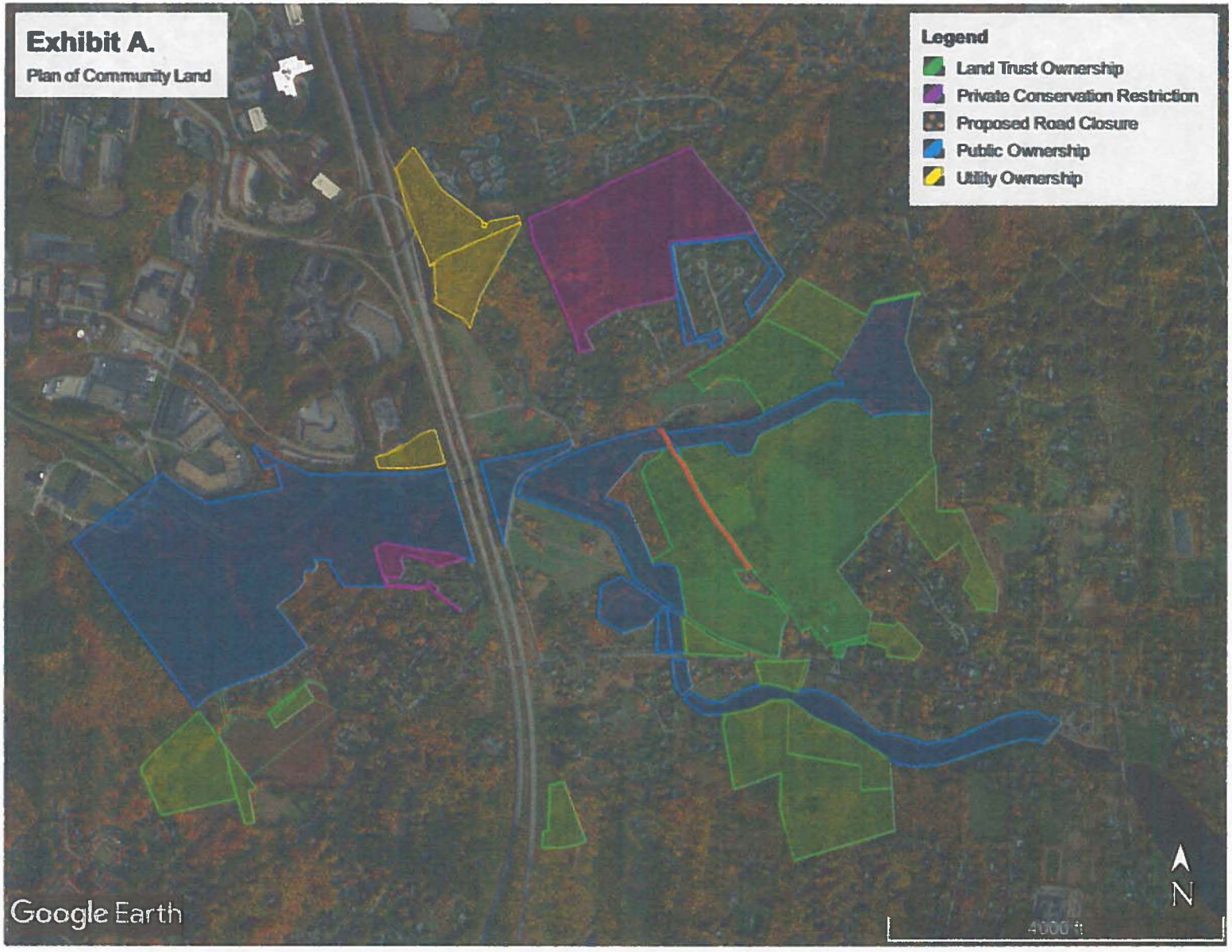
Brian Dugdale & Lana Dugdale
2 Chestnut Hill Road

Whitney Beals & Pamela Esty
10 Chestnut Hill Road

Desiree Robertson-Dubois
9 Chestnut Hill Road

Jeff Hoodlet and Jenna Haller
5 Chestnut Hill Road

cc: Southborough Department of Public Works
Southborough Planning Board
Southborough Open Space Preservation Commission
Southborough Conservation Commission


Exhibit A.
Plan of Community Land
Legend
Land Trust Ownership
Private Conservation Restriction
Proposed Road Closure
Public Ownership
Utility Ownership
Google Earth
N
4000 ft

CHESTNUT HILL ROAD PETITION

We, the undersigned residents of Southborough, support the abandonment of a portion of Chestnut Hill Road.

Name	Address	Signature	Date
Lynne Morrison	4 Kidder Ln	Lynne Morrison	5/26/21
Annette Ngai	20 Constitution Dr		5/26/21
Howard Ngai	20 Constitution Drive		5/26/21
Benjamin Kiger	43 Lovers lane	Benjamin Kiger	5/27/21
Stephen Roy	3 Dairy Farm	Stephen Roy	9/11/21
Ann Roy	3 Dairy Farm	Ann Roy	9/11/21

CHESTNUT HILL ROAD PETITION

We, the undersigned residents of Southborough, support the abandonment of a portion of Chestnut Hill Road.

Name	Address	Signature	Date
Kamali O'Meally	8 Maplecrest DR Southborough, MA 01772	Kamali O'Meally	2/7/21
Tafari O'Meally	8 Maplecrest Dr. Southborough, MA 01772	T O'Meally	2/8/2021
Julie W. Connelly	26 Granville Rd Southborough MA 01772	JWC	2/8/2021
Sara Carr	15 Pinecone Ln Southboro, MA 01772	Sara Carr	2/22/20
Kerry Wall	6 Maplecrest Drive Southborough	K Wall	2/28/2021
Kimberly Regan	21 Pinecone LN Southborough, MA	Kimberly Regan	2/28/2021

CHESTNUT HILL ROAD PETITION

We, the undersigned residents of Southborough, support the abandonment of a portion of Chestnut Hill Road.

Name	Address	Signature	Date
JESSICA N. LEVENSON	13 STRAWBERRY HILL ROAD		2/5/20201
MARK D. MADDEN	13 STRAWBERRY HILL ROAD		2/5/2021
WALTER B. HORNER	144 MAIN ST.		3/23/2021
Hadley Horner	144 Main St.		3/23/2021
Julia S. Logan	144 Main St	Julia S Logan	3/25/2021

CHESTNUT HILL ROAD PETITION

We, the undersigned residents of Southborough, support the abandonment of a portion of Chestnut Hill Road.

Name	Address	Signature	Date
Whitney Beals	10 Chestnut Hill Rd	Whitney L. Beals	5.22.21
Pamela Esty	10 Chestnut Hill Rd	Pamela Esty	"
Kathryn Rose	2 Bantry Rd.		5-22-21
Marguerite Landry	134 Deerfoot		5-22-21
Steven Whynot	203 Cordaville Rd		5-22-21
Lynne McKay	10 Ledge Hill Rd	Lynne McKay	5-22-21
Sally B. Watters	17 Wood St	Sally B. Watters	5-22-21

CHESTNUT HILL ROAD PETITION

We, the undersigned residents of Southborough, support the abandonment of a portion of Chestnut Hill Road.

Name	Address	Signature	Date
Eileen Samberg	7 Granwick Rd	Eileen Samberg	5/23/202
George Harris	67 Mt. Vickery	George Harris	5/23/21
Kathryn McKee	18 Westmoor Dr	Kathryn McKee	5/23/21
David Rueger	81 Pine Hill R.	Dal	5/24/21
KAREN CAPOBIANCO	22 FAIRVIEW	Karen Capobianco	5-25-21
Judy Dodd	9 Bryden Rd	Judy Dodd	5-25-21
Bernard Meyer	18 Hig[illegible] St	BERNARD MEYER	5/26/2[illegible]

CHESTNUT HILL ROAD PETITION

We, the undersigned residents of Southborough, support the abandonment of a portion of Chestnut Hill Road.

Deborah Costine McAdam	6 Wood St	Deborah C. McAdam	5/22/21
Anne G. Sones	7 Wood St	Anne G. Sones	5/22/21
Bertha T. Gauge	28 Main St	BERTHA T. GAUGE	5/22/21
Elizabeth Minnucci	6 Birchwood DR	E. Minnucci	5/22/21
MaryAnn Croatti	3 Pine Hill DR	MaryAnn Croatti	5/22/21
Marilyn M. Aspesi	3 MacNeilly	Marilyn M. Aspesi	5/22/21
William Sines	12 Hickory	William W. Sines	5/22/21
George Mark Federoff	11 Strawberry Hill Rd		5/22/21

CHESTNUT HILL ROAD PETITION

We, the undersigned residents of Southborough, support the abandonment of a portion of Chestnut Hill Road.

Catherine Weber	5 Clifford Rd		5-22-21
Karen Hanlon	8 Lynbrook Rd		5-22-21
FRANK SANGIORGI	3 MEADOW LANE		5/22/21
PEGGY SANGIORGI	"		5/22/21
Amber Gilly	78 Southville Southville Rd	Anderica Gillespie	5/22/21
Destini Hedrick	7 Harris Drive		5/22/21
Katy Cook	11 GRAYSTONE LN		5/22/21
Benjamin Smith	14 Ledge Hill Rd.		5/22/21
Rebecca Hedgcock	11 Wildwood St	Rebecca Hedgcock	5/22/21

CHESTNUT HILL ROAD PETITION

We, the undersigned residents of Southborough, support the abandonment of a portion of Chestnut Hill Road.

Name	Address	Signature	Date
Heme Luttrell	19 Oregon		5.22.21
Joyce Greenleaf	4 North		5.22-21
Steve Nelson	61 Parkerville		5/22/21
[illegible]	62 Parkerville		5/22/21
DEAN CAMS	2 WINTER		5/22/21
Jen Hansen	27 Edgewood		5/22/21
Kristin LaVault	12 Southwood Dr.		5/22/21
Kathryn Koo[illegible]	10 Hickory Rd		5/22/21

Town of Southborough

Memo

To: Board of Selectmen
From: Vanessa Hale, Assistant Town Administrator
Date: September 15, 2021
Re: Appointment of Recording Clerk

As the Board has been informed, Katie Barry has chosen to leave her position as Recording Clerk for the Board since she assumed a full-time position as Administrative Assistant in the Selectmen's Office. We are all grateful to Katie for her diligent efforts while taking meeting minutes.

Conservation Agent Melissa Danza and I both posted for this position and interviewed several qualified candidates. That process has now concluded and I would like to recommend the Board appoint Ms. Brigid Rubin as Recording Clerk. Ms. Rubin has broad experience in the community and non-profit sector and is nearing the end of a Masters degree in Public Administration at Clark University. Additionally, she has served on multiple town committees in her community, including the Library Building Committee and the Zoning Board of Appeals.

As has been the practice, this position will be compensated at $150.00 per meeting.

Thank you for your consideration.

Town of Southborough

Memo

To: Board of Selectmen
From: Vanessa Hale, Assistant Town Administrator
Mark Purple, Town Administrator
Date: September 16, 2021
Re: Appointment of Labor Counsel

Following on the recent appointment of a new Town Counsel, I would like to respectfully request that the Board of Selectmen take one further step and appoint a new Labor Counsel.

The Town Administrator and I appreciate the advice and guidance we have received over the past several years from the firm of Norris, Murray & Peloquin, but do believe it will be extremely beneficial to have both our primary legal needs contained within the same firm.

It would be our recommendation that the firm of Mead, Talerman and Costa be appointed as Labor Counsel; with the proviso that Attorney Katherine M. Feodoroff be designated as the Town's primary Labor Attorney. We have met with both Attorneys Talerman and Feodoroff recently to discuss their level of expertise in this area, in conjunction with the Town's needs and current cases, and are very confident in their abilities to serve the Town. It would be good to begin to get Attorney Feodoroff acclimated with our collective bargaining agreements, as we are about to enter into negotiations with all of our unions on successor agreements. Fees for labor services will be charged on an hourly basis, which is budgeted for in the Special Legal Counsel budget. This appointment should be effective October 1, 2021.

Thank you for your consideration.

Mark Purple

From: Lisa Braccio
Sent: Thursday, September 16, 2021 3:37 PM
To: Mark Purple
Subject: Fw: Proposed Changes to Downtown District Zoning Bylaw

Lisa M. Braccio
Board of Selectmen

From: Karina G. Quinn <kquinn@southboroughma.com>
Sent: Thursday, September 16, 2021 9:21 AM
To: Connelly, Julie <JConnelly@seyfarth.com>
Cc: Lisa Braccio <lbraccio@southboroughma.com>; Sarah Hoecker <shoecker@southboroughma.com>
Subject: RE: Proposed Changes to Downtown District Zoning Bylaw

Hi Julie and Lisa:

I haven't had a chance to follow up with you yesterday but Marijke gave me a brief update yesterday on the status of the draft bylaw. A couple of items that were noted in previous discussions that can likely be addressed at the upcoming meeting on 9/20/21:

1. Section 174-8.12.G.(5) still has the phrase "... the Planning Board may adopt a guidance document **interpreting the Chapter 40B guidelines** as they apply to development under this section..." I believe the PB indicated that they do not interpret 40B Guidelines.

2. Section 174-8.12.C.(7) should clarify/include that more than 12 multifamily dwellings units is prohibited, if that is the intent?

Planning anticipates posting a PB agenda for 9/20/21 today. We will post the respective documents on the Planning Board website for the 9/20/21 public hearing under News & Announcements sections. Please let me know if you have any questions.

Thanks,

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DOWNTOWN DISTRICT (DD)

June 23, 2021 Revisions

Part 1. Amend Article I, Miscellaneous Provisions, **§ 174-2** Definitions, by adding the following new terms and definitions in appropriate alphabetical order.

BED AND BREAKFAST

Bed and breakfast is an establishment on owner-occupied property offering transient lodging accommodations to the general public, with not more than four guest rooms and food service limited to breakfast for guests.

CO-WORK CENTER

A building or portion thereof used for flexible work spaces offering short-term, monthly, or longer lease periods for self-employed people or people working for different employers, and typically providing shared furnishings, equipment, and business support services.

ESTABLISHMENT

An institutional, business, commercial, or industrial activity that occupies all or a portion of a building; a place of business.

FAÇADE

The external faces of a building.

FRONTAGE OCCUPANCY

The percent of a lot's street frontage that is occupied by a building between the minimum and maximom front setback range.

MICROBREWERY

A microbrewery is a licensed establishment that produces and distributes beer, ale, or other malt beverages, and which may include accessory uses such as tours of the microbrewery, retail sales, and a taproom for on-site consumption. In addition to selling beer at retail on the premises, a microbrewery may act as wholesaler for beer of its own production for off-site consumption if it has a valid pub brewery license from the Commonwealth of Massachusetts.

MIXED-USE DEVELOPMENT

A development that includes any combination of permitted nonresidential uses and one or more dwelling units within a single structure; provided, however, that the inclusion of two (2) or more dwelling units in a mixed-use development shall not be deemed a multifamily dwelling. The ground floor facing the street shall be used only for permitted nonresidential uses, and the total gross floor area occupied by nonresidential uses shall be

at least 10 percent of the gross floor area of the structure.

Part 2. Amend Article II, Establishment of Districts, **§ 174-3 Districts enumerated,** by adding the following new district:

M. Downtown District, referred to as DD

Part 3. Amend Article III, Use Regulations, **§ 174-8.C.(2)** as follows (amendment shown in italics)

Not more than one principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a business district or Industrial Park District, *or a mixed-use development in the Downtown District*, shall be deemed to be in a single principal permitted use. . . .

Part 4. Amend **Article III, Use Regulations**, § 174-8, Schedule of Use Regulations, by adding the following new section:

§ 174-8.12 Downtown District

A. Permitted uses are as follows:

(1) All uses permitted in the residential districts (RA and RB).

(2) Mixed-use development, provided that each nonresidential use in the development is a permitted use under this Section 174-8.12(A) or Section 174-8.12(B) and provided that the number of dwelling units does not exceed eight (8).

(3) Professional or business office, or bank, but not including a medical or dental office.

(4) Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsperson, or bakery.

(5) Bed and breakfast.

(6) Child care center.

(7) Co-work center.

B. Permitted uses, up to a maximum of 3,000 square feet per establishment.

(1) Retail sales and services.

(2) Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited).

(3) Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive-through service is prohibited).

(4) Personal services such as barber shop, beauty salon, tailor, or shoe repair.

C. Permitted uses by special permit from the Planning Board are as follows:

(1) Any use listed in Subsection B exceeding 3,000 sq. ft. per establishment.

(2) Mixed-use development that includes a nonresidential use that is a permitted use under Section 174-8.12(A) or Section 174-8.12(B) but with nine (9) or more dwelling units.

(3) Mixed-use development that includes a nonresidential use requiring a special permit under this Section 174-8.12.

(4) Microbrewery.

(5) Veterinarian, animal hospital, or animal clinic.

(6) Medical or dental office.

(7) Multifamily dwelling, up to twelve units.

(8) Private garage or parking for more than three cars or more than one truck or other commercial vehicle.

(9) Indoor recreation, athletic or exercise facility.

D. Uses by special permit from the Zoning Board of Appeals are as follows:

(1) Accessory apartment.

(2) Conversion of a one-family house in existence for two years or longer to a two-family dwelling, on a lot with a minimum of 15,000 square feet.

(3) A mobile home or travel trailer used as a dwelling or business quarters for more than 30 days in a year.

E. Prohibited uses. All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations are prohibited.

F. Development standards are as follows:

(1) Minimum lot area: 5,000 square feet.

(2) Minimum frontage: 60 feet.

(3) Minimum setbacks:

(a) Front: 10 feet.

(b) Rear: 35 feet.

(c) Side: 10 feet; 25 feet if adjacent to a residential district.

(d) Other street: 10 feet

(4) Maximum front setback: 20 feet unless waived by the Planning Board.

(5) Maximum Floor Area Ratio: 0.35 as of right, or a maximum of 0.50 by special permit from the Planning Board.

(6) Minimum landscaped green space: 20 percent. At least 50 percent of the landscaped open space shall be contiguous and located between the front building line and front lot line unless the Planning Board approves a different placement of the open space as part of Site Plan Review.

(7) Minimum Façade Buildout (% Lot Width) unless waived by the Planning Board.

(a) With less than 50 feet of frontage: N/A

(b) 50-80 feet of frontage: 60%

(c) Over 80-100 feet of frontage: 70%

(d) Over 100 feet of frontage: 75%

(8) Height regulations:

(a) Maximum building height: 40 feet and three stories,

(b) Minimum ground floor height: 12 feet

(c) Maximum ground floor height: 18 feet

(9) Residential dwellings. Single-family or two-family dwellings in the Downtown District shall comply with RB District standards.

G. Building Regulations

(1) The principal entrance(s) to the building shall be on the front façade, which shall face the street.

(2) The maximum distance between street-level entrances in a single building shall be 35 feet unless waived by the Planning Board.

(3) The maximum depth of street-level commercial spaces shall be the lesser of 30 feet or 60 percent of the depth of the building unless waived by the Planning Board.

(4) The maximum front setback in Section F(4) may be increased for purposes of amenities such as landscaping, a plaza, square, courtyard, recessed entrance, sidewalk, multi-use path, raised terrace, façade offsets, or outdoor dining, but not for vehicle use.

(5) Affordable housing. In any multifamily or mixed-use building with four or more units, at least 12.5 percent of the units shall be affordable housing that is eligible for the Chapter 40B Subsidized Housing Inventory (SHI) in accordance with the Chapter 40B regulations and Guidelines of the Massachusetts Department of Housing and Community Development (DHCD). In consultation with the Southborough Housing Opportunity Partnership Committee (SHOPC), the Planning Board may adopt a guidance document interpreting the Chapter 40B Guidelines as they apply to development under this section.

H. The operation of any marijuana establishment as defined in MGL c. 94C, § 1, including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough.

Part 5. Amend Article III, Use Regulations, by adding the following new section, **§ 174-10.2 Downtown District plan approval.**

In the Downtown District, major site plan approval shall be by special permit from the Planning Board for any use requiring a special permit. In such cases, the procedural requirements and decision criteria of § 174-9, § 174-10, and 174-10.1(A) through (C) shall apply. The Planning Board may adopt design guidelines and apply them to major site plan approval applications regardless of whether a special permit is required.

Part 6. Amend Article III, Use Regulations, § 174-12 **Parking and loading regulations**, by inserting the new Section F below and relabeling the existing Section F. Egress to Section G.

F. Exceptions in the Downtown District. Off-street parking requirements for development in the Downtown District shall comply with Section E above except for the following uses:

(1) Dwellings: two spaces for each dwelling unit, plus one space for each 80 square feet of floor area devoted to a customary home occupation or a professional use.

(2) Bed and breakfast: one space for each guest room plus two spaces for the owners of the premises.

(3) Restaurants and other places serving food or beverages: one space for each four seats.

(4) Mixed-use development: one space per dwelling unit and one space per 300 square feet of nonresidential floor area.

(5) Professional or business office: one space per 300 square feet for ground floor offices and one space per 350 square feet for offices above the first floor.

Quarter Report BOS

Revenues and Expenses

Quarter 4 FY2021 ending 6-30-2021

Revenues:

- General fund revenues finished $247,539 more through June 30th year over year. This is a 5.42% increase.
- Areas of positive material revenue growth – tax lien interest, building permits, BOH permits, other miscellaneous revenue.
    - Several tax lien accounts have settled out this year. Five accounts accounted for approximately $72,105 of the total $82,018 collected.
    - Building Fees: Thirteen permits were received in FY21 totaling approximately $358,000 of the $447,000 in total. Among these were large permits for both Fay and St Marks, self-storage units, construction of contracting garage space, and additions to existing properties.
    - Board of Health permit revenue: Additional revenue due to several reasons – among these volume of soil tests have increased, new fees in effect for some permits during FY21, and the strong real estate market has led to a higher demand for a variety of inspections.
    - Due to greater volume building technology fees and lien certificates (derived from property sales and refinances) are strong.
- Areas that have materially declined – interest earnings, RMV fines (less traffic volume – COVID related), BOS license fees.
    - Investment Income was lowered by 70K this year – low interest rate environment expected to continue.
    - The cell tower lease for the flagpole in front of the Town House has ended.
    - PILOT revenue appears to be down due to the accounting of the St Mark's contribution from a general contribution to specific items (turnout gear and defibrillators).
    - Other areas of note that fell short due to the economic conditions and pandemic were hotel taxes, alcohol licensing fees, and moving violations.
- Our largest revenue item – auto excise tax – was almost flat in gross billing from FY20 to FY21. With approximately 12,000 bills received from the RMV each Fiscal Year, for FY21 we had 68 additional bills being issued totaling $31,037. Unfortunately, we still collected $83,794 less than FY20. This was a result of timing differences in overdue bills as well as the number of abatements issued increased between the two years – FY21 seeing more abatements granted than FY20.
- Water fund through 6-30 is $1,063,477 year over year increase or 57%. The strong revenue growth is a result of the new rate structure and the dry season that has now passed. Will continue to monitor to gauge if rate structure needs further analysis depending on updated capital requests, however when final audited results are posted we anticipate the water fund may be financially strengthened than when the rate increase was passed. Several debt notes issued have balances that will be re-purposed at Spring TM which will also strengthen the water fund.
- In the aggregate all revenues have stayed better than anticipated through a very difficult year. We will be meeting in the next month or two and finalizing the estimates for FY22. We anticipate

minor adjustments in some areas while also maintaining the conservative view with the level of uncertainty continuing to remain in various sectors.

General Fund Expenses:

Included in the packet is a snap shot of FY21 by department which detail the reserve fund transfers, encumbrances and turnbacks. (Note: The encumbrance amounts do not show in the FY21 detail reports)

- Reserve Fund was originally budgeted at $180,000 for FY21 and only a total of $30,498 was needed to cover overages in five departments.
- Other Operations needed a transfer of $7,759 to cover FY21 electricity costs in excess of what was budgeted at Town Meeting.
- Town Clerk needed a transfer of $9,977 to close the year at a 0-balance due to increased election charges in FY21. We received a state reimbursement of $12,532 in FY21 with the DOR directive for those funds to be deposited into the General Fund and not back into the department. We did net $2,554 from that offset.
- DPW- was anticipating the need for a reserve fund transfer but due to salary savings and a lighter than anticipated snow season they did have budget turnback. DPW had a vacancy in their mechanic position which was replaced at a lower pay rate and this allowed the Department to cover $21,814 for additional trash and $29,250 for additional recycling costs within their budget.
- Library turned back $29,638 which was a savings from their part-time line item as a result of being opened reduced hours in FY21.
- Council on Aging turned back a total of $20,953 for the year. This consisted of $14,915 in part time salaries due to reduced operating hours and $6,038 in non- salary due to reduced programming.

Revolving Funds:

Included in the packet is a revolving fund chart with revolving fund information and Q4 balances

- 911 Field Maintenance fund is used to support the upkeep of the field. Starting in FY20 the Recreation Commission has been reviewing fund revenues and has recommended an amount to support the general fund debt service.
- The difference in the recreation revenues $253,153 and expenses $158,710 in FY21 can be attributed to timing. The majority of the revenues for summer camp were collected prior to June FY 21 and the camp staff salaries of $93,133 were not paid out until July and August. Including these expenses in the calculation makes revenues and expenses comparable.
- The difference in the immunization revenues $1,482 and expenses $ 9,972 are due to timing as well. Reimbursements for flu vaccinations are being processed slowly due to COVID and we did receive $5,216.66 in flu reimbursements in July and August. According to our UMASS billing contact they are still working on FY21 winter flu reimbursements. We should have more revenues to coming our way for last year's clinics.

Q4 Wrap-up Document List:

1. Local Receipts Summary
2. Ambulance Fund Revenue and Expense Summary
3. FY21 Operational Budget to Actual Summary by Dept including Turnbacks/Transfers
4. FY21 Detail Budget to Actual by Individual Depts
5. FY21 Water Fund Budget to Actual
6. FY21 Summary of Revolving Account Activity
7. FY21 Recreation Revolving Account Detail

TOWN OF SOUTHBOROUGH
LOCAL RECEIPTS AT 6-30-21

		FY20 BUDGET	6/30/2020	FY20. vs Estimate	FY21 BUDGET	6/30/2021	FY21 vs Estimate	CHG FY20-FY21	CHG FY20-FY21
Motor Vehicle Excise	**All Levy Years**	**2,075,000**	**2,314,845**	**239,845**	**2,125,000**	**2,231,051**	**106,051**	(83,794)	-3.62%
Other Excise		**85,000**	**114,428**	**29,428**	**85,000**	**80,356**	**(4,644)**	(34,072)	-29.78%
	Hotel / Motel		114,428			80,356			
	Cannabis		-			-			
Taxes & Excise Fees/Int		**70,000**	**71,055**	**1,055**	**60,000**	**152,514**	**92,514**	81,459	114.64%
	Real Estate and PP		40,370			55,142			
	MVE		9,349			12,915			
	Tax Title		17,665			82,018			
	FY Septic Bett Int		3,671			2,439			
In Lieu of Tax	**PILOT**	**400,000**	**496,108**	**96,108**	**430,000**	**447,017**	**17,017**	(49,092)	-9.90%
Fees		**395,000**	**382,609**	**(12,391)**	**350,000**	**754,768**	**404,768**	372,159	97.27%
	Town		36,959			46,529			
	Redemption		2,475			12,188			
	Building		242,167			575,540			
	Cable Franchise		1,407			-			
	Large Size Copies		10			-			
	Cons- Stormwater App		1,350			950			
	AdminCostPl		7,072			8,268			
	Police- Detail Admin Fee		60,060			76,244			
	Trench Permit Fee		700			950			
	Rec Fields		30,410			34,100			
Rentals - Cell Tower		**25,000**	**33,802**	**8,802**	**25,000**	**22,054**	**(2,946)**	(11,748)	-34.75%
Libraries Rev.		**2,400**	**1,686**	**(714)**	**1,000**	**25**	**(975)**	(1,661)	-98.52%
	Fees (437)		801			25			
	Fines (477)		885			-			
Cemetery	**Dept Cem**	**25,000**	**27,349**	**2,349**	**25,000**	**27,839**	**2,839**	490	1.79%
Other Dept Revenue		**6,000**	**26,274**	**20,274**	**12,000**	**36,560**	**24,560**	10,287	39.15%
	Assessors		519			696			
	Town Clerk		14,710			16,794			
	Planning Board		-			-			
	Zoning Board		600			1,950			
	Technology Fees		8,576			16,175			
	Police Reports		1,868			945			
Licenses and Permits		**420,000**	**512,703**	**92,703**	**425,000**	**535,042**	**110,042**	22,339	4.36%
	Alcoholic Bev		25,304			18,979			
	Dog Licenses		11,360			11,915			
	Firearms		3,113			3,863			
	Transfer Stickers		425,880			420,347			
	Fuel Permits		-			1,050			
	Fire Dept		11,892			13,363			
	Health		35,155			65,526			
Fines and Forfeits		**75,000**	**81,866**	**6,866**	**75,000**	**64,205**	**(10,795)**	(17,660)	-21.57%
	Fore Fines - Default		(40)			(298)			
	False Alarm		650			5,350			
	RMV Fines		49,810			30,889			
	Court Fines		18,671			12,525			
	Municipal Lien		10,575			14,500			
	Trans Station Violation		1,000			250			
	Dog Fines		800			975			
	Parking Fines		-			15			
	Marijuana Law Violation		400			-			
Investment Income	**Earnings on Inv**	**165,000**	**235,489**	**70,489**	**70,000**	**67,872**	**(2,128)**	(167,617)	-71.18%
Misc. Revenue	**Misc. Recurring**		**151,936**	**151,936**		**237,023**	**237,023**	85,087	56.00%
	Medicaid Reimb		32,877	**32,877**		45,039	**45,039**	12,162	36.99%
Misc/State Revenue	**Misc. Non-Recurring**		**83,458**	**83,458**		**112,658**	**112,658**	29,200	34.99%
	G-Fund TOTAL	3,743,400	4,566,485	**823,085**	3,683,000	4,814,024	**1,131,024**	**247,539**	**5.42%**
	W-FUND TOTAL	2,001,966	1,852,570	**(149,396)**	2,340,692	2,916,047	**575,355**	**1,063,477**	**57.41%**
	TOTAL ALL FUNDS	5,745,366	6,419,055	**673,689**	6,023,692	7,730,070	**1,706,378**	**1,311,016**	**20.42%**

S:_Departments\Finance Team\Local Receipts\FY21\Local Receipts-FY21 06-30-21 Final.xls
9/14/2021

Town of Southborough
Ambulance Fund
Fund 2309

	ACTUAL FY 2019	ACTUAL FY 2020	ACTUAL FY 2021	EST. FY 2022	EST. FY 2023	EST. FY 2024	EST. FY 2025	EST. FY 2026	EST. FY 2027	EST. FY 2028
Beginning Balance	761,101.47	475,948.69	471,987.69	535,261.78	549,588.78	494,731.78	557,074.78	621,117.78	686,860.78	811,493.78
Cash Receipts	**404,972.22**	**533,039.00**	**488,524.00**	**488,500.00**	**500,000.00**	**500,000.00**	**500,000.00**	**500,000.00**	**500,000.00**	**500,000.00**
Expenditures										
General Fund Budget	(275,000)	(275,000)	(290,000)	(290,000)	(290,000)	(290,000)	(290,000)	(290,000)	(290,000)	(290,000)
COMSTAR G-fund Offset										
Air Compressor		(60,000)								
Radios		(70,000)								
Lucas			(17,000)							
Debt Svc-Engine 23	(130,625)	(132,000)	(118,250)	(121,000)	(115,500)					
Debt Svc-Engine 22 (600,000)			-	(5,983)	(55,300)	(54,280)	(53,260)	(52,240)	(51,220)	(50,200)
Tender (400,000)	-	-	-	-	(36,867)	(36,187)	(35,507)	(34,827)	(34,147)	(33,467)
Capital-see cap plan tab	(14,500)		-	-	-	-	-	-	-	-
Ambulance (FY22-26 Lease)	(270,000)	-	-	(57,190)	(57,190)	(57,190)	(57,190)	(57,190)	-	-
Expenses	**(690,125.00)**	**(537,000.00)**	**(425,250.00)**	**(474,173.00)**	**(554,857.00)**	**(437,657.00)**	**(435,957.00)**	**(434,257.00)**	**(375,367.00)**	**(373,667.00)**
Ending Balance	**475,948.69**	**471,987.69**	**535,261.69**	**549,588.78**	**494,731.78**	**557,074.78**	**621,117.78**	**686,860.78**	**811,493.78**	**937,826.78**
At June 30 - Required Balance	537,000.00	425,250.00	474,173.00	554,857.00	437,657.00	435,957.00	434,257.00	375,367.00	373,667.00	-
Under/Over Funding	**(61,051)**	**46,738**	**61,089**	**(5,268)**	**57,075**	**121,118**	**186,861**	**311,494**	**437,827**	**937,827**

RECEIPTS FY21		
	July-20	30,024
	August-20	33,633
	September-20	23,095
	October-20	43,273
	November-20	35,231
	December-20	60,236
	January-21	42,247
	February-21	36,770
	March-21	33,545
	April-21	56,141
	May-21	51,910
	June-21	42,419
		488,524.09

RECEIPTS FY22			
	July-21	62,365	
	August-21	64,559	*Est.*
	September-21		
	October-21		
	November-21		
	December-21		
	January-22		
	February-22		
	March-22		
	April-22		
	May-22		
	June-22		
		126,923.48	

6/30/21 Balance	535,261.78
Transfers FY22	(453,025.00)
Net Revenue YTD	126,923.48
Current Balance	209,160.26

Departmental Expense Analysis
FY21 6-30-2021

		Payroll Bal	Expense Bal		Encumbrance	Reserve Fund Adjustment	ReportingTotal
114	Moderator	-	25.00				25.00
121	Elected BoS	800.00					800.00
122	BOS	5,852.89	14,037.84		(1,679.96)		18,210.77
131	Advisory	(1,730.00)	-			1,730.00	-
132	Reserve Fund		180,000.00			(30,498.47)	149,501.53
135	Accountant	5,584.76	406.13				5,990.89
136	Audit	-	-		-		-
140	Elected BOA	274.79					274.79
141	Assessors	30.03	472.35				502.38
145	Treasurer	117.57	2,360.36		(815.00)		1,662.93
151	Legal		2,376.79				2,376.79
152	Personnel Board	5,000.00	7,521.00				12,521.00
153	Special Legal		8,331.68				8,331.68
154	MTC		616.00				616.00
155	MIS	49,184.37	(8,211.97)				40,972.40
159	Other Op Support	(7,759.47)	-			7,759.47	-
160	Elected TC	-					-
161	Town Clerk	(9,060.57)	(917.24)			9,977.81	-
171	Cons	(67.90)	2,888.88				2,820.98
175	Planning	334.14	(300.20)				33.94
176	Zoning	12,443.79	3,130.02				15,573.81
177	Open Space		56.15				56.15
182	Economic Develop	(213.40)	3,645.13				3,431.73
192	Public Build	14,290.42	2,659.97				16,950.39
193	ADA Com		2,500.00				2,500.00
210	Police	33,267.09	(12,628.00)		(8,020.66)		12,618.43
220	Fire	23,433.38	13,967.08		(2,627.66)		34,772.80
241	Building	220.50	3,605.63				3,826.13
291	Civil Defense	-	99.16				99.16
292	Dog Officer		895.87				895.87
300	Elected School Cmte.	400.00					400.00
301	School Dept.	(328,288.16)	927,778.23		(599,490.07)		0.00
302	Algonquin	-	-				-
304	Assabet	-	-				-
305	Norfolk		10,336.60				10,336.60
400	DPW	83,954.18	(55,655.37)		(26,503.77)		1,795.04
510	Elected BOH	450.00					450.00
512	BOH	(8,507.28)	2,161.79		(470.00)	8,445.00	1,629.51
541	COA	14,915.00	6,038.43		(177.94)		20,775.49
542	Youth	14,876.44	3,374.52				18,250.96
543	Veterans Services	-	8,941.46				8,941.46
610	Library	29,477.54	160.83				29,638.37
630	Recreation	5,314.38	-				5,314.38
691	Historical		32.68				32.68
692	Memorial Day		2.04				2.04
710	Debt		-				-
751	Interest		159.09				159.09
752	ST Interest		-				-
910	Employee Benefits		68,041.17		(5,000.00)		63,041.17
930	Capital Budget		-		-		-
941	Court Judgments	(2,586.19)	-			2,586.19	-
945	Liability Ins		4,621.28				4,621.28
	TOTAL	(57,991.70)	1,203,530.38		(644,785.06)	-	500,753.62

Filter by: Segment 1: 0100
Segment 2: 5
Group as: ****-*-111-***-*****
Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 114 - MODERATOR							
Salaries								
0100-5-114-000-51110	SALARIES PART-TIME	-50.00	50.00	50.00	-50.00	0.00	0.00	100.00
Total Group 3: Salaries		**-50.00**	**50.00**	**50.00**	**-50.00**	**0.00**	**0.00**	**100.00**
Expenses								
0100-5-114-000-57300	DUES	0.00	25.00	25.00	0.00	0.00	25.00	0.00
Total Group 3: Expenses		**0.00**	**25.00**	**25.00**	**0.00**	**0.00**	**25.00**	**0.00**
		-50.00			**-50.00**			
Total Group 1: Segment 3: Department	Code: 114 -	**-50.00**	**75.00**	**75.00**	**-50.00**	**0.00**	**25.00**	**66.67**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 121 - ELECTED BOARD OF SELECTMEN							
Salaries								
0100-5-121-000-51110	SALARIES PART-TIME	-3,200.00	4,000.00	4,000.00	-3,200.00	0.00	800.00	80.00
Total Group 3: Salaries		**-3,200.00**	**4,000.00**	**4,000.00**	**-3,200.00**	**0.00**	**800.00**	**80.00**
		-3,200.00			**-3,200.00**			
Total Group 1: Segment 3: Department	Code: 121 - ELECTED	**-3,200.00**	**4,000.00**	**4,000.00**	**-3,200.00**	**0.00**	**800.00**	**80.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 122 - BOARD OF SELECTMEN							
Salaries								
0100-5-122-000-51100	SALARIES FULL-TIME	-358,421.74	376,942.00	376,942.00	-358,421.74	0.00	18,520.26	95.09
0100-5-122-000-51110	SALARIES PART-TIME	-9,475.71	0.00	0.00	-9,475.71	0.00	-9,475.71	0.00
0100-5-122-000-51300	SALARIES OVERTIME	-365.40	0.00	0.00	-365.40	0.00	-365.40	0.00
0100-5-122-000-51450	LONGEVITY	-2,350.00	2,350.00	2,350.00	-2,350.00	0.00	0.00	100.00
0100-5-122-000-51460	DEFERRED COMPENSATION	-11,536.26	10,510.00	10,510.00	-11,536.26	0.00	-1,026.26	109.76
0100-5-122-000-51940	MILEAGE STIPEND	-4,000.00	4,000.00	4,000.00	-4,000.00	0.00	0.00	100.00
0100-5-122-000-51950	MEETING STIPEND	-1,800.00	0.00	0.00	-1,800.00	0.00	-1,800.00	0.00
Total Group 3: Salaries		**-387,949.11**	**393,802.00**	**393,802.00**	**-387,949.11**	**0.00**	**5,852.89**	**98.51**
Expenses								
0100-5-122-000-52300	WATER	-362.66	500.00	500.00	-362.66	0.00	137.34	72.53
0100-5-122-000-52460	OFFICE EQUIPMENT REPAIR MAINTENA	-2,671.71	1,500.00	1,500.00	-2,671.71	0.00	-1,171.71	178.11
0100-5-122-000-53000	MEDICAL DENTAL PROF. TECH.	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-122-000-53070	EMPLOYEE TRAINING PROF. TECH.	-2,578.00	4,635.00	4,635.00	-2,578.00	0.00	2,057.00	55.62
0100-5-122-000-53100	ADVERTISING PROF. TECH.	-1,222.60	700.00	700.00	-1,222.60	0.00	-522.60	174.66
0100-5-122-000-53420	POSTAGE COMMUNICATION	-25,162.91	22,000.00	22,000.00	-25,162.91	0.00	-3,162.91	114.38
0100-5-122-000-53440	PRINT MAIL COMMUNICATIONS	-1,520.00	3,000.00	3,000.00	-1,520.00	0.00	1,480.00	50.67
0100-5-122-000-53880	MISC. CONTRACTED SERVICES	0.00	6,850.00	6,850.00	0.00	0.00	6,850.00	0.00
0100-5-122-000-54210	PHOTOCOPY SUPPLIES	-1,633.50	4,000.00	4,000.00	-1,633.50	0.00	2,366.50	40.84
0100-5-122-000-54220	OTHER OFFICE SUPPLIES	-2,654.06	1,000.00	1,000.00	-2,654.06	0.00	-1,654.06	265.41
0100-5-122-000-54900	FOOD AND FOOD SERVICE SUPPLIES	-1,278.32	1,000.00	1,000.00	-1,278.32	0.00	-278.32	127.83
0100-5-122-000-55470	MISCELLANEOUS-OTHER CHARGES EX	-131.30	0.00	0.00	-131.30	0.00	-131.30	0.00
0100-5-122-000-57100	IN-STATE TRAVEL	0.00	6,340.00	6,340.00	0.00	0.00	6,340.00	0.00
0100-5-122-000-57200	OUT-OF-STATE TRAVEL	0.00	1,550.00	1,550.00	0.00	0.00	1,550.00	0.00
0100-5-122-000-57300	DUES	-5,235.10	4,813.00	4,813.00	-5,235.10	0.00	-422.10	108.77
Total Group 3: Expenses		**-44,450.16**	**58,488.00**	**58,488.00**	**-44,450.16**	**0.00**	**14,037.84**	**76.00**
		-432,399.27			**-432,399.27**			
Total Group 1: Segment 3: Department	Code: 122 - BOARD OF	**-432,399.27**	**452,290.00**	**452,290.00**	**-432,399.27**	**0.00**	**19,890.73**	**95.60**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 131 - ADVISORY							
Expenses								
0100-5-131-000-53880	MISC. CONTRACTED SERVICES	-4,050.00	1,450.00	3,180.00	-4,050.00	0.00	-870.00	127.36
0100-5-131-000-54210	PHOTOCOPYING OFFICE SUPPLIES	0.00	50.00	50.00	0.00	0.00	50.00	0.00
0100-5-131-000-57300	DUES	-180.00	1,000.00	1,000.00	-180.00	0.00	820.00	18.00
Total Group 3: Expenses		**-4,230.00**	**2,500.00**	**4,230.00**	**-4,230.00**	**0.00**	**0.00**	**100.00**
		-4,230.00			**-4,230.00**			
Total Group 1: Segment 3: Department	Code: 131 - ADVISORY	**-4,230.00**	**2,500.00**	**4,230.00**	**-4,230.00**	**0.00**	**0.00**	**100.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 132 - RESERVE FUND							
Expenses								
0100-5-132-000-57840	RESERVE FUND APPROP.	0.00	180,000.00	149,501.53	0.00	0.00	149,501.53	0.00
Total Group 3: Expenses		**0.00**	**180,000.00**	**149,501.53**	**0.00**	**0.00**	**149,501.53**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 132 - RESERVE	**0.00**	**180,000.00**	**149,501.53**	**0.00**	**0.00**	**149,501.53**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 135 - TOWN ACCOUNTANT							
Salaries								
0100-5-135-000-51100	SALARIES FULL-TIME	-162,470.24	168,055.00	168,055.00	-162,470.24	0.00	5,584.76	96.68
0100-5-135-000-51450	LONGEVITY	-700.00	700.00	700.00	-700.00	0.00	0.00	100.00
Total Group 3: Salaries		**-163,170.24**	**168,755.00**	**168,755.00**	**-163,170.24**	**0.00**	**5,584.76**	**96.69**
Expenses								
0100-5-135-000-53070	EMPLOYEE TRAINING PROF. TECH.	-875.00	780.00	780.00	-875.00	0.00	-95.00	112.18
0100-5-135-000-53880	CONTRACTED SERVICE OTHER SERV.	-66.25	0.00	0.00	-66.25	0.00	-66.25	0.00
0100-5-135-000-54220	OTHER OFFICE SUPPLIES	-392.62	450.00	450.00	-392.62	0.00	57.38	87.25
0100-5-135-000-57100	IN-STATE TRAVEL	0.00	540.00	540.00	0.00	0.00	540.00	0.00
0100-5-135-000-57300	DUES	-140.00	110.00	110.00	-140.00	0.00	-30.00	127.27
Total Group 3: Expenses		**-1,473.87**	**1,880.00**	**1,880.00**	**-1,473.87**	**0.00**	**406.13**	**78.40**
		-164,644.11			**-164,644.11**			
Total Group 1: Segment 3: Department	Code: 135 - TOWN	**-164,644.11**	**170,635.00**	**170,635.00**	**-164,644.11**	**0.00**	**5,990.89**	**96.49**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 136 - AUDIT							
Expenses								
0100-5-136-000-53080	AUDITING PROF. TECH.	-28,010.00	28,010.00	28,010.00	-28,010.00	0.00	0.00	100.00
Total Group 3: Expenses		**-28,010.00**	**28,010.00**	**28,010.00**	**-28,010.00**	**0.00**	**0.00**	**100.00**
		-28,010.00			**-28,010.00**			
Total Group 1: Segment 3: Department	Code: 136 - AUDIT	**-28,010.00**	**28,010.00**	**28,010.00**	**-28,010.00**	**0.00**	**0.00**	**100.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 140 - ELECTED BOARD OF ASSESSORS							
Salaries								
0100-5-140-000-51110	SALARIES PART-TIME	-1,975.21	2,250.00	2,250.00	-1,975.21	0.00	274.79	87.79
Total Group 3: Salaries		**-1,975.21**	**2,250.00**	**2,250.00**	**-1,975.21**	**0.00**	**274.79**	**87.79**
		-1,975.21			**-1,975.21**			
Total Group 1: Segment 3: Department	Code: 140 - ELECTED	**-1,975.21**	**2,250.00**	**2,250.00**	**-1,975.21**	**0.00**	**274.79**	**87.79**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 141 - ASSESSORS							
Salaries								
0100-5-141-000-51100	SALARIES FULL-TIME	-179,643.97	179,754.00	179,754.00	-179,643.97	0.00	110.03	99.94
0100-5-141-000-51450	LONGEVITY	-1,090.00	1,010.00	1,010.00	-1,090.00	0.00	-80.00	107.92
Total Group 3: Salaries		**-180,733.97**	**180,764.00**	**180,764.00**	**-180,733.97**	**0.00**	**30.03**	**99.98**
Expenses								
0100-5-141-000-52540	COMPUTER SOFTWARE SERVICE AND S	-6,900.00	7,125.00	7,125.00	-6,900.00	0.00	225.00	96.84
0100-5-141-000-53020	MANAGEMENT CONSULT. PROF. TECH.	-39,860.00	37,000.00	37,000.00	-39,860.00	0.00	-2,860.00	107.73
0100-5-141-000-53070	EMPLOYEE TRAINING PROF. TECH.	-2,234.00	2,100.00	2,100.00	-2,234.00	0.00	-134.00	106.38
0100-5-141-000-53860	DEEDS OTHER SERVICES	-94.00	150.00	150.00	-94.00	0.00	56.00	62.67
0100-5-141-000-54220	OTHER OFFICE SUPPLIES	-428.19	1,000.00	1,000.00	-428.19	0.00	571.81	42.82
0100-5-141-000-55930	OTHER SUPPLIES-ASSESSORS	-3,632.15	3,630.00	3,630.00	-3,632.15	0.00	-2.15	100.06
0100-5-141-000-57100	IN-STATE TRAVEL	-934.31	3,300.00	3,300.00	-934.31	0.00	2,365.69	28.31
0100-5-141-000-57300	DUES	-490.00	740.00	740.00	-490.00	0.00	250.00	66.22
Total Group 3: Expenses		**-54,572.65**	**55,045.00**	**55,045.00**	**-54,572.65**	**0.00**	**472.35**	**99.14**
		-235,306.62			**-235,306.62**			
Total Group 1: Segment 3: Department	Code: 141 -	**-235,306.62**	**235,809.00**	**235,809.00**	**-235,306.62**	**0.00**	**502.38**	**99.79**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 145 - TREASURERCOLLECTOR							
Salaries								
0100-5-145-000-51100	SALARIES FULL-TIME	-212,226.00	216,494.00	216,494.00	-212,226.00	0.00	4,268.00	98.03
0100-5-145-000-51450	LONGEVITY	-1,100.00	1,100.00	1,100.00	-1,100.00	0.00	0.00	100.00
0100-5-145-000-51460	DEFERRED COMPENSATION	-3,094.50	3,108.00	3,108.00	-3,094.50	0.00	13.50	99.57
0100-5-145-000-51520	FLMA LEAVE	-4,163.93	0.00	0.00	-4,163.93	0.00	-4,163.93	0.00
Total Group 3: Salaries		**-220,584.43**	**220,702.00**	**220,702.00**	**-220,584.43**	**0.00**	**117.57**	**99.95**
Expenses								
0100-5-145-000-53070	EMPLOYEE TRAINING PROF. TECH.	-120.00	550.00	550.00	-120.00	0.00	430.00	21.82
0100-5-145-000-53880	CONTRACTED SERV. OTHER SERVICES	-4,041.68	5,169.00	5,169.00	-4,041.68	0.00	1,127.32	78.19
0100-5-145-000-54220	OTHER OFFICE SUPPLIES	-699.96	525.00	525.00	-699.96	0.00	-174.96	133.33
0100-5-145-000-57100	IN-STATE TRAVEL	0.00	350.00	350.00	0.00	0.00	350.00	0.00
0100-5-145-000-57300	DUES	-310.00	350.00	350.00	-310.00	0.00	40.00	88.57
0100-5-145-000-57800	BONDS	-1,362.00	1,950.00	1,950.00	-1,362.00	0.00	588.00	69.85
Total Group 3: Expenses		**-6,533.64**	**8,894.00**	**8,894.00**	**-6,533.64**	**0.00**	**2,360.36**	**73.46**
		-227,118.07			**-227,118.07**			
Total Group 1: Segment 3: Department	Code: 145 -	**-227,118.07**	**229,596.00**	**229,596.00**	**-227,118.07**	**0.00**	**2,477.93**	**98.92**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 151 - LEGAL SERVICES							
Expenses								
0100-5-151-000-53090	LEGAL SERVICES PROF TECH.	-92,623.21	95,000.00	95,000.00	-92,623.21	0.00	2,376.79	97.50
Total Group 3: Expenses		**-92,623.21**	**95,000.00**	**95,000.00**	**-92,623.21**	**0.00**	**2,376.79**	**97.50**
		-92,623.21			**-92,623.21**			
Total Group 1: Segment 3: Department	Code: 151 - LEGAL	**-92,623.21**	**95,000.00**	**95,000.00**	**-92,623.21**	**0.00**	**2,376.79**	**97.50**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 152 - PERSONNEL BOARD							
Salaries								
0100-5-152-000-51900	TUITION REIMBURSEMENT	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Group 3: Salaries		**0.00**	**5,000.00**	**5,000.00**	**0.00**	**0.00**	**5,000.00**	**0.00**
Expenses								
0100-5-152-000-53020	MANAGEMENT CONSULT. PROF.TECH.	-6,369.00	13,000.00	13,000.00	-6,369.00	0.00	6,631.00	48.99
0100-5-152-000-53070	EMPLOYEE DEVELOPMENT	-1,885.00	3,200.00	3,200.00	-1,885.00	0.00	1,315.00	58.91
0100-5-152-000-54220	OTHER OFFICE SUPPLIES	-925.00	500.00	500.00	-925.00	0.00	-425.00	185.00
Total Group 3: Expenses		**-9,179.00**	**16,700.00**	**16,700.00**	**-9,179.00**	**0.00**	**7,521.00**	**54.96**
		-9,179.00			**-9,179.00**			
Total Group 1: Segment 3: Department	Code: 152 -	**-9,179.00**	**21,700.00**	**21,700.00**	**-9,179.00**	**0.00**	**12,521.00**	**42.30**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 153 - SPECIAL LEGAL COUNSEL							
Expenses								
0100-5-153-000-53090	LEGAL PROF. TECH.	-41,668.32	50,000.00	50,000.00	-41,668.32	0.00	8,331.68	83.34
Total Group 3: Expenses		**-41,668.32**	**50,000.00**	**50,000.00**	**-41,668.32**	**0.00**	**8,331.68**	**83.34**
		-41,668.32			**-41,668.32**			
Total Group 1: Segment 3: Department	Code: 153 - SPECIAL	**-41,668.32**	**50,000.00**	**50,000.00**	**-41,668.32**	**0.00**	**8,331.68**	**83.34**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 154 - MUNICIPAL TECHNOLOGY COMMITTEE							
Expenses								
0100-5-154-000-53880	CONTRACTED SERVICES	-384.00	1,000.00	1,000.00	-384.00	0.00	616.00	38.40
Total Group 3: Expenses		**-384.00**	**1,000.00**	**1,000.00**	**-384.00**	**0.00**	**616.00**	**38.40**
		-384.00			**-384.00**			
Total Group 1: Segment 3: Department	Code: 154 - MUNICIPAL	**-384.00**	**1,000.00**	**1,000.00**	**-384.00**	**0.00**	**616.00**	**38.40**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 155 - MANAGEMENT INFORMATION SYSTEMS							
Salaries								
0100-5-155-021-51100	SALARIES FULL-TIME	-69,752.23	102,462.00	102,462.00	-69,752.23	0.00	32,709.77	68.08
0100-5-155-021-51110	SALARIES PART-TIME	-9,808.40	26,283.00	26,283.00	-9,808.40	0.00	16,474.60	37.32
Total Group 3: Salaries		**-79,560.63**	**128,745.00**	**128,745.00**	**-79,560.63**	**0.00**	**49,184.37**	**61.80**
Expenses								
0100-5-155-020-52540	COMPUTER EQUIP. REPAIR MAINT.	-8,913.35	7,900.00	7,900.00	-8,913.35	0.00	-1,013.35	112.83
0100-5-155-020-53070	EMPLOYEE TRAINING PROF. TECH.	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-155-020-53880	CONTRACTED SERV. OTHER SERVICES	-7,715.29	5,000.00	5,000.00	-7,715.29	0.00	-2,715.29	154.31
0100-5-155-021-52540	COMPUTER EQUIP. REPAIR MAINT.	-122,752.87	124,708.00	124,708.00	-122,752.87	0.00	1,955.13	98.43
0100-5-155-021-53070	EMPLOYEE TRAINING PROF. TECH	-2,000.00	1,000.00	1,000.00	-2,000.00	0.00	-1,000.00	200.00
0100-5-155-021-53430	DATA COMMUNICATIONS	-3,874.89	3,420.00	3,420.00	-3,874.89	0.00	-454.89	113.30
0100-5-155-021-53880	CONTRACTED SERVICES OTHER SERVI	-35,770.80	27,846.00	27,846.00	-35,770.80	0.00	-7,924.80	128.46
0100-5-155-021-55840	COMPUTER SUPPLIES	-8,526.60	9,000.00	9,000.00	-8,526.60	0.00	473.40	94.74
0100-5-155-021-57100	IN-STATE TRAVEL	-61.35	600.00	600.00	-61.35	0.00	538.65	10.23
0100-5-155-021-58700	REPLACEMENT EQUIPMENT	-39,070.82	40,000.00	40,000.00	-39,070.82	0.00	929.18	97.68
Total Group 3: Expenses		**-228,685.97**	**220,474.00**	**220,474.00**	**-228,685.97**	**0.00**	**-8,211.97**	**103.72**
		-308,246.60			**-308,246.60**			
Total Group 1: Segment 3: Department	Code: 155 -	**-308,246.60**	**349,219.00**	**349,219.00**	**-308,246.60**	**0.00**	**40,972.40**	**88.27**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 159 - OTHER OPERATION SUPPORT							
Expenses								
0100-5-159-000-52100	ELECTRICITY	0.00	294,001.00	301,760.47	0.00	0.00	301,760.47	0.00
0100-5-159-000-52110	HEAT	0.00	57,225.00	57,225.00	0.00	0.00	57,225.00	0.00
0100-5-159-000-53410	TELEPHONE COMMUNICATIONS	-16,966.66	27,800.00	27,800.00	-16,966.66	0.00	10,833.34	61.03
0100-5-159-000-53430	WIRELESS PHONE COMMUNICATIONS	-21,854.61	20,974.00	20,974.00	-21,854.61	0.00	-880.61	104.20
0100-5-159-001-52100	TOWN HOUSE-ELECTRICITY	-11,532.62	0.00	0.00	-11,532.62	0.00	-11,532.62	0.00
0100-5-159-001-52110	TOWN HOUSE-HEAT	-4,037.48	0.00	0.00	-4,037.48	0.00	-4,037.48	0.00
0100-5-159-002-52100	HISTORICAL BLDG-ELECTRICITY	-781.18	0.00	0.00	-781.18	0.00	-781.18	0.00
0100-5-159-002-52110	HISTORICAL BLDG-HEAT	-948.74	0.00	0.00	-948.74	0.00	-948.74	0.00
0100-5-159-003-52100	LIBRARY-ELECTRICITY	-15,272.35	0.00	0.00	-15,272.35	0.00	-15,272.35	0.00
0100-5-159-003-52110	LIBRARY-HEAT	-4,998.73	0.00	0.00	-4,998.73	0.00	-4,998.73	0.00
0100-5-159-004-52100	FIRE-ELECTRICITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-159-004-52110	FIRE-HEAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-159-006-52100	DPW-ELECTRICITY	-198,389.76	0.00	0.00	-198,389.76	0.00	-198,389.76	0.00
0100-5-159-006-52110	DPW-HEAT	-9,965.60	0.00	0.00	-9,965.60	0.00	-9,965.60	0.00
0100-5-159-011-52100	CORDAVILLE-ELECTRICITY	-6,858.48	0.00	0.00	-6,858.48	0.00	-6,858.48	0.00
0100-5-159-011-52110	CORDAVILLE-HEAT	-4,391.65	0.00	0.00	-4,391.65	0.00	-4,391.65	0.00
0100-5-159-012-52100	CULTURAL ARTS-ELECTRICITY	-4,966.59	0.00	0.00	-4,966.59	0.00	-4,966.59	0.00
0100-5-159-012-52110	CULTURAL ARTS-HEAT	-6,455.61	0.00	0.00	-6,455.61	0.00	-6,455.61	0.00
0100-5-159-015-52100	PUBLIC SAFETY BLDG- ELECTRIC	-78,354.88	0.00	0.00	-78,354.88	0.00	-78,354.88	0.00
0100-5-159-015-52110	PUBLIC SAFETY BLDG- HEAT	-21,984.53	0.00	0.00	-21,984.53	0.00	-21,984.53	0.00
Total Group 3: Expenses		**-407,759.47**	**400,000.00**	**407,759.47**	**-407,759.47**	**0.00**	**0.00**	**100.00**
		-407,759.47			**-407,759.47**			
Total Group 1: Segment 3: Department	Code: 159 - OTHER	**-407,759.47**	**400,000.00**	**407,759.47**	**-407,759.47**	**0.00**	**0.00**	**100.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 160 - ELECTED TOWN CLERK							
Salaries								
0100-5-160-000-51110	SALARIES PART-TIME	-87,695.00	87,695.00	87,695.00	-87,695.00	0.00	0.00	100.00
Total Group 3: Salaries		**-87,695.00**	**87,695.00**	**87,695.00**	**-87,695.00**	**0.00**	**0.00**	**100.00**
		-87,695.00			**-87,695.00**			
Total Group 1: Segment 3: Department	Code: 160 - ELECTED	**-87,695.00**	**87,695.00**	**87,695.00**	**-87,695.00**	**0.00**	**0.00**	**100.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 161 - TOWN CLERK							
Salaries								
0100-5-161-000-51100	SALARIES FULL-TIME	-91,084.54	88,984.00	91,084.54	-91,084.54	0.00	0.00	100.00
0100-5-161-000-51110	SALARIES PART-TIME	-0.04	0.00	0.00	-0.04	0.00	-0.04	0.00
0100-5-161-000-51200	TEMPORARY POSITIONS	-37,186.37	37,599.00	37,599.00	-37,186.37	0.00	412.63	98.90
0100-5-161-000-51300	SALARIES OVERTIME	-12,035.62	4,663.00	12,035.62	-12,035.62	0.00	0.00	100.00
Total Group 3: Salaries		**-140,306.57**	**131,246.00**	**140,719.16**	**-140,306.57**	**0.00**	**412.59**	**99.71**
Expenses								
0100-5-161-000-52460	OFFICE EQUIPMENT REPAIR MAINT.	-366.00	600.00	600.00	-366.00	0.00	234.00	61.00
0100-5-161-000-53070	EMPLOYEE TRAINING PROF. TECH.	-1,715.00	3,225.00	3,225.00	-1,715.00	0.00	1,510.00	53.18
0100-5-161-000-53440	PRINT MAIL COMMUNICATIONS	-4,978.22	6,500.00	6,500.00	-4,978.22	0.00	1,521.78	76.59
0100-5-161-000-53880	CONTRACTED SERV. OTHER SERVICES	-14,216.20	14,225.00	14,225.00	-14,216.20	0.00	8.80	99.94
0100-5-161-000-54220	OTHER OFFICE SUPPLIES	-23,228.14	18,150.00	18,654.65	-23,228.14	0.00	-4,573.49	124.52
0100-5-161-000-54900	FOOD FOOD SERVICE SUPPLIES	-3,317.09	1,841.00	1,841.00	-3,317.09	0.00	-1,476.09	180.18
0100-5-161-000-55880	OTHER SUPPLIES-DOG TAGS	-400.41	200.00	200.00	-400.41	0.00	-200.41	200.21
0100-5-161-000-57100	IN-STATE TRAVEL	-713.18	2,761.00	2,761.00	-713.18	0.00	2,047.82	25.83
0100-5-161-000-57300	DUES	-150.00	165.00	165.00	-150.00	0.00	15.00	90.91
0100-5-161-000-57400	INSURANCE PREMIUMS	-100.00	600.00	600.00	-100.00	0.00	500.00	16.67
Total Group 3: Expenses		**-49,184.24**	**48,267.00**	**48,771.65**	**-49,184.24**	**0.00**	**-412.59**	**100.85**
		-189,490.81			**-189,490.81**			
Total Group 1: Segment 3: Department	Code: 161 - TOWN	**-189,490.81**	**179,513.00**	**189,490.81**	**-189,490.81**	**0.00**	**0.00**	**100.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 162 - ELECTION AND REGISTRATION							
Salaries								
0100-5-162-000-51200	TEMPORARY POSITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Group 3: Salaries		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 162 - ELECTION	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 171 - CONSERVATION COMMISSION							
Salaries								
0100-5-171-000-51100	SALARIES FULL-TIME	-70,319.90	70,252.00	70,252.00	-70,319.90	0.00	-67.90	100.10
Total Group 3: Salaries		**-70,319.90**	**70,252.00**	**70,252.00**	**-70,319.90**	**0.00**	**-67.90**	**100.10**
Expenses								
0100-5-171-000-53070	EMPLOYEE TRAINING PROF. TECH.	-423.00	800.00	800.00	-423.00	0.00	377.00	52.88
0100-5-171-000-53100	ADVERTISING PROF. TECH.	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-171-000-53840	CONSERV. PROPERTIES ACCESS. MAIN	-24,434.96	25,000.00	25,000.00	-24,434.96	0.00	565.04	97.74
0100-5-171-000-53880	CONTRACTED SERVICES	-2,253.68	3,110.00	3,110.00	-2,253.68	0.00	856.32	72.47
0100-5-171-000-54220	OTHER OFFICE SUPPLIES	-352.48	700.00	700.00	-352.48	0.00	347.52	50.35
0100-5-171-000-57100	IN-STATE TRAVEL	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-171-000-57300	DUES	-777.00	900.00	900.00	-777.00	0.00	123.00	86.33
0100-5-171-000-57850	RECORDING INSTRUMENTS	-105.00	75.00	75.00	-105.00	0.00	-30.00	140.00
Total Group 3: Expenses		**-28,346.12**	**31,235.00**	**31,235.00**	**-28,346.12**	**0.00**	**2,888.88**	**90.75**
		-98,666.02			**-98,666.02**			
Total Group 1: Segment 3: Department	Code: 171 -	**-98,666.02**	**101,487.00**	**101,487.00**	**-98,666.02**	**0.00**	**2,820.98**	**97.22**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 175 - PLANNING BOARD							
Salaries								
0100-5-175-000-51100	SALARIES FULL-TIME	-143,333.86	143,668.00	143,668.00	-143,333.86	0.00	334.14	99.77
Total Group 3: Salaries		**-143,333.86**	**143,668.00**	**143,668.00**	**-143,333.86**	**0.00**	**334.14**	**99.77**
Expenses								
0100-5-175-000-53070	EMPLOYEE TRAINING PROF. TECH.	-498.00	3,200.00	3,200.00	-498.00	0.00	2,702.00	15.56
0100-5-175-000-53100	ADVERTISING PROF. TECH.	-332.80	1,000.00	1,000.00	-332.80	0.00	667.20	33.28
0100-5-175-000-53880	MISC. CONTRACTED SERVICES	-23,200.00	17,400.00	17,400.00	-23,200.00	0.00	-5,800.00	133.33
0100-5-175-000-54200	STATIONERY OFFICE SUPPLIES	0.00	200.00	200.00	0.00	0.00	200.00	0.00
0100-5-175-000-54220	OTHER OFFICE SUPPLIES	-596.65	1,000.00	1,000.00	-596.65	0.00	403.35	59.67
0100-5-175-000-57100	IN-STATE TRAVEL	-67.85	700.00	700.00	-67.85	0.00	632.15	9.69
0100-5-175-000-57200	OUT-OF-STATE TRAVEL	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-175-000-57300	DUES	-3,324.90	4,070.00	4,070.00	-3,324.90	0.00	745.10	81.69
Total Group 3: Expenses		**-28,020.20**	**27,720.00**	**27,720.00**	**-28,020.20**	**0.00**	**-300.20**	**101.08**
		-171,354.06			**-171,354.06**			
Total Group 1: Segment 3: Department	Code: 175 - PLANNING	**-171,354.06**	**171,388.00**	**171,388.00**	**-171,354.06**	**0.00**	**33.94**	**99.98**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 176 - ZONING BOARD OF APPEALS							
Salaries								
0100-5-176-000-51100	SALARIES FULL-TIME	-10,410.21	22,854.00	22,854.00	-10,410.21	0.00	12,443.79	45.55
Total Group 3: Salaries		**-10,410.21**	**22,854.00**	**22,854.00**	**-10,410.21**	**0.00**	**12,443.79**	**45.55**
Expenses								
0100-5-176-000-53070	EMPL. TRAINING PROF TECH	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-176-000-53100	ADVERTISING PROF. TECH.	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-176-000-53880	CONTRACTED SERV. OTHER SERVICES	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
0100-5-176-000-54220	OTHER OFFICE SUPPLIES	-69.98	300.00	300.00	-69.98	0.00	230.02	23.33
Total Group 3: Expenses		**-69.98**	**3,200.00**	**3,200.00**	**-69.98**	**0.00**	**3,130.02**	**2.19**
		-10,480.19			**-10,480.19**			
Total Group 1: Segment 3: Department	Code: 176 - ZONING	**-10,480.19**	**26,054.00**	**26,054.00**	**-10,480.19**	**0.00**	**15,573.81**	**40.22**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 177 - OPEN SPACE							
Expenses								
0100-5-177-000-53070	EMPLOYEE TRAINING PROF. TECH.	-750.00	750.00	750.00	-750.00	0.00	0.00	100.00
0100-5-177-000-54220	OTHER OFFICE SUPPLIES	-443.85	500.00	500.00	-443.85	0.00	56.15	88.77
0100-5-177-000-55100	EDUCATION SUPPLIES	-750.00	750.00	750.00	-750.00	0.00	0.00	100.00
Total Group 3: Expenses		**-1,943.85**	**2,000.00**	**2,000.00**	**-1,943.85**	**0.00**	**56.15**	**97.19**
		-1,943.85			**-1,943.85**			
Total Group 1: Segment 3: Department	Code: 177 - OPEN	**-1,943.85**	**2,000.00**	**2,000.00**	**-1,943.85**	**0.00**	**56.15**	**97.19**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 182 - ECONOMIC DEVELOPMENT							
Salaries								
0100-5-182-000-51110	SALARIES PART-TIME	-26,776.40	26,563.00	26,563.00	-26,776.40	0.00	-213.40	100.80
Total Group 3: Salaries		**-26,776.40**	**26,563.00**	**26,563.00**	**-26,776.40**	**0.00**	**-213.40**	**100.80**
Expenses								
0100-5-182-000-53440	PRINTING SERVICES	-2,125.00	3,500.00	3,500.00	-2,125.00	0.00	1,375.00	60.71
0100-5-182-000-53800	OTHER CONTRACTED SERVICES	-9,004.87	10,000.00	10,000.00	-9,004.87	0.00	995.13	90.05
0100-5-182-000-54210	OTHER OFFICE SUPPLIES	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-182-000-57100	IN-STATE TRAVEL	0.00	100.00	100.00	0.00	0.00	100.00	0.00
0100-5-182-000-57300	DUES AND MEMBERSHIPS	-125.00	800.00	800.00	-125.00	0.00	675.00	15.63
Total Group 3: Expenses		**-11,254.87**	**14,900.00**	**14,900.00**	**-11,254.87**	**0.00**	**3,645.13**	**75.54**
		-38,031.27			**-38,031.27**			
Total Group 1: Segment 3: Department	Code: 182 - ECONOMIC	**-38,031.27**	**41,463.00**	**41,463.00**	**-38,031.27**	**0.00**	**3,431.73**	**91.72**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 192 - PUBLIC BUILDINGS PROPERTIES MAINTENANCE							
Salaries								
0100-5-192-000-51100	SALARIES FULL-TIME	-312,802.66	319,073.00	319,073.00	-312,802.66	0.00	6,270.34	98.03
0100-5-192-000-51110	SALARIES PART-TIME	-23,112.36	33,587.00	33,587.00	-23,112.36	0.00	10,474.64	68.81
0100-5-192-000-51300	SALARIES OVERTIME	-2,410.47	0.00	0.00	-2,410.47	0.00	-2,410.47	0.00
0100-5-192-000-51450	LONGEVITY	-1,200.00	1,200.00	1,200.00	-1,200.00	0.00	0.00	100.00
0100-5-192-000-51950	STIPEND	-13,852.09	13,808.00	13,808.00	-13,852.09	0.00	-44.09	100.32
Total Group 3: Salaries		**-353,377.58**	**367,668.00**	**367,668.00**	**-353,377.58**	**0.00**	**14,290.42**	**96.11**
Expenses								
0100-5-192-000-52420	VEHICLE REPAIR MAINTENANCE	-1,413.93	500.00	500.00	-1,413.93	0.00	-913.93	282.79
0100-5-192-000-52540	COMPUTER EQUIP REPAIR MAINTENAN	-2,675.00	2,600.00	2,600.00	-2,675.00	0.00	-75.00	102.88
0100-5-192-000-52840	EQUIPMENT RENTALS	-2,054.00	3,000.00	3,000.00	-2,054.00	0.00	946.00	68.47
0100-5-192-000-52930	REFUSE DISPOSAL	-8,714.00	8,430.00	8,430.00	-8,714.00	0.00	-284.00	103.37
0100-5-192-000-52940	SEPTIC PUMPING OTHER PROPERTY	-6,275.00	6,390.00	6,390.00	-6,275.00	0.00	115.00	98.20
0100-5-192-000-53070	EMPLOYEE TRAINING PROF. TECH.	-498.35	500.00	500.00	-498.35	0.00	1.65	99.67
0100-5-192-000-53100	ADVERTISING PROF. TECH.	-121.08	175.00	175.00	-121.08	0.00	53.92	69.19
0100-5-192-000-53430	WIRELESS PHONESCOMMUNICATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-192-000-53880	CONTRACTED SVCS-CLEANING	-75,607.70	78,295.00	78,295.00	-75,607.70	0.00	2,687.30	96.57
0100-5-192-000-54220	OTHER OFFICE SUPPLIES	-820.88	750.00	750.00	-820.88	0.00	-70.88	109.45
0100-5-192-000-54500	CUSTODIAL SUPPLIES	-7,051.79	6,825.00	6,825.00	-7,051.79	0.00	-226.79	103.32
0100-5-192-000-55410	SMALL TOOLS	-4,917.59	2,275.00	2,275.00	-4,917.59	0.00	-2,642.59	216.16
0100-5-192-000-55420	SERVICE SUPPLIES	-5,591.10	5,723.00	5,723.00	-5,591.10	0.00	131.90	97.70
0100-5-192-000-55850	UNIFORMS	-1,916.50	1,500.00	1,500.00	-1,916.50	0.00	-416.50	127.77
0100-5-192-000-57100	IN-STATE TRAVEL	-525.71	600.00	600.00	-525.71	0.00	74.29	87.62
0100-5-192-000-57300	DUES	-400.00	400.00	400.00	-400.00	0.00	0.00	100.00
0100-5-192-000-58500	ADDITIONAL EQUIPMENT	-4,058.95	2,000.00	2,000.00	-4,058.95	0.00	-2,058.95	202.95
0100-5-192-001-52400	TOWN HOUSE BUILDING MAINT.	-4,622.07	13,522.00	13,522.00	-4,622.07	0.00	8,899.93	34.18
0100-5-192-001-53880	TOWN HOUSE CONTRACTED SERVICES	-8,460.92	6,447.00	6,447.00	-8,460.92	0.00	-2,013.92	131.24
0100-5-192-002-53880	HISTORICAL BLDG-CONTRACTED SVCS	-19.26	0.00	0.00	-19.26	0.00	-19.26	0.00
0100-5-192-003-52400	LIBRARY BUILDING MAINT.	-244.11	1,779.00	1,779.00	-244.11	0.00	1,534.89	13.72
0100-5-192-003-53880	LIBRARY CONTRACTED SERVICES	-3,253.39	2,442.00	2,442.00	-3,253.39	0.00	-811.39	133.23
0100-5-192-004-52400	FIRE HEADQUARTERS-BUILDING MAINT.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-192-004-53880	FIRE DEPT CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-192-005-53880	POLICE CONTRACTED SERVICES	0.00	21,123.00	0.00	0.00	0.00	0.00	0.00
0100-5-192-006-52400	DPW BUILDING MAINT.	-415.29	257.00	257.00	-415.29	0.00	-158.29	161.59
0100-5-192-006-53880	DPW CONTRACTED SERVICES	-5,118.31	1,680.00	1,680.00	-5,118.31	0.00	-3,438.31	304.66
0100-5-192-007-53880	TRANSFER STATION CONTRACTED SER	-490.00	840.00	840.00	-490.00	0.00	350.00	58.33
0100-5-192-008-53880	FIRE STATION II CONTRACTED SERVICE	-462.84	686.00	686.00	-462.84	0.00	223.16	67.47
0100-5-192-011-52300	WATER-DOMESTIC CORDAVILLE HALL	-148.34	350.00	350.00	-148.34	0.00	201.66	42.38
0100-5-192-011-52400	9 CORDAVILLE RD. MAINT.	-1,593.17	1,418.00	1,418.00	-1,593.17	0.00	-175.17	112.35
0100-5-192-011-53880	9 CORDAVILLE CONTRACTED SERVICES	-5,565.31	8,417.00	8,417.00	-5,565.31	0.00	2,851.69	66.12
0100-5-192-012-52300	CULTURAL ARTS - WATER	-137.44	200.00	200.00	-137.44	0.00	62.56	68.72
0100-5-192-012-52400	CULTURAL ARTS -GENERAL EXPENSES	-256.17	0.00	0.00	-256.17	0.00	-256.17	0.00
0100-5-192-012-53880	CULTURAL ARTS-CONTRACTED SERVIC	-2,228.73	1,122.00	1,122.00	-2,228.73	0.00	-1,106.73	198.64
0100-5-192-014-52400	GOLF COURSE MAINT	-147.86	0.00	0.00	-147.86	0.00	-147.86	0.00
0100-5-192-014-53880	GOLF COURSE CONTRACTED SERVICES	-181.40	0.00	0.00	-181.40	0.00	-181.40	0.00
0100-5-192-015-52400	PUBLIC SAFETY BLDG - BUILDING MAINT	-3,189.78	0.00	0.00	-3,189.78	0.00	-3,189.78	0.00
0100-5-192-015-53880	PUBLIC SAFETY BLDG- CONTRACT SER	-18,410.06	0.00	21,123.00	-18,410.06	0.00	2,712.94	87.16
Total Group 3: Expenses		**-177,586.03**	**180,246.00**	**180,246.00**	**-177,586.03**	**0.00**	**2,659.97**	**98.52**
		-530,963.61			**-530,963.61**			
Total Group 1: Segment 3: Department	Code: 192 - PUBLIC	**-530,963.61**	**547,914.00**	**547,914.00**	**-530,963.61**	**0.00**	**16,950.39**	**96.91**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 193 - ADA COMMITTEE							
Expenses								
0100-5-193-000-53880	CONTRACTED SERVICES	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
Total Group 3: Expenses		**0.00**	**2,500.00**	**2,500.00**	**0.00**	**0.00**	**2,500.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 193 - ADA	**0.00**	**2,500.00**	**2,500.00**	**0.00**	**0.00**	**2,500.00**	**0.00**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 210 - POLICE DEPARTMENT							
Salaries								
0100-5-210-000-51100	SALARIES FULL-TIME	-1,678,381.41	1,721,275.00	1,721,275.00	-1,678,381.41	0.00	42,893.59	97.51
0100-5-210-000-51110	SALARIES PART-TIME	-19,805.00	17,307.00	17,307.00	-19,805.00	0.00	-2,498.00	114.43
0100-5-210-000-51300	SALARIES OVERTIME	-176,368.94	155,884.00	155,884.00	-176,368.94	0.00	-20,484.94	113.14
0100-5-210-000-51410	HOLIDAY	-58,143.12	70,551.00	70,551.00	-58,143.12	0.00	12,407.88	82.41
0100-5-210-000-51430	SHIFT DIFFERENTIAL	-31,144.20	34,376.00	34,376.00	-31,144.20	0.00	3,231.80	90.60
0100-5-210-000-51440	EDUCATION INCENTIVE	-56,753.76	49,297.00	49,297.00	-56,753.76	0.00	-7,456.76	115.13
0100-5-210-000-51450	LONGEVITY	-9,800.00	9,600.00	9,600.00	-9,800.00	0.00	-200.00	102.08
0100-5-210-000-51520	FMLA LEAVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-210-000-51540	COURT LEAVE FRINGE BENEFITS	-2,361.51	8,610.00	8,610.00	-2,361.51	0.00	6,248.49	27.43
0100-5-210-000-51900	TUITION REIMBURSEMENT	-13,701.17	10,000.00	10,000.00	-13,701.17	0.00	-3,701.17	137.01
0100-5-210-000-51910	CAREER INCENTIVE QUINN BILL	-81,869.85	81,914.00	81,914.00	-81,869.85	0.00	44.15	99.95
0100-5-210-000-51950	STIPENDS	-20,079.95	23,000.00	23,000.00	-20,079.95	0.00	2,920.05	87.30
0100-5-210-000-51951	OFFICER-IN-CHARGE	-2,034.00	1,896.00	1,896.00	-2,034.00	0.00	-138.00	107.28
Total Group 3: Salaries		**-2,150,442.91**	**2,183,710.00**	**2,183,710.00**	**-2,150,442.91**	**0.00**	**33,267.09**	**98.48**
Expenses								
0100-5-210-000-52540	COMPUTER EQUIP. REPAIR MAINT.	-23,416.63	18,805.00	18,805.00	-23,416.63	0.00	-4,611.63	124.52
0100-5-210-000-52560	RADIO REPAIR REPAIR MAINT.	-3,139.82	1,100.00	1,100.00	-3,139.82	0.00	-2,039.82	285.44
0100-5-210-000-53000	MEDICAL DENTAL PROF. TECH.	-5,060.00	1,992.00	1,992.00	-5,060.00	0.00	-3,068.00	254.02
0100-5-210-000-53070	EMPLOYEE TRAINING PROF. TECH.	-8,509.62	11,000.00	11,000.00	-8,509.62	0.00	2,490.38	77.36
0100-5-210-000-53410	DATA PROCESS LINES COMMUNICATIO	-3,360.22	3,480.00	3,480.00	-3,360.22	0.00	119.78	96.56
0100-5-210-000-53420	POSTAGE COMMUNICATIONS	-588.82	610.00	610.00	-588.82	0.00	21.18	96.53
0100-5-210-000-53880	MISC. CONTRACTED SERVICES	-21,177.15	16,500.00	21,250.00	-21,177.15	0.00	72.85	99.66
0100-5-210-000-54200	STATIONERY OFFICE SUPPLIES	-3,646.15	4,000.00	4,000.00	-3,646.15	0.00	353.85	91.15
0100-5-210-000-54220	OTHER OFFICE SUPPLIES	-1,552.98	2,000.00	2,000.00	-1,552.98	0.00	447.02	77.65
0100-5-210-000-54820	BATTERIES VEHICLE SUPPLIES	-6,625.00	5,540.00	5,540.00	-6,625.00	0.00	-1,085.00	119.58
0100-5-210-000-54850	PARTS ACCESS. VEHICLE SUPPLIES	-12,727.15	13,750.00	9,000.00	-12,727.15	0.00	-3,727.15	141.41
0100-5-210-000-54900	FOOD FOOD SERVICE SUPPLIES	-891.13	1,000.00	1,000.00	-891.13	0.00	108.87	89.11
0100-5-210-000-55000	MEDICAL SURGICAL SUPPLIES	-1,409.23	1,600.00	1,600.00	-1,409.23	0.00	190.77	88.08
0100-5-210-000-55820	AMMUNITION CRIME PREVENTION SUPP	-12,247.38	10,000.00	10,000.00	-12,247.38	0.00	-2,247.38	122.47
0100-5-210-000-55830	SUBSCRIPTIONS	-912.50	920.00	920.00	-912.50	0.00	7.50	99.18
0100-5-210-000-55850	UNIFORMS	-29,663.95	26,650.00	26,650.00	-29,663.95	0.00	-3,013.95	111.31

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-210-000-57100	IN-STATE TRAVEL	-217.85	200.00	200.00	-217.85	0.00	-17.85	108.93
0100-5-210-000-57200	OUT-OF-STATE TRAVEL	0.00	543.00	543.00	0.00	0.00	543.00	0.00
0100-5-210-000-57300	DUES	-2,770.00	2,610.00	2,610.00	-2,770.00	0.00	-160.00	106.13
0100-5-210-000-58500	NEW EQUIPMENT	-1,187.50	4,000.00	4,000.00	-1,187.50	0.00	2,812.50	29.69
0100-5-210-000-58700	REPLACEMENT EQUIPMENT	-3,924.92	4,100.00	4,100.00	-3,924.92	0.00	175.08	95.73
Total Group 3: Expenses		**-143,028.00**	**130,400.00**	**130,400.00**	**-143,028.00**	**0.00**	**-12,628.00**	**109.68**
		-2,293,470.91			**-2,293,470.91**			
Total Group 1: Segment 3: Department	Code: 210 - POLICE	**-2,293,470.91**	**2,314,110.00**	**2,314,110.00**	**-2,293,470.91**	**0.00**	**20,639.09**	**99.11**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 220 - FIRE DEPARTMENT							
Salaries								
0100-5-220-000-51100	SALARIES FULL-TIME	-1,613,057.41	1,630,233.00	1,630,233.00	-1,613,057.41	0.00	17,175.59	98.95
0100-5-220-000-51110	SALARIES PART-TIME	-12,626.00	10,000.00	10,000.00	-12,626.00	0.00	-2,626.00	126.26
0100-5-220-000-51300	SALARIES OVERTIME	-279,737.28	273,500.00	273,500.00	-279,737.28	0.00	-6,237.28	102.28
0100-5-220-000-51410	HOLIDAY	-19,464.17	22,000.00	22,000.00	-19,464.17	0.00	2,535.83	88.47
0100-5-220-000-51440	EDUCATION INCENTIVE	-2,700.00	2,700.00	2,700.00	-2,700.00	0.00	0.00	100.00
0100-5-220-000-51450	LONGEVITY	-11,400.00	11,100.00	11,100.00	-11,400.00	0.00	-300.00	102.70
0100-5-220-000-51900	TUITION REIMBURSEMENT	-5,988.80	9,850.00	9,850.00	-5,988.80	0.00	3,861.20	60.80
0100-5-220-000-51950	STIPENDS	-122,536.96	130,376.00	130,376.00	-122,536.96	0.00	7,839.04	93.99
0100-5-220-000-51960	FIRE OTHER - EMT	-815.00	2,000.00	2,000.00	-815.00	0.00	1,185.00	40.75
Total Group 3: Salaries		**-2,068,325.62**	**2,091,759.00**	**2,091,759.00**	**-2,068,325.62**	**0.00**	**23,433.38**	**98.88**
Expenses								
0100-5-220-000-52300	WATER-DOMESTIC	-1,637.12	2,000.00	2,000.00	-1,637.12	0.00	362.88	81.86
0100-5-220-000-52420	VEHICLE MAINT. REPAIR	-34,165.93	50,000.00	50,000.00	-34,165.93	0.00	15,834.07	68.33
0100-5-220-000-52470	MEDICAL EQUIP. REPAIR MAINT.	-5,101.36	4,000.00	4,000.00	-5,101.36	0.00	-1,101.36	127.53
0100-5-220-000-52540	COMPUTER EQUIP. REPAIR MAINT.	-7,219.25	9,000.00	9,000.00	-7,219.25	0.00	1,780.75	80.21
0100-5-220-000-52560	RADIOS REPAIR MAINT.	-13,008.54	4,800.00	4,800.00	-13,008.54	0.00	-8,208.54	271.01
0100-5-220-000-52590	FIRERESCUE REPAIR MAINT.	-10,049.67	8,000.00	8,000.00	-10,049.67	0.00	-2,049.67	125.62
0100-5-220-000-53000	MEDICAL DENTAL PROF. TECH	-750.00	1,500.00	1,500.00	-750.00	0.00	750.00	50.00
0100-5-220-000-53070	EMPLOYEE TRAINING PROF. TECH.	-4,510.06	9,000.00	9,000.00	-4,510.06	0.00	4,489.94	50.11
0100-5-220-000-53100	ADVERTISING PROF. TECH.	-691.03	800.00	800.00	-691.03	0.00	108.97	86.38
0100-5-220-000-53120	FIRE PUBLIC SAFETY PROF AND TECH	-1,695.00	450.00	450.00	-1,695.00	0.00	-1,245.00	376.67
0100-5-220-000-53410	DATA PROCESS COMMUNICATION	0.00	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
0100-5-220-000-53430	WIRELESS PHONES COMMUNICATION	-3,533.85	3,300.00	3,300.00	-3,533.85	0.00	-233.85	107.09
0100-5-220-000-53880	CONTRACTED SERV. OTHER SERVICES	-37,194.39	40,000.00	40,000.00	-37,194.39	0.00	2,805.61	92.99
0100-5-220-000-54220	OTHER OFFICE SUPPLIES	-2,228.24	3,000.00	3,000.00	-2,228.24	0.00	771.76	74.27
0100-5-220-000-54510	BED LINENS CUSTODIAL SUPPLIES	-2,440.48	500.00	500.00	-2,440.48	0.00	-1,940.48	488.10
0100-5-220-000-54850	PARTS ACCESS.VEHICLE SUPPLIES	-4,043.32	7,000.00	7,000.00	-4,043.32	0.00	2,956.68	57.76
0100-5-220-000-54900	FOOD FOOD SERVICE SUPPLIES	-718.59	500.00	500.00	-718.59	0.00	-218.59	143.72
0100-5-220-000-55000	MEDICAL SURGICAL SUPPLIES	-23,815.03	23,000.00	23,000.00	-23,815.03	0.00	-815.03	103.54
0100-5-220-000-55800	FIREFIGHTING OTHER SUPPLIES	-6,662.40	6,000.00	6,000.00	-6,662.40	0.00	-662.40	111.04
0100-5-220-000-55830	MAGAZINES OTHER SUPPLIES	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-220-000-55850	UNIFORMS OTHER SUPPLIES	-11,572.98	9,000.00	9,000.00	-11,572.98	0.00	-2,572.98	128.59
0100-5-220-000-55855	UNIFORM ALLOWANCE REIMB.	-20,798.04	21,000.00	21,000.00	-20,798.04	0.00	201.96	99.04
0100-5-220-000-57100	IN-STATE TRAVEL	0.00	100.00	100.00	0.00	0.00	100.00	0.00
0100-5-220-000-57300	DUES	-5,603.89	5,400.00	5,400.00	-5,603.89	0.00	-203.89	103.78
0100-5-220-000-58700	REPLACEMENT EQUIPMENT	-3,743.75	4,000.00	4,000.00	-3,743.75	0.00	256.25	93.59
Total Group 3: Expenses		**-201,182.92**	**215,150.00**	**215,150.00**	**-201,182.92**	**0.00**	**13,967.08**	**93.51**
		-2,269,508.54			**-2,269,508.54**			
Total Group 1: Segment 3: Department	Code: 220 - FIRE	**-2,269,508.54**	**2,306,909.00**	**2,306,909.00**	**-2,269,508.54**	**0.00**	**37,400.46**	**98.38**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 241 - BUILDING DEPARTMENT							
Salaries								
0100-5-241-000-51100	SALARIES FULL-TIME	-149,363.50	149,584.00	149,584.00	-149,363.50	0.00	220.50	99.85
Total Group 3: Salaries		**-149,363.50**	**149,584.00**	**149,584.00**	**-149,363.50**	**0.00**	**220.50**	**99.85**
Expenses								
0100-5-241-000-53070	EMPLOYEE TRAINING PROF. TECH.	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
0100-5-241-000-53880	CONTRACTED SERV. OTHER SERV.	-3,300.00	2,500.00	2,500.00	-3,300.00	0.00	-800.00	132.00
0100-5-241-000-54220	OTHER OFFICE SUPPLIES	-83.23	1,000.00	1,000.00	-83.23	0.00	916.77	8.32
0100-5-241-000-54850	PARTS VEHICULAR SUPPLIES	-240.00	500.00	500.00	-240.00	0.00	260.00	48.00
0100-5-241-000-55100	EDUCATIONAL SUPPLIES	-175.14	600.00	600.00	-175.14	0.00	424.86	29.19
0100-5-241-000-55910	BUILDING OTHER SUPPLIES	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-241-000-57100	IN-STATE TRAVEL	-21.00	0.00	0.00	-21.00	0.00	-21.00	0.00
0100-5-241-000-57300	DUES	0.00	325.00	325.00	0.00	0.00	325.00	0.00
Total Group 3: Expenses		**-3,819.37**	**7,425.00**	**7,425.00**	**-3,819.37**	**0.00**	**3,605.63**	**51.44**
		-153,182.87			**-153,182.87**			
Total Group 1: Segment 3: Department	Code: 241 - BUILDING	**-153,182.87**	**157,009.00**	**157,009.00**	**-153,182.87**	**0.00**	**3,826.13**	**97.56**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 291 - CIVIL DEFENSE							
Salaries								
0100-5-291-000-51110	SALARIES PART TIME	-926.00	0.00	0.00	-926.00	0.00	-926.00	0.00
0100-5-291-000-51950	STIPENDS	-2,000.00	2,926.00	2,926.00	-2,000.00	0.00	926.00	68.35
Total Group 3: Salaries		**-2,926.00**	**2,926.00**	**2,926.00**	**-2,926.00**	**0.00**	**0.00**	**100.00**
Expenses								
0100-5-291-000-53880	MISC CONTRACTED SERVICES	-5,270.00	5,665.00	5,665.00	-5,270.00	0.00	395.00	93.03
0100-5-291-000-54220	OTHER OFFICE SUPPLIES	-265.71	367.00	367.00	-265.71	0.00	101.29	72.40
0100-5-291-000-54800	GASOLINE VEHICULAR SUPPLIES	-1,402.13	1,000.00	1,000.00	-1,402.13	0.00	-402.13	140.21
0100-5-291-000-57300	DUES	-55.00	60.00	60.00	-55.00	0.00	5.00	91.67
Total Group 3: Expenses		**-6,992.84**	**7,092.00**	**7,092.00**	**-6,992.84**	**0.00**	**99.16**	**98.60**
		-9,918.84			**-9,918.84**			
Total Group 1: Segment 3: Department	Code: 291 - CIVIL	**-9,918.84**	**10,018.00**	**10,018.00**	**-9,918.84**	**0.00**	**99.16**	**99.01**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 292 - ANIMAL CONTROL OFFICER ANIMAL INSPECTOR							
Expenses								
0100-5-292-000-53830	ANIMAL CONTROL OTHER SERVICES	-38.17	180.00	180.00	-38.17	0.00	141.83	21.21
0100-5-292-000-53880	CONTRACTED SERV. OTHER SERVICES	-27,555.96	28,110.00	28,110.00	-27,555.96	0.00	554.04	98.03
0100-5-292-000-54220	OTHER OFFICE SUPPLIES	0.00	200.00	200.00	0.00	0.00	200.00	0.00
Total Group 3: Expenses		**-27,594.13**	**28,490.00**	**28,490.00**	**-27,594.13**	**0.00**	**895.87**	**96.86**
		-27,594.13			**-27,594.13**			
Total Group 1: Segment 3: Department	Code: 292 - ANIMAL	**-27,594.13**	**28,490.00**	**28,490.00**	**-27,594.13**	**0.00**	**895.87**	**96.86**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 300 - ELECTED SCHOOL COMMITTEE							
Salaries								
0100-5-300-000-51000	ELECTED SCHOOL COMMITTEE	-100.00	500.00	500.00	-100.00	0.00	400.00	20.00
Total Group 3: Salaries		**-100.00**	**500.00**	**500.00**	**-100.00**	**0.00**	**400.00**	**20.00**
		-100.00			**-100.00**			
Total Group 1: Segment 3: Department	Code: 300 - ELECTED	**-100.00**	**500.00**	**500.00**	**-100.00**	**0.00**	**400.00**	**20.00**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 301 - SCHOOL DEPARTMENT							
Salaries								
0100-5-301-000-51100	SALARIES FULL-TIME	-17,354,550.16	17,026,262.00	17,026,262.00	-17,354,550.16	0.00	-328,288.16	101.93
Total Group 3: Salaries		**-17,354,550.16**	**17,026,262.00**	**17,026,262.00**	**-17,354,550.16**	**0.00**	**-328,288.16**	**101.93**
Expenses								
0100-5-301-000-53800	MISC CONTRACTED SERVICES	-2,499,992.26	0.00	0.00	-2,499,992.26	0.00	-2,499,992.26	0.00
0100-5-301-000-53880	CONTRACTED SERV. OTHER SERV.	-148.50	0.00	0.00	-148.50	0.00	-148.50	0.00
0100-5-301-000-54220	OFFICE SUPPLIES	-244,000.84	0.00	0.00	-244,000.84	0.00	-244,000.84	0.00
0100-5-301-000-55990	SERVICE SUPPLIES	-63,223.54	4,210,213.00	4,210,213.00	-63,223.54	0.00	4,146,989.46	1.50
0100-5-301-000-57000	OTHER CHARGES SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-301-000-57820	MISCELLANEOUS	-418,458.74	0.00	0.00	-418,458.74	0.00	-418,458.74	0.00
0100-5-301-000-58500	NEW EQUIPMENT	-56,610.89	0.00	0.00	-56,610.89	0.00	-56,610.89	0.00
Total Group 3: Expenses		**-3,282,434.77**	**4,210,213.00**	**4,210,213.00**	**-3,282,434.77**	**0.00**	**927,778.23**	**77.96**
		-20,636,984.93			**-20,636,984.93**			
Total Group 1: Segment 3: Department	Code: 301 - SCHOOL	**-20,636,984.93**	**21,236,475.00**	**21,236,475.00**	**-20,636,984.93**	**0.00**	**599,490.07**	**97.18**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 302 - ALGONQUIN ASSESSMENT							
Expenses								
0100-5-302-000-56700	ALGONQUIN REG ASSESSMENT	-7,766,842.00	7,766,842.00	7,766,842.00	-7,766,842.00	0.00	0.00	100.00
Total Group 3: Expenses		**-7,766,842.00**	**7,766,842.00**	**7,766,842.00**	**-7,766,842.00**	**0.00**	**0.00**	**100.00**
		-7,766,842.00			**-7,766,842.00**			
Total Group 1: Segment 3: Department	Code: 302 -	**-7,766,842.00**	**7,766,842.00**	**7,766,842.00**	**-7,766,842.00**	**0.00**	**0.00**	**100.00**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 304 - ASSABET ASSESSMENT							
Expenses								
0100-5-304-000-56700	ASSABET REGIONAL ASSESSMENT	-385,798.00	385,798.00	385,798.00	-385,798.00	0.00	0.00	100.00
Total Group 3: Expenses		**-385,798.00**	**385,798.00**	**385,798.00**	**-385,798.00**	**0.00**	**0.00**	**100.00**
		-385,798.00			**-385,798.00**			
Total Group 1: Segment 3: Department	Code: 304 - ASSABET	**-385,798.00**	**385,798.00**	**385,798.00**	**-385,798.00**	**0.00**	**0.00**	**100.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 305 - NORFOLK ASSESSMENT							
Expenses								
0100-5-305-000-56700	NORFOLK REGIONAL ASSESSMENT	-34,297.40	44,634.00	44,634.00	-34,297.40	0.00	10,336.60	76.84
Total Group 3: Expenses		**-34,297.40**	**44,634.00**	**44,634.00**	**-34,297.40**	**0.00**	**10,336.60**	**76.84**
		-34,297.40			**-34,297.40**			
Total Group 1: Segment 3: Department	Code: 305 - NORFOLK	**-34,297.40**	**44,634.00**	**44,634.00**	**-34,297.40**	**0.00**	**10,336.60**	**76.84**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 400 - DEPARTMENT OF PUBLIC WORKS							
Salaries								
0100-5-400-421-51100	SALARIES FULL-TIME	-746,765.17	787,905.00	787,905.00	-746,765.17	0.00	41,139.83	94.78
0100-5-400-421-51200	TEMPORARY POSITIONS	-4,740.76	22,500.00	22,500.00	-4,740.76	0.00	17,759.24	21.07
0100-5-400-421-51300	SALARIES DPW-ADMIN OVERTIME	-40,669.12	47,717.99	47,717.99	-40,669.12	0.00	7,048.87	85.23
0100-5-400-421-51450	LONGEVITY	-6,950.00	8,400.00	8,400.00	-6,950.00	0.00	1,450.00	82.74
0100-5-400-421-51470	STANDBY ADD. GROSS DIFF.	-21,200.00	20,800.00	20,800.00	-21,200.00	0.00	-400.00	101.92
0100-5-400-421-51520	FMLA	-358.87	0.00	0.00	-358.87	0.00	-358.87	0.00
0100-5-400-421-51950	STIPENDS	-25,550.11	16,350.00	16,350.00	-25,550.11	0.00	-9,200.11	156.27
0100-5-400-422-51450	LONGEVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100-5-400-423-51300	SALARIES SNOW & ICE OVERTIME	-70,366.79	96,882.01	96,882.01	-70,366.79	0.00	26,515.22	72.63
Total Group 3: Salaries		**-916,600.82**	**1,000,555.00**	**1,000,555.00**	**-916,600.82**	**0.00**	**83,954.18**	**91.61**
Expenses								
0100-5-400-421-52300	WATER-DOMESTIC	-941.33	594.00	594.00	-941.33	0.00	-347.33	158.47
0100-5-400-421-52400	DPW ADMIN BUILDING MAINT	-2,433.02	1,000.00	1,000.00	-2,433.02	0.00	-1,433.02	243.30
0100-5-400-421-52460	OFFICE EQUIP. MAINT. REPAIR	-1,216.02	1,000.00	1,000.00	-1,216.02	0.00	-216.02	121.60
0100-5-400-421-52540	COMPUTER EQUIP.REPAIR MAINT.	-6,782.78	4,200.00	4,200.00	-6,782.78	0.00	-2,582.78	161.49
0100-5-400-421-53000	MEDICAL DENTAL PROF. TECH.	-2,304.00	1,500.00	1,500.00	-2,304.00	0.00	-804.00	153.60
0100-5-400-421-53050	ENGINEERINGARCHITECT PROF. TECH.	-87,487.25	48,480.00	48,480.00	-87,487.25	0.00	-39,007.25	180.46
0100-5-400-421-53070	EMPLOYEE TRAINING PROF.TECH.	-1,985.22	3,900.00	3,900.00	-1,985.22	0.00	1,914.78	50.90
0100-5-400-421-53100	ADVERTISING PROF.TECH.	-2,209.46	1,000.00	1,000.00	-2,209.46	0.00	-1,209.46	220.95
0100-5-400-421-53420	POSTAGE COMMUNICATIONS	-2,294.68	3,000.00	3,000.00	-2,294.68	0.00	705.32	76.49
0100-5-400-421-53880	CONTRACTED SERV. OTHER SERV.	-55,739.84	72,640.00	72,640.00	-55,739.84	0.00	16,900.16	76.73
0100-5-400-421-54220	OTHER OFFICE SUPPLIES	-2,142.17	2,600.00	2,600.00	-2,142.17	0.00	457.83	82.39
0100-5-400-421-54800	GASOLINE	-63,376.74	75,000.00	75,000.00	-63,376.74	0.00	11,623.26	84.50
0100-5-400-421-55410	SMALL TOOLS	-78.98	500.00	500.00	-78.98	0.00	421.02	15.80
0100-5-400-421-55420	SERVICE SUPPLIES	-771.37	3,875.00	3,875.00	-771.37	0.00	3,103.63	19.91
0100-5-400-421-55850	UNIFORMS	-10,334.06	11,870.00	11,870.00	-10,334.06	0.00	1,535.94	87.06
0100-5-400-421-56500	SUASCO	-1,000.00	4,000.00	4,000.00	-1,000.00	0.00	3,000.00	25.00
0100-5-400-421-57100	IN-STATE TRAVEL	-9.70	200.00	200.00	-9.70	0.00	190.30	4.85
0100-5-400-421-57300	DUES	-782.50	545.00	545.00	-782.50	0.00	-237.50	143.58
0100-5-400-421-58500	ADDITIONAL EQUIPMENT	-580.00	1,250.00	1,250.00	-580.00	0.00	670.00	46.40
0100-5-400-422-52840	OTHER EQUIPMENT RENTALS LEASES	-483.00	950.00	950.00	-483.00	0.00	467.00	50.84

Group as: ****-*-111-***-*****

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Town of Southborough

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Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-400-422-53880	CONTRACTED SERV. OTHER SERV.	-15,090.26	26,720.00	26,720.00	-15,090.26	0.00	11,629.74	56.48
0100-5-400-422-55340	GRAVEL STONE FILL	-4,466.81	5,000.00	5,000.00	-4,466.81	0.00	533.19	89.34
0100-5-400-422-55370	BITUMINOUS CONCRETE	-11,769.03	13,000.00	13,000.00	-11,769.03	0.00	1,230.97	90.53
0100-5-400-422-55390	DRAINAGE MATERIALS	-137.60	3,000.00	3,000.00	-137.60	0.00	2,862.40	4.59
0100-5-400-422-55410	SMALL TOOLS	-820.20	1,000.00	1,000.00	-820.20	0.00	179.80	82.02
0100-5-400-422-55420	SERVICE SUPPLIES	-3,597.01	3,325.00	3,325.00	-3,597.01	0.00	-272.01	108.18
0100-5-400-422-58700	REPLACEMENT EQUIPMENT	-439.80	750.00	750.00	-439.80	0.00	310.20	58.64
0100-5-400-423-52910	SNOW REMOVAL CONTRACT	-108,427.52	163,850.00	156,000.00	-108,427.52	0.00	47,572.48	69.50
0100-5-400-423-53880	CONTRACTED SERV. OTHER SERV.	-2,188.85	1,040.00	1,040.00	-2,188.85	0.00	-1,148.85	210.47
0100-5-400-423-54900	FOOD FOOD SERVICE SUPPLIES	-1,475.78	1,750.00	1,750.00	-1,475.78	0.00	274.22	84.33
0100-5-400-423-55350	PUBLIC WORKS SUPPLIES	-196,142.25	185,000.00	185,000.00	-196,142.25	0.00	-11,142.25	106.02
0100-5-400-423-58700	REPLACEMENT EQUIPMENT	-1,746.99	1,000.00	1,000.00	-1,746.99	0.00	-746.99	174.70
0100-5-400-425-52420	VEHICLE REPAIR MAINT.	-9,274.01	3,100.00	3,100.00	-9,274.01	0.00	-6,174.01	299.16
0100-5-400-425-52500	CONST. EQUIP. MAINT. REPAIR	-35,915.55	31,600.00	31,600.00	-35,915.55	0.00	-4,315.55	113.66
0100-5-400-425-52560	RADIO REPAIR MAINT.	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-400-425-53880	CONTRACTED SERV. OTHER SERV.	-36,345.78	3,120.00	3,120.00	-36,345.78	0.00	-33,225.78	1,164.93
0100-5-400-425-54810	ANTI-FREEZE VEHICLE SUPPLIES	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-400-425-54820	BATTERIES VEHICLE SUPPLIES	-1,451.53	1,000.00	1,000.00	-1,451.53	0.00	-451.53	145.15
0100-5-400-425-54830	TIRES TUBES VEHICLE SUPPLIES	-21,511.66	5,000.00	5,000.00	-21,511.66	0.00	-16,511.66	430.23
0100-5-400-425-54840	MOTOR OIL LUBE VEHICLE SUPPLIES	-4,084.35	5,000.00	5,000.00	-4,084.35	0.00	915.65	81.69
0100-5-400-425-54850	PARTS ACCESS. VEHICLE SUPPLIES	-38,737.45	38,000.00	38,000.00	-38,737.45	0.00	-737.45	101.94
0100-5-400-425-55410	SMALL TOOLS	-1,916.34	3,000.00	3,000.00	-1,916.34	0.00	1,083.66	63.88
0100-5-400-425-55420	SERVICE SUPPLIES	-7,273.87	4,875.00	4,875.00	-7,273.87	0.00	-2,398.87	149.21
0100-5-400-425-58500	ADDITIONAL EQUIPMENT	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
0100-5-400-425-58700	REPLACEMENT EQUIPMENT	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-400-433-52300	WATER-DOMESTIC	-306.43	297.00	297.00	-306.43	0.00	-9.43	103.18
0100-5-400-433-52400	SOLID WASTE BUILDING MAINT	-70.83	500.00	500.00	-70.83	0.00	429.17	14.17
0100-5-400-433-52420	VEHICLE MAINT. REPAIR	-141.68	2,600.00	2,600.00	-141.68	0.00	2,458.32	5.45
0100-5-400-433-52830	RENTAL PORT-O-LETS	-1,069.56	1,050.00	1,050.00	-1,069.56	0.00	-19.56	101.86
0100-5-400-433-52840	OTHER EQUIPMENT RENTALS LEASES	0.00	750.00	750.00	0.00	0.00	750.00	0.00
0100-5-400-433-52930	REFUSE DISPOSAL	-286,063.92	235,000.00	235,000.00	-286,063.92	0.00	-51,063.92	121.73
0100-5-400-433-53050	ENGINEERINGARCHITECT PROF.TECH.	0.00	6,520.00	6,520.00	0.00	0.00	6,520.00	0.00
0100-5-400-433-53880	CONTRACTED SERVICES-OTHER SERVI	-15,115.39	6,240.00	6,240.00	-15,115.39	0.00	-8,875.39	242.23
0100-5-400-433-55410	SMALL TOOLS	0.00	250.00	250.00	0.00	0.00	250.00	0.00

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0100-5-400-433-55420	SERVICE SUPPLIES	-146.28	1,085.00	1,085.00	-146.28	0.00	938.72	13.48
0100-5-400-491-52300	WATER-DOMESTIC	-261.33	1,215.00	1,215.00	-261.33	0.00	953.67	21.51
0100-5-400-491-52320	WATER -IRRIGATION	-93.75	0.00	0.00	-93.75	0.00	-93.75	0.00
0100-5-400-491-52400	CEMETERY BUILDING MAINT	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-400-491-52420	VEHICLE REPAIR MAINT.	0.00	1,700.00	1,700.00	0.00	0.00	1,700.00	0.00
0100-5-400-491-52840	OTHER EQUIPMENT RENTALS LEASES	0.00	100.00	100.00	0.00	0.00	100.00	0.00
0100-5-400-491-53880	CONTRACTED SERV.-OTHER SERVICES	-5,016.00	4,160.00	4,160.00	-5,016.00	0.00	-856.00	120.58
0100-5-400-491-54600	GROUNDSKEEPING SUPPLIES	-1,527.21	1,500.00	1,500.00	-1,527.21	0.00	-27.21	101.81
0100-5-400-491-55340	GRAVEL STONE FILL	-192.00	1,000.00	1,000.00	-192.00	0.00	808.00	19.20
0100-5-400-491-55410	SMALL TOOLS	-630.90	500.00	500.00	-630.90	0.00	-130.90	126.18
0100-5-400-491-55420	SERVICE SUPPLIES	-3,512.74	2,015.00	2,015.00	-3,512.74	0.00	-1,497.74	174.33
0100-5-400-491-57300	CEMETERY DUES	-100.00	150.00	150.00	-100.00	0.00	50.00	66.67
0100-5-400-491-58500	ADDITIONAL EQUIPMENT	0.00	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00
0100-5-400-491-58700	REPLACEMENT EQUIPMENT	-2,639.72	400.00	400.00	-2,639.72	0.00	-2,239.72	659.93
0100-5-400-492-53070	EMPLOYEE TRAINING PROF.TECH.	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-400-492-53160	TREE EXPERTS PROF.TECH.	-76,902.64	85,000.00	92,850.00	-76,902.64	0.00	15,947.36	82.82
0100-5-400-492-53880	CONTRACTED SERV. OTHER SERV.	-19,105.44	6,080.00	6,080.00	-19,105.44	0.00	-13,025.44	314.23
0100-5-400-492-55410	SMALL TOOLS	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-400-492-55850	UNIFORMS	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-400-492-57300	TREE DUES	0.00	205.00	205.00	0.00	0.00	205.00	0.00
0100-5-400-492-58700	REPLACEMENT EQUIPMENT	0.00	400.00	400.00	0.00	0.00	400.00	0.00
0100-5-400-493-52430	TRAFFIC SIGNAL MAINT.	-6,849.25	20,000.00	20,000.00	-6,849.25	0.00	13,150.75	34.25
0100-5-400-493-52530	STREET PAVING MARKING	-18,493.38	18,000.00	18,000.00	-18,493.38	0.00	-493.38	102.74
0100-5-400-493-55310	HIGHWAY PAINT	-2,813.78	1,500.00	1,500.00	-2,813.78	0.00	-1,313.78	187.59
0100-5-400-493-55380	SIGNS	-3,165.65	6,500.00	6,500.00	-3,165.65	0.00	3,334.35	48.70
0100-5-400-493-55420	SMALL TOOLS	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-400-494-52300	WATER-DOMESTIC	-71.90	594.00	594.00	-71.90	0.00	522.10	12.10
0100-5-400-494-52320	WATER IRRIGATION	-33,176.29	12,000.00	12,000.00	-33,176.29	0.00	-21,176.29	276.47
0100-5-400-494-52400	BUILDING MAINTENANCE	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-400-494-52420	VEHICLE REPAIR MAINT.	0.00	2,600.00	2,600.00	0.00	0.00	2,600.00	0.00
0100-5-400-494-52500	CONST EQUIP REPAIR MAINT	0.00	2,400.00	2,400.00	0.00	0.00	2,400.00	0.00
0100-5-400-494-52580	GROUNDS REC FIELD MAINT	-181,316.20	175,000.00	175,000.00	-181,316.20	0.00	-6,316.20	103.61
0100-5-400-494-52830	PORT-O-LET RENTAL	-3,389.01	6,050.00	6,050.00	-3,389.01	0.00	2,660.99	56.02
0100-5-400-494-52840	EQUIPMENT RENTALS	0.00	700.00	700.00	0.00	0.00	700.00	0.00

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-400-494-53070	EMPLOYEE TRAINING	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
0100-5-400-494-54600	GROUNDSKEEPING SUPPLIES	-27,875.55	23,500.00	23,500.00	-27,875.55	0.00	-4,375.55	118.62
0100-5-400-494-55340	GRAVEL STONE AND FILL	-6,204.41	4,000.00	4,000.00	-6,204.41	0.00	-2,204.41	155.11
0100-5-400-494-55390	DRAINAGE MATERIALS	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
0100-5-400-494-55410	SMALL TOOLS	-1,552.85	1,500.00	1,500.00	-1,552.85	0.00	-52.85	103.52
0100-5-400-494-55420	SERVICE SUPPLIES	-1,636.52	2,825.00	2,825.00	-1,636.52	0.00	1,188.48	57.93
0100-5-400-494-57300	DUES	-270.00	250.00	250.00	-270.00	0.00	-20.00	108.00
0100-5-400-494-58500	NEW EQUIPMENT	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
0100-5-400-494-58700	REPLACEMENT EQUIPMENT	0.00	450.00	450.00	0.00	0.00	450.00	0.00
Total Group 3: Expenses		**-1,445,475.37**	**1,389,820.00**	**1,389,820.00**	**-1,445,475.37**	**0.00**	**-55,655.37**	**104.00**
		-2,362,076.19			**-2,362,076.19**			
Total Group 1: Segment 3: Department	Code: 400 -	**-2,362,076.19**	**2,390,375.00**	**2,390,375.00**	**-2,362,076.19**	**0.00**	**28,298.81**	**98.82**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 510 - ELECTED BOARD OF HEALTH							
Salaries								
0100-5-510-000-51110	SALARIES. PART-TIME	0.00	450.00	450.00	0.00	0.00	450.00	0.00
Total Group 3: Salaries		**0.00**	**450.00**	**450.00**	**0.00**	**0.00**	**450.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 510 - ELECTED	**0.00**	**450.00**	**450.00**	**0.00**	**0.00**	**450.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 512 - BOARD OF HEALTH							
Salaries								
0100-5-512-000-51100	SALARIES FULL-TIME	-31,148.61	30,962.00	30,962.00	-31,148.61	0.00	-186.61	100.60
0100-5-512-000-51110	SALARIES PART TIME	-87,240.25	81,445.00	87,242.00	-87,240.25	0.00	1.75	100.00
0100-5-512-000-51200	TEMPORARY SALARIES	-1,527.92	0.00	1,529.00	-1,527.92	0.00	1.08	99.93
0100-5-512-000-51300	SALARIES OVERTIME	-1,117.50	0.00	1,119.00	-1,117.50	0.00	1.50	99.87
0100-5-512-000-51450	LONGEVITY	-360.00	480.00	480.00	-360.00	0.00	120.00	75.00
Total Group 3: Salaries		**-121,394.28**	**112,887.00**	**121,332.00**	**-121,394.28**	**0.00**	**-62.28**	**100.05**
Expenses								
0100-5-512-000-52460	OFFICE EQUIPMENT REPAIR MAINT.	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-512-000-53070	EMPLOYEE TRAINING PROF. TECH.	-135.00	1,200.00	1,200.00	-135.00	0.00	1,065.00	11.25
0100-5-512-000-53100	ADVERTISING PROF. TECH.	-525.00	0.00	0.00	-525.00	0.00	-525.00	0.00
0100-5-512-000-53430	WIRELESS PHONES COMMUNICATIONS	-1,550.00	1,550.00	1,550.00	-1,550.00	0.00	0.00	100.00
0100-5-512-000-53440	PRINT MAIL COMMUNICATIONS	-140.00	150.00	150.00	-140.00	0.00	10.00	93.33
0100-5-512-000-53880	CONTRACTED SERV. OTHER SERVICES	-52,069.50	52,080.00	52,080.00	-52,069.50	0.00	10.50	99.98
0100-5-512-000-54220	OTHER OFFICE SUPPLIES	-503.47	525.00	525.00	-503.47	0.00	21.53	95.90
0100-5-512-000-57100	IN-STATE TRAVEL	-335.24	1,525.00	1,525.00	-335.24	0.00	1,189.76	21.98
0100-5-512-000-57300	DUES	-410.00	550.00	550.00	-410.00	0.00	140.00	74.55
Total Group 3: Expenses		**-55,668.21**	**57,830.00**	**57,830.00**	**-55,668.21**	**0.00**	**2,161.79**	**96.26**
		-177,062.49			**-177,062.49**			
Total Group 1: Segment 3: Department	Code: 512 - BOARD OF	**-177,062.49**	**170,717.00**	**179,162.00**	**-177,062.49**	**0.00**	**2,099.51**	**98.83**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 541 - COUNCIL ON AGING							
Salaries								
0100-5-541-000-51100	SALARIES FULL TIME	-212,315.12	211,811.00	211,811.00	-212,315.12	0.00	-504.12	100.24
0100-5-541-000-51110	SALARIES PART-TIME	-49,161.88	63,681.00	63,681.00	-49,161.88	0.00	14,519.12	77.20
0100-5-541-000-51450	LONGEVITY	-1,450.00	2,350.00	2,350.00	-1,450.00	0.00	900.00	61.70
Total Group 3: Salaries		**-262,927.00**	**277,842.00**	**277,842.00**	**-262,927.00**	**0.00**	**14,915.00**	**94.63**
Expenses								
0100-5-541-000-52540	COMPUTER EQUIP. REPAIR MAINT.	-860.65	1,700.00	1,700.00	-860.65	0.00	839.35	50.63
0100-5-541-000-53070	EMPLOYEE TRAINING PROF. TECH.	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-541-000-53420	POSTAGE COMMUNICATIONS	-1,000.00	1,725.00	1,725.00	-1,000.00	0.00	725.00	57.97
0100-5-541-000-53440	PRINT MAIL COMMUNICATIONS	-675.00	900.00	900.00	-675.00	0.00	225.00	75.00
0100-5-541-000-53500	RECREATIONAL ACTIVITES	-42,327.09	42,345.00	42,345.00	-42,327.09	0.00	17.91	99.96
0100-5-541-000-53880	CONTRACTED SERV. OTHER SERVICES	-2,137.80	3,170.00	3,170.00	-2,137.80	0.00	1,032.20	67.44
0100-5-541-000-54220	OTHER OFFICE SUPPLIES	-576.28	650.00	650.00	-576.28	0.00	73.72	88.66
0100-5-541-000-54900	FOOD AND FOOD SERVICE SUPPLIES	-31.92	250.00	250.00	-31.92	0.00	218.08	12.77
0100-5-541-000-55000	MEDICAL SURGICAL SUPPLIES	-284.80	950.00	950.00	-284.80	0.00	665.20	29.98
0100-5-541-000-55840	RECREATIONAL OTHER SUPPLIES	-4,443.81	4,500.00	4,500.00	-4,443.81	0.00	56.19	98.75
0100-5-541-000-57100	IN-STATE TRAVEL	-133.94	1,300.00	1,300.00	-133.94	0.00	1,166.06	10.30
0100-5-541-000-57300	DUES	0.00	400.00	400.00	0.00	0.00	400.00	0.00
0100-5-541-000-58500	ADDITIONAL EQUIPMENT	-275.28	295.00	295.00	-275.28	0.00	19.72	93.32
Total Group 3: Expenses		**-52,746.57**	**58,785.00**	**58,785.00**	**-52,746.57**	**0.00**	**6,038.43**	**89.73**
		-315,673.57			**-315,673.57**			
Total Group 1: Segment 3: Department	Code: 541 - COUNCIL	**-315,673.57**	**336,627.00**	**336,627.00**	**-315,673.57**	**0.00**	**20,953.43**	**93.78**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 542 - YOUTH COMMISSION							
Salaries								
0100-5-542-000-51100	SALARIES FULL-TIME	-207,505.56	222,826.00	222,826.00	-207,505.56	0.00	15,320.44	93.12
0100-5-542-000-51450	LONGEVITY	-1,000.00	1,000.00	1,000.00	-1,000.00	0.00	0.00	100.00
0100-5-542-000-51590	BREAVEMENT LEAVE	-444.00	0.00	0.00	-444.00	0.00	-444.00	0.00
Total Group 3: Salaries		**-208,949.56**	**223,826.00**	**223,826.00**	**-208,949.56**	**0.00**	**14,876.44**	**93.35**
Expenses								
0100-5-542-000-53070	EMPLOYEE TRAINING PROF. TECH.	-1,504.94	1,500.00	1,500.00	-1,504.94	0.00	-4.94	100.33
0100-5-542-000-53410	DATA PROC. LINES COMMUNICATIONS	0.00	1,892.00	1,892.00	0.00	0.00	1,892.00	0.00
0100-5-542-000-53440	PRINT MAIL COMMUNICATIONS	-1,020.94	1,000.00	1,000.00	-1,020.94	0.00	-20.94	102.09
0100-5-542-000-53880	CONTRACTED SERV. OTHER SERVICES	-4,926.00	4,900.00	4,900.00	-4,926.00	0.00	-26.00	100.53
0100-5-542-000-54220	OTHER OFFICE SUPPLIES	-1,426.93	1,500.00	1,500.00	-1,426.93	0.00	73.07	95.13
0100-5-542-000-55840	RECREATIONAL SUPPLIES	-1,642.85	1,500.00	1,500.00	-1,642.85	0.00	-142.85	109.52
0100-5-542-000-57100	IN-STATE TRAVEL	-395.82	2,000.00	2,000.00	-395.82	0.00	1,604.18	19.79
Total Group 3: Expenses		**-10,917.48**	**14,292.00**	**14,292.00**	**-10,917.48**	**0.00**	**3,374.52**	**76.39**
		-219,867.04			**-219,867.04**			
Total Group 1: Segment 3: Department	Code: 542 - YOUTH	**-219,867.04**	**238,118.00**	**238,118.00**	**-219,867.04**	**0.00**	**18,250.96**	**92.34**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 543 - VETERANS SERVICES							
Salaries								
0100-5-543-000-51110	SALARIES PART-TIME	-15,000.00	15,000.00	15,000.00	-15,000.00	0.00	0.00	100.00
Total Group 3: Salaries		**-15,000.00**	**15,000.00**	**15,000.00**	**-15,000.00**	**0.00**	**0.00**	**100.00**
Expenses								
0100-5-543-000-54220	OTHER OFFICE SUPPLIES	-189.00	250.00	250.00	-189.00	0.00	61.00	75.60
0100-5-543-000-55830	MAGAZINES OTHER SUPPLIES	0.00	100.00	100.00	0.00	0.00	100.00	0.00
0100-5-543-000-57100	IN-STATE TRAVEL	0.00	400.00	400.00	0.00	0.00	400.00	0.00
0100-5-543-000-57300	DUES	0.00	95.00	95.00	0.00	0.00	95.00	0.00
0100-5-543-000-57700	VETERANS BENEFITS	-11,714.54	20,000.00	20,000.00	-11,714.54	0.00	8,285.46	58.57
Total Group 3: Expenses		**-11,903.54**	**20,845.00**	**20,845.00**	**-11,903.54**	**0.00**	**8,941.46**	**57.11**
		-26,903.54			**-26,903.54**			
Total Group 1: Segment 3: Department	Code: 543 - VETERANS	**-26,903.54**	**35,845.00**	**35,845.00**	**-26,903.54**	**0.00**	**8,941.46**	**75.06**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 610 - LIBRARY							
Salaries								
0100-5-610-000-51100	SALARIES FULL-TIME	-341,154.65	339,702.00	339,702.00	-341,154.65	0.00	-1,452.65	100.43
0100-5-610-000-51110	SALARIES PART-TIME	-51,644.81	82,575.00	82,575.00	-51,644.81	0.00	30,930.19	62.54
0100-5-610-000-51450	LONGEVITY	-2,900.00	2,900.00	2,900.00	-2,900.00	0.00	0.00	100.00
Total Group 3: Salaries		**-395,699.46**	**425,177.00**	**425,177.00**	**-395,699.46**	**0.00**	**29,477.54**	**93.07**
Expenses								
0100-5-610-000-52300	WATER-DOMESTIC	-183.22	500.00	500.00	-183.22	0.00	316.78	36.64
0100-5-610-000-52540	COMPUTER EQUIP. REPAIR MAINT.	-2,428.00	2,428.00	2,428.00	-2,428.00	0.00	0.00	100.00
0100-5-610-000-53070	EMPLOYEE TRAINING PROF. TECH	-543.00	500.00	500.00	-543.00	0.00	-43.00	108.60
0100-5-610-000-53500	LIBRARY PROGRAMS	-800.00	800.00	800.00	-800.00	0.00	0.00	100.00
0100-5-610-000-54220	OTHER OFFICE SUPPLIES	-4,157.85	4,000.00	4,000.00	-4,157.85	0.00	-157.85	103.95
0100-5-610-000-55100	EDUCATIONAL SUPPLIES	-84,436.80	84,273.00	84,273.00	-84,436.80	0.00	-163.80	100.19
0100-5-610-000-55830	MAGAZINES OTHER SUPPLIES	-10,194.00	10,194.00	10,194.00	-10,194.00	0.00	0.00	100.00
0100-5-610-000-57100	IN-STATE TRAVEL	0.00	450.00	450.00	0.00	0.00	450.00	0.00
0100-5-610-000-57300	DUES	-28,541.30	28,300.00	28,300.00	-28,541.30	0.00	-241.30	100.85
Total Group 3: Expenses		**-131,284.17**	**131,445.00**	**131,445.00**	**-131,284.17**	**0.00**	**160.83**	**99.88**
		-526,983.63			**-526,983.63**			
Total Group 1: Segment 3: Department	Code: 610 - LIBRARY	**-526,983.63**	**556,622.00**	**556,622.00**	**-526,983.63**	**0.00**	**29,638.37**	**94.68**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number			Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department		Code: 630 - RECREATION							
Salaries									
0100-5-630-000-51100	SALARIES FULL-TIME		-133,047.62	138,362.00	138,362.00	-133,047.62	0.00	5,314.38	96.16
Total Group 3: Salaries			**-133,047.62**	**138,362.00**	**138,362.00**	**-133,047.62**	**0.00**	**5,314.38**	**96.16**
Expenses									
0100-5-630-000-57300	DUES		-9,900.00	9,900.00	9,900.00	-9,900.00	0.00	0.00	100.00
Total Group 3: Expenses			**-9,900.00**	**9,900.00**	**9,900.00**	**-9,900.00**	**0.00**	**0.00**	**100.00**
			-142,947.62			**-142,947.62**			
Total Group 1: Segment 3: Department		Code: 630 -	**-142,947.62**	**148,262.00**	**148,262.00**	**-142,947.62**	**0.00**	**5,314.38**	**96.42**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 691 - HISTORICAL COMMISSION							
Expenses								
0100-5-691-000-53880	CONTRACTED SERV. OTHER SERVICES	-2,467.32	2,500.00	2,500.00	-2,467.32	0.00	32.68	98.69
Total Group 3: Expenses		**-2,467.32**	**2,500.00**	**2,500.00**	**-2,467.32**	**0.00**	**32.68**	**98.69**
		-2,467.32			**-2,467.32**			
Total Group 1: Segment 3: Department	Code: 691 -	**-2,467.32**	**2,500.00**	**2,500.00**	**-2,467.32**	**0.00**	**32.68**	**98.69**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 692 - MEMORIAL DAY							
Expenses								
0100-5-692-000-55890	FLAGS OTHER SUPPLIES	-2,997.96	3,000.00	3,000.00	-2,997.96	0.00	2.04	99.93
Total Group 3: Expenses		**-2,997.96**	**3,000.00**	**3,000.00**	**-2,997.96**	**0.00**	**2.04**	**99.93**
		-2,997.96			**-2,997.96**			
Total Group 1: Segment 3: Department	Code: 692 - MEMORIAL	**-2,997.96**	**3,000.00**	**3,000.00**	**-2,997.96**	**0.00**	**2.04**	**99.93**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 710 - RETIREMENT OF LONG-TERM DEBT							
Expenses								
0100-5-710-101-59100	MWPAT SEPTIC	-52,547.29	52,547.00	52,547.00	-52,547.29	0.00	-0.29	100.00
0100-5-710-114-59100	WOODWARD SCHOOL CONSTR	-1,060,000.00	1,060,000.00	1,060,000.00	-1,060,000.00	0.00	0.00	100.00
0100-5-710-118-59100	LTD PRINC - NEARY RENOV PH I II	-25,000.00	25,000.00	25,000.00	-25,000.00	0.00	0.00	100.00
0100-5-710-120-59100	LTD PRINC - PUBLIC SAFETY COMPLEX	-241,959.39	270,000.00	241,959.68	-241,959.39	0.00	0.29	100.00
0100-5-710-121-59100	LTD PRINC-NEARY PH IIIA14ATM4-14-08	-35,000.00	35,000.00	35,000.00	-35,000.00	0.00	0.00	100.00
0100-5-710-122-59100	LTD PRIN - PUBLIC SAFETY BLDG JUNE	-345,000.00	345,000.00	345,000.00	-345,000.00	0.00	0.00	100.00
0100-5-710-126-59100	LTD PRINC - FIRE ENGINE	-110,000.00	110,000.00	110,000.00	-110,000.00	0.00	0.00	100.00
0100-5-710-127-59100	LTD PRINC - CHOATE LIGHTS	-60,000.00	60,000.00	60,000.00	-60,000.00	0.00	0.00	100.00
0100-5-710-128-59100	LTD PRINC - DPW FUEL TANKS	-130,000.00	130,000.00	130,000.00	-130,000.00	0.00	0.00	100.00
0100-5-710-129-59100	LTD PRINC - 911 FIELD	-120,000.00	120,000.00	120,000.00	-120,000.00	0.00	0.00	100.00
0100-5-710-130-59100	LTD PRINC - GOLF COURSE REPAIRS A1	-50,000.00	50,000.00	50,000.00	-50,000.00	0.00	0.00	100.00
0100-5-710-131-59100	LTD PRINC - DEPIETRI FIELD A16 4-9-18	-40,000.00	40,000.00	40,000.00	-40,000.00	0.00	0.00	100.00
0100-5-710-132-59100	LTD PRINC - TROTTIER TRACK A16 4-9-1	-55,000.00	55,000.00	55,000.00	-55,000.00	0.00	0.00	100.00
Total Group 3: Expenses		**-2,324,506.68**	**2,352,547.00**	**2,324,506.68**	**-2,324,506.68**	**0.00**	**0.00**	**100.00**
		-2,324,506.68			**-2,324,506.68**			
Total Group 1: Segment 3: Department	Code: 710 -	**-2,324,506.68**	**2,352,547.00**	**2,324,506.68**	**-2,324,506.68**	**0.00**	**0.00**	**100.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 751 - INTEREST ON LONG-TERM DEBT							
Expenses								
0100-5-751-114-59150	LONG TERM DEBT INT.-WOODWARD SC	-94,200.00	94,200.00	94,200.00	-94,200.00	0.00	0.00	100.00
0100-5-751-118-59150	INTEREST - NEARY RENOV PH I II	-6,648.89	6,719.00	6,719.00	-6,648.89	0.00	70.11	98.96
0100-5-751-120-59150	INTEREST - PUBLIC SAFETY COMPLEX	-278,332.00	278,332.00	278,332.00	-278,332.00	0.00	0.00	100.00
0100-5-751-121-59150	LT INT-NEARY PH IIIA14 ATM4-14-08	-9,104.95	9,194.00	9,194.00	-9,104.95	0.00	89.05	99.03
0100-5-751-122-59150	LT - PUBLIC SAFETY BLDG JUNE 2019	-511,959.39	483,919.00	511,959.32	-511,959.39	0.00	-0.07	100.00
0100-5-751-126-59150	LT INT - FIRE ENGINE	-16,500.00	16,500.00	16,500.00	-16,500.00	0.00	0.00	100.00
0100-5-751-127-59150	LT INT - CHOATE LIGHTS	-3,000.00	3,000.00	3,000.00	-3,000.00	0.00	0.00	100.00
0100-5-751-128-59150	LT INT - DPW FUEL TANKS	-13,000.00	13,000.00	13,000.00	-13,000.00	0.00	0.00	100.00
0100-5-751-129-59150	LTD INT - 911 FIELD	-18,000.00	18,000.00	18,000.00	-18,000.00	0.00	0.00	100.00
0100-5-751-130-59150	LTD INT - GOLF COURSE RESTOR A15 4-	-10,000.00	10,000.00	10,000.00	-10,000.00	0.00	0.00	100.00
0100-5-751-131-59150	LTD INT - DEPIETRI FIELD A16 4-9-18	-7,750.00	7,750.00	7,750.00	-7,750.00	0.00	0.00	100.00
0100-5-751-132-59150	LTD INT - TROTTIER TRACK A16 4-9-18	-11,000.00	11,000.00	11,000.00	-11,000.00	0.00	0.00	100.00
Total Group 3: Expenses		**-979,495.23**	**951,614.00**	**979,654.32**	**-979,495.23**	**0.00**	**159.09**	**99.98**
		-979,495.23			**-979,495.23**			
Total Group 1: Segment 3: Department	Code: 751 - INTEREST	**-979,495.23**	**951,614.00**	**979,654.32**	**-979,495.23**	**0.00**	**159.09**	**99.98**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 752 - INTEREST ON SHORT-TERM DEBT							
Expenses								
0100-5-752-000-59250	INTEREST ON SHORT-TERM DEBT	-52,363.00	52,363.00	52,363.00	-52,363.00	0.00	0.00	100.00
Total Group 3: Expenses		**-52,363.00**	**52,363.00**	**52,363.00**	**-52,363.00**	**0.00**	**0.00**	**100.00**
		-52,363.00			**-52,363.00**			
Total Group 1: Segment 3: Department	Code: 752 - INTEREST	**-52,363.00**	**52,363.00**	**52,363.00**	**-52,363.00**	**0.00**	**0.00**	**100.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 910 - EMPLOYEE BENEFITS							
Salaries								
0100-5-910-000-51700	WORKERS COMP ACCIDENT INS.	-237,493.00	243,223.00	243,223.00	-237,493.00	0.00	5,730.00	97.64
0100-5-910-000-51710	UNEMPLOYMENT PAYMENTS	-27,899.02	29,578.00	29,578.00	-27,899.02	0.00	1,678.98	94.32
0100-5-910-000-51720	HEALTH INSURANCE	-5,121,927.38	5,207,585.00	5,207,585.00	-5,121,927.38	0.00	85,657.62	98.36
0100-5-910-000-51730	RETIREMENT	-2,170,625.00	2,170,625.00	2,170,625.00	-2,170,625.00	0.00	0.00	100.00
0100-5-910-000-51740	GROUP LIFE INSURANCE	-5,182.72	5,297.00	5,297.00	-5,182.72	0.00	114.28	97.84
0100-5-910-000-51750	FLEXIBLE SPENDING ACCOUNT	-6,609.44	7,440.00	7,440.00	-6,609.44	0.00	830.56	88.84
0100-5-910-000-51770	MEDICARE	-390,108.76	375,970.00	375,970.00	-390,108.76	0.00	-14,138.76	103.76
0100-5-910-000-51780	DENTAL INSURANCE	-249,354.51	236,306.00	236,306.00	-249,354.51	0.00	-13,048.51	105.52
0100-5-910-000-51785	MEDICARE B ASSESSMENT	-16,533.00	17,750.00	17,750.00	-16,533.00	0.00	1,217.00	93.14
Total Group 3: Salaries		**-8,225,732.83**	**8,293,774.00**	**8,293,774.00**	**-8,225,732.83**	**0.00**	**68,041.17**	**99.18**
		-8,225,732.83			**-8,225,732.83**			
Total Group 1: Segment 3: Department	Code: 910 - EMPLOYEE	**-8,225,732.83**	**8,293,774.00**	**8,293,774.00**	**-8,225,732.83**	**0.00**	**68,041.17**	**99.18**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number			Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department		Code: 930 - CAPITAL BUDGET							
Expenses									
0100-5-930-005-58490	POLICE EQUIPMENT		-49,507.00	49,507.00	49,507.00	-49,507.00	0.00	0.00	100.00
Total Group 3: Expenses			**-49,507.00**	**49,507.00**	**49,507.00**	**-49,507.00**	**0.00**	**0.00**	**100.00**
			-49,507.00			**-49,507.00**			
Total Group 1: Segment 3: Department		Code: 930 - CAPITAL	**-49,507.00**	**49,507.00**	**49,507.00**	**-49,507.00**	**0.00**	**0.00**	**100.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 941 - COURT JUDGMENTS							
Expenses								
0100-5-941-000-57600	COURT JUDGMENTS	-227,586.19	225,000.00	227,586.19	-227,586.19	0.00	0.00	100.00
Total Group 3: Expenses		**-227,586.19**	**225,000.00**	**227,586.19**	**-227,586.19**	**0.00**	**0.00**	**100.00**
		-227,586.19			**-227,586.19**			
Total Group 1: Segment 3: Department	Code: 941 - COURT	**-227,586.19**	**225,000.00**	**227,586.19**	**-227,586.19**	**0.00**	**0.00**	**100.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 945 - LIABILITY INSURANCE							
Expenses								
0100-5-945-000-57400	LIABILITY INSURANCE OTHER CHG	-279,973.72	284,595.00	284,595.00	-279,973.72	0.00	4,621.28	98.38
Total Group 3: Expenses		**-279,973.72**	**284,595.00**	**284,595.00**	**-279,973.72**	**0.00**	**4,621.28**	**98.38**
		-279,973.72			**-279,973.72**			
Total Group 1: Segment 3: Department	Code: 945 - LIABILITY	**-279,973.72**	**284,595.00**	**284,595.00**	**-279,973.72**	**0.00**	**4,621.28**	**98.38**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number	Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
495 Account(s) totaling:	-52,579,260.32	53,724,799.00	53,724,799.00	-52,579,260.32	0.00	1,145,538.68	97.87

Filter by: Segment 1: 6161
Segment 2: 6
Segment 3: 400
Segment 4: 450
Group as: ****-*-***-111-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 4: Location	Code: 450 - WATER DISTRIBUTION							
Salaries								
6161-6-400-450-51100	SALARIES FULL-TIME	-291,921.39	298,611.00	298,611.00	-291,921.39	0.00	6,689.61	97.76
6161-6-400-450-51300	SALARIES OVERTIME	-23,683.75	23,874.00	23,874.00	-23,683.75	0.00	190.25	99.20
6161-6-400-450-51450	LONGEVITY	-3,100.00	2,250.00	2,250.00	-3,100.00	0.00	-850.00	137.78
6161-6-400-450-51470	STANDBY ADD. GROSS DIFF.	-29,150.00	29,120.00	29,120.00	-29,150.00	0.00	-30.00	100.10
6161-6-400-450-51500	VACATION	-204.48	0.00	0.00	-204.48	0.00	-204.48	0.00
6161-6-400-450-51520	FMLA LEAVE	-220.84	0.00	0.00	-220.84	0.00	-220.84	0.00
6161-6-400-450-51600	PERSONAL TIME	-102.24	0.00	0.00	-102.24	0.00	-102.24	0.00
6161-6-400-450-51950	STIPENDS	-4,970.01	1,550.00	1,550.00	-4,970.01	0.00	-3,420.01	320.65
Total Group 3: Salaries		**-353,352.71**	**355,405.00**	**355,405.00**	**-353,352.71**	**0.00**	**2,052.29**	**99.42**
Expenses								
6161-6-400-450-52100	ELECTRICITY	-101,829.07	88,000.00	88,000.00	-101,829.07	0.00	-13,829.07	115.71
6161-6-400-450-52110	HEAT	-7,990.62	6,000.00	6,000.00	-7,990.62	0.00	-1,990.62	133.18
6161-6-400-450-52400	BUILDING MAINT.	-2,603.00	5,500.00	5,500.00	-2,603.00	0.00	2,897.00	47.33
6161-6-400-450-52420	VEHICLE REPAIR MAINT.	-2,110.18	1,000.00	1,000.00	-2,110.18	0.00	-1,110.18	211.02
6161-6-400-450-52440	WATER METER REPAIR MAINT.	-190.00	100.00	100.00	-190.00	0.00	-90.00	190.00
6161-6-400-450-52480	WATER PUMPING STA. REPAIRS	-4,774.45	4,000.00	4,000.00	-4,774.45	0.00	-774.45	119.36
6161-6-400-450-52500	CONST. EQUIP. REPAIR	-459.16	500.00	500.00	-459.16	0.00	40.84	91.83
6161-6-400-450-52540	COMPUTER EQUIP REPAIR MAINTENAN	-6,474.53	4,500.00	4,500.00	-6,474.53	0.00	-1,974.53	143.88
6161-6-400-450-52840	OTHER EQUIP. RENTAL LEASES	-146.55	1,500.00	1,500.00	-146.55	0.00	1,353.45	9.77
6161-6-400-450-53000	MEDICAL DENTAL. PROF. TECH.	-234.00	0.00	0.00	-234.00	0.00	-234.00	0.00
6161-6-400-450-53050	ENGINEERARCHITECT PROF. SERV.	-1,282.50	55,000.00	55,000.00	-1,282.50	0.00	53,717.50	2.33
6161-6-400-450-53070	EMPLOYEE TRAINIG PROF. TECH	-1,009.00	2,000.00	2,000.00	-1,009.00	0.00	991.00	50.45
6161-6-400-450-53100	ADVERTISING PROF. TECH.	-128.00	500.00	500.00	-128.00	0.00	372.00	25.60
6161-6-400-450-53400	TELEPHONE COMMUNICATIONS	-72.11	500.00	500.00	-72.11	0.00	427.89	14.42
6161-6-400-450-53410	DATA PROCESS LINES COMMUNICATIO	-2,398.54	3,000.00	3,000.00	-2,398.54	0.00	601.46	79.95
6161-6-400-450-53420	POSTAGECOMMUNICATIONS	-4,435.87	5,500.00	5,500.00	-4,435.87	0.00	1,064.13	80.65
6161-6-400-450-53430	WIRELESS PHONE-COMMUNICATIONS	-1,095.36	1,200.00	1,200.00	-1,095.36	0.00	104.64	91.28
6161-6-400-450-53880	CONTRACT. SERV. OTHER SERV.	-79,559.03	55,000.00	55,000.00	-79,559.03	0.00	-24,559.03	144.65

Group as: ****-*-***-111-*****

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
6161-6-400-450-54220	OTHER OFFICE SUPPLIES	-358.73	500.00	500.00	-358.73	0.00	141.27	71.75
6161-6-400-450-54800	GASOLINE	-9,000.00	9,000.00	9,000.00	-9,000.00	0.00	0.00	100.00
6161-6-400-450-54820	BATTERIES VEHICULAR SUPPLIES	-96.61	250.00	250.00	-96.61	0.00	153.39	38.64
6161-6-400-450-54830	TIRES VEHICULAR SUPPLIES	-519.08	250.00	250.00	-519.08	0.00	-269.08	207.63
6161-6-400-450-54840	OIL LUB. VEHICULAR SUPPLIES	-769.99	0.00	0.00	-769.99	0.00	-769.99	0.00
6161-6-400-450-54850	PARTS ACCESS. VEHICULAR	-4,338.93	1,000.00	1,000.00	-4,338.93	0.00	-3,338.93	433.89
6161-6-400-450-55340	GRAVEL STONE FILL	-4,151.62	2,000.00	2,000.00	-4,151.62	0.00	-2,151.62	207.58
6161-6-400-450-55370	BITUMINOUS CONCRETE	-371.48	3,000.00	3,000.00	-371.48	0.00	2,628.52	12.38
6161-6-400-450-55410	SMALL TOOLS	-2,918.47	7,500.00	7,500.00	-2,918.47	0.00	4,581.53	38.91
6161-6-400-450-55420	SERVICE SUPPLIES	-6,127.00	7,500.00	7,500.00	-6,127.00	0.00	1,373.00	81.69
6161-6-400-450-55430	PIPE FITTINGS	-9,980.75	5,000.00	5,000.00	-9,980.75	0.00	-4,980.75	199.62
6161-6-400-450-55440	METERS FITTINGS	-19,645.05	20,000.00	20,000.00	-19,645.05	0.00	354.95	98.23
6161-6-400-450-55450	SERVICE CONNECTIONS	-4,711.41	15,000.00	15,000.00	-4,711.41	0.00	10,288.59	31.41
6161-6-400-450-55460	HYDRANT REPAIRS	-226.74	10,000.00	10,000.00	-226.74	0.00	9,773.26	2.27
6161-6-400-450-55850	UNIFORMS OTHER SUPPLIES	-2,481.32	3,500.00	3,500.00	-2,481.32	0.00	1,018.68	70.89
6161-6-400-450-55870	NEWSPAPER OTHER SUPPLIES	0.00	150.00	150.00	0.00	0.00	150.00	0.00
6161-6-400-450-56940	MASS WATER RESOURCES-WATER	-1,006,217.93	1,005,985.00	1,005,985.00	-1,006,217.93	0.00	-232.93	100.02
6161-6-400-450-57100	IN-STATE TRAVEL	-1.40	0.00	0.00	-1.40	0.00	-1.40	0.00
6161-6-400-450-57300	DUES	-684.00	500.00	500.00	-684.00	0.00	-184.00	136.80
6161-6-400-450-57840	WATER RESERVE	-14,015.00	14,015.00	14,015.00	-14,015.00	0.00	0.00	100.00
6161-6-400-450-58500	ADDITIONAL EQUIPMENT	-5,117.99	2,000.00	2,000.00	-5,117.99	0.00	-3,117.99	255.90
6161-6-400-450-58700	REPLACEMENT EQUIPMENT	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Group 3: Expenses		**-1,308,525.47**	**1,341,950.00**	**1,341,950.00**	**-1,308,525.47**	**0.00**	**33,424.53**	**97.51**
		-1,661,878.18			**-1,661,878.18**			
Total Group 1: Segment 4: Location	Code: 450 - WATER	**-1,661,878.18**	**1,697,355.00**	**1,697,355.00**	**-1,661,878.18**	**0.00**	**35,476.82**	**97.91**
48 Account(s) totaling:		-1,661,878.18	1,697,355.00	1,697,355.00	-1,661,878.18	0.00	35,476.82	97.91

FY21 Revolving Funds

Fund	Revolving Fund	Department, Board, Committee, Agency or Officer Authorized to	Fees, Charges or Other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable from Fund	Beginning Balance	Revenues	Expenses	Transfer to G/F	Balance at 6/30/2021	FY 22 Expense Limit voted at ATM 6-12-20	FY 22 Expense Limit voted at ATM 5-22-21
2260	Tobacco Control Program	Board of Health	Fees from Tobacco Vendors	Supplies and expenses to provide periodic compliance checks and education of tobacco vendors	Salaries and wages of full time, part time employees and other designated BOH agents shall be paid from the annual budget appropriation of the Board of Health	3,822.33	-	-		3,822.33	4,000	4,000
2261	911 Field Maintenance	Recreation / Dept of Public Works	Field usage charges and DCR annual fee	Supplies and expenses needed for maintenance of field	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Department of Public Works	10,764.16	40,041.25	(4,008.52)	(10,764.00)	36,032.89	100,000	100,000
2262	Recreation Programs	Recreation Commission	Fees charged for attending programs	Salaries and wages for part-time employees directly running programs; supplies and expenses needed to provide programs	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Recreation Commission	304,644.84	253,153.98	(158,710.71)		399,088.11	400,000	400,000
2264	Community Garden	Conservation Commission	Garden Rental Fees	Supplies and expenses for running Community Garden	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Conservation Commission	5,440.25	1,825.00	(2,500.00)		4,765.25	2,500	2,500
2265	CPR Classes	Fire Department	Fees for CPR classes	Supplies and expenses needed to run CPR classes	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Fire Department	-	-	-		-	6,500	6,500
2267	Hazardous Materials	Fire Department	Fees relating to hazardous materials incidents	Costs related to responding to hazardous materials incidents.	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Fire Department	2,613.16		(2,603.97)		9.19	75,000	75,000
2268	Wetland Protection	Conservation Commission	Wetland filing fees	Departmental and consultant costs for review of projects involving wetlands	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Conservation Commission	11,383.37	30,930.00	(15,465.66)		26,847.71	30,000	30,000
2269	Inspectional Services	Building Commissioner	Fees charged by Sealer of Weights & Measures, Plumbing, Wiring, alternate inspectors including building for inspections	Salaries of inspectors performing weights and measure, plumbing, and wiring inspections related to those inspections	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Building Commissioner	12,430.58	89,004.54	(86,097.00)		15,338.12	100,000	100,000
2271	Immunization/emergency dispensing clinic	Board of Health	Fees charged for Immunizations and other medications dispensed	Supplies and expenses needed to provide clinics and dispense medications	Salaries and wages of full time, part time employees and other designated BOH agents shall be paid from the annual budget appropriation of the Board of Health	11,953.31	1,482.10	(9,972.09)		3,463.32	12,000	12,000
2274	Golf Course	Board of Selectmen	10% of gross revenue	Improvements to the Clubhouse, Course and Irrigation	Improvements, repairs, and other direct golf course investments	-	37,590.65	-		37,590.65	30,000	30,000

Filter by: Segment 1: 2262
Segment 2: 3

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Ledger History - Detail with Payables - General Ledger

Tran. Type / Warrant	Block/Batch / Voucher	Posted / Payee	By	Tran. Name	JE Seq	Comment / Payment Type	Payment Number	Beginning / X-Post Source Ledger	Debit	Credit	Ending
Account: 2262-3-000-35900		FB RECREATION REVOLVING				***Summary:***		*0.00*	*171,049.71*	*570,137.82*	*-399,088.11*
Roll Over GL		07/01/2020	cmcauliff						0.00	304,644.84	-304,644.84
Payable	2003/2003	07/08/2020	hlindsey	1				Exp	78.88	0.00	-304,565.96
3P		payroll Vendor									
Payable	2007/2007	07/22/2020	hlindsey	1				Exp	453.56	0.00	-304,112.40
7P		payroll Vendor									
Payable	2/2	07/24/2020	hlindsey	FEDEX10/21/2019		REIMBURSEMENT - FED EX		Exp	19.90	0.00	-304,092.50
6		MCKEE KATHRYN				Check	133517				
Payable	2/2	07/24/2020	hlindsey	STAPLES042820		TRAIL COMMITTEE		Exp	36.95	0.00	-304,055.55
6		MCKEE KATHRYN				Check	133517				
Payable	2/2	07/24/2020	hlindsey	2019TRAILSCON		REIMBURSEMENT - 2019 MASS		Exp	50.00	0.00	-304,005.55
6		MCKEE KATHRYN				Check	133517				
Payable	2/2	07/24/2020	hlindsey	5627350860		SAMS CLUB MEMBERSHIP		Exp	45.00	0.00	-303,960.55
6		SAMS CLUB CREDIT				Check	133537				
Payable	2/2	07/24/2020	hlindsey	3625554596		FACILITY CLOSURE BANNERS X3		Exp	195.98	0.00	-303,764.57
6		DIGIMAGINATION LLC				Check	133494				
Payable	2/2	07/24/2020	hlindsey	36752		SUMMER MOVIE DEPARTMENT		Exp	281.83	0.00	-303,482.74
6		CAMELOT ENTERPRISES				Check	133485				
Payable	2/2	07/24/2020	hlindsey	119266		TUITION FOR 2020-2021		Exp	2,550.00	0.00	-300,932.74
6		MA MUNICIPAL ASSOCIATION				Check	133510				
Receivable	072020/FY21	07/31/2020	hlindsey					Rev	0.00	6,535.94	-307,468.68
Receivable	072020/FY21	07/31/2020	hlindsey					Exp	0.00	170.00	-307,638.68
Payable	2011/2011	08/05/2020	hlindsey	1				Exp	197.20	0.00	-307,441.48
11P		payroll Vendor									
Payable	2/2	08/07/2020	hlindsey	111319856249842		DVD MOVIE PURCHASES FOR		Exp	80.57	0.00	-307,360.91
10		DAVIS TIM				Check	133661				
Payable	2/2	08/07/2020	hlindsey	19715		TOWN HOUSE PLAYGROUND		Exp	23,783.00	0.00	-283,577.91
10		ULTIPLAY PARKS & PLAYGROUNDS INC				Check	133710				
Payable	2/2	08/07/2020	hlindsey	IN280907		REC OFFICE PRINTER QUARTER		Exp	227.40	0.00	-283,350.51
10		IMAGE TECHNOLOGY SPECIALISTS INC.				Check	133672				
Payable	2/2	08/07/2020	hlindsey	BO1726091		SOUTHBOROUGH REC OUTDOOR		Exp	1,730.00	0.00	-281,620.51
10		SWANK MOTION PICTURES INC				Check	133704				
Payable	2018/2018	08/19/2020	hlindsey	1				Exp	216.92	0.00	-281,403.59
18P		payroll Vendor									

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Ledger History - Detail with Payables - General Ledger

Tran. Type	Block/Batch	Posted	By	Tran. Name	JE Seq	Comment	X-Post Source Ledger	Beginning	Debit	Credit	Ending
Warrant	Voucher	Payee				Payment Type	Payment Number				
Account: 2262-3-000-35900				FB RECREATION REVOLVING		*Summary:*		*0.00*	*171,049.71*	*570,137.82*	*-399,088.11*
Payable	2/2	08/21/2020	hlindsey	194616		REPLACEMENT BATTERY FOR		Exp	81.10	0.00	-281,322.49
17		RAPS AUTO PARTS SUPPLY INC.				Check	133949				
Payable	2/2	08/21/2020	hlindsey	31655REC		FENCING AT TOWN HOUSE		Exp	2,662.50	0.00	-278,659.99
17		ARROW FENCE CO. INC.				Check	133887				
Payable	2/2	08/21/2020	hlindsey	4182		DEPIETRI FIELD CONSTRUCTION -		Exp	5,000.00	0.00	-273,659.99
17		MAUCH NICHOLAS				Check	133931				
Payable	2/2	08/21/2020	hlindsey	348010		POTTERY CLASS SUPPLIES		Exp	384.70	0.00	-273,275.29
17		PORTLAND POTTERY SUPPLY NORTH				Check	133945				
Payable	2/2	08/28/2020	hlindsey	08172020		Summer Soccer Camp August 2020		Exp	11,360.00	0.00	-261,915.29
21		MUMBY PAUL AND MARIA				Check	134031				
Payable	2/2	08/28/2020	hlindsey	WJ14832284		RECREATION - OUTDOOR		Exp	315.76	0.00	-261,599.53
21		HOME DEPOT CREDIT SERVICE				Check	134014				
Payable	2/2	08/28/2020	hlindsey	251923		NRPA CPRP CERTIFICATION DUES		Exp	65.00	0.00	-261,534.53
21		NATIONAL RECREATION AND PARK				Check	134034				
Payable	2/2	08/28/2020	hlindsey	114-10792396		NEARY SCHOOL PORTABLE - FIELD		Exp	295.31	0.00	-261,239.22
21		UNITED SITE SERVICES NORTHEAST INC.				Check	134061				
Payable	2/2	08/28/2020	hlindsey	212833892				Exp	137.31	0.00	-261,101.91
21		W. B. MASON CO. INC.				Check	134065				
Payable	2/2	08/28/2020	hlindsey	251923		NRPA PROFESSIONAL		Exp	175.00	0.00	-260,926.91
21		NATIONAL RECREATION AND PARK				Check	134034				
Receivable	082020/FY21	08/31/2020	hlindsey					Rev	0.00	15,820.47	-276,747.38
Payable	2024/2024	09/02/2020	hlindsey	1				Exp	197.20	0.00	-276,550.18
24P		payroll Vendor									
Payable	2/2	09/11/2020	hlindsey	558733		NO BIKES ON TROTTIER TRACK		Exp	45.88	0.00	-276,504.30
30		DIGIMAGINATION LLC				Check	134232				
Payable	2/2	09/11/2020	hlindsey	3090		ADDITIONAL KALLANDER FIELD		Exp	3,500.00	0.00	-273,004.30
30		TRAVERSE LANDSCAPE ARCHITECTS LLC				Check	134272				
Payable	2032/2032	09/16/2020	hlindsey	1				Exp	256.36	0.00	-272,747.94
32P		payroll Vendor									
Payable	2/2	09/18/2020	hlindsey	09072020		SUMMER SOCCER CAMP - WEEK		Exp	8,580.00	0.00	-264,167.94
31		MUMBY PAUL AND MARIA				Check	134332				
Payable	2/2	09/18/2020	hlindsey	09072020		DRIVE IN MOVIE FEES - SUMMER		Exp	3,601.00	0.00	-260,566.94
31		BOSTON BACKYARD MOVIES LLC				Check	134289				
Payable	2/2	09/18/2020	hlindsey	213364148				Exp	124.88	0.00	-260,442.06
31		W. B. MASON CO. INC.				Check	134364				

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Ledger History - Detail with Payables - General Ledger

Tran. Type / Warrant	Block/Batch / Voucher	Posted / Payee	By	Tran. Name	JE Seq	Comment / Payment Type	Payment Number	Beginning / X-Post Source Ledger	Debit	Credit	Ending
Account: 2262-3-000-35900		FB RECREATION REVOLVING				*Summary:*		*0.00*	*171,049.71*	*570,137.82*	*-399,088.11*
Payable	2/2	09/25/2020	hlindsey	WJ17047278		Recreation - Replacement outdoor		Exp	22.74	0.00	-260,419.32
36		HOME DEPOT CREDIT SERVICE				Check	134435				
Payable	2/2	09/25/2020	hlindsey	114-10921791				Exp	295.31	0.00	-260,124.01
36		UNITED SITE SERVICES NORTHEAST INC.				Check	134483				
Payable	2/2	09/25/2020	hlindsey	489203		SKATE PARK DISPOSAL		Exp	157.50	0.00	-259,966.51
36		E. L. HARVEY AND SONS INC.				Check	134423				
Receivable	092020/FY21	09/30/2020	hlindsey					Rev	0.00	13,040.42	-273,006.93
Receivable	092020/FY21	09/30/2020	hlindsey					Rev	0.00	225.00	-273,231.93
Payable	2038/2038	09/30/2020	hlindsey	1				Exp	835.58	0.00	-272,396.35
38P		payroll Vendor									
Journal Entry	102001/FY21	10/06/2020	cmcauliff	5602	REC	REC REV RECLASS		Rev	6,545.00	0.00	-265,851.35
Payable	2/2	10/09/2020	hlindsey	213798896				Exp	83.62	0.00	-265,767.73
41		W. B. MASON CO. INC.				Check	134707				
Payable	2/2	10/09/2020	hlindsey	INV42919132		RECREATION DEPT ZOOM		Exp	71.46	0.00	-265,696.27
41		ZOOM VIDEO COMMUNICATIONS INC				Check	134711				
Payable	2/2	10/09/2020	hlindsey	214020422				Exp	39.92	0.00	-265,656.35
41		W. B. MASON CO. INC.				Check	134707				
Payable	2/2	10/09/2020	hlindsey	204472963				Exp	298.00	0.00	-265,358.35
41		HOME DEPOT CREDIT SERVICE				Check	134643				
Payable	2/2	10/09/2020	hlindsey	2607				Exp	179.96	0.00	-265,178.39
41		HOME DEPOT CREDIT SERVICE				Check	134643				
Payable	2/2	10/09/2020	hlindsey	182584		UPDATED PARK AND		Exp	1,076.95	0.00	-264,101.44
41		PERMA-LINE CORP. OF N. E.				Check	134676				
Payable	2/2	10/09/2020	hlindsey	10541		MRPA MEMBERSHIP DUES 2020-		Exp	250.00	0.00	-263,851.44
41		MRPA INC.				Check	134670				
Journal Entry	102002/FY21	10/13/2020	cmcauliff	5603	REALL	REALLOC POSTAGE REC		Exp	1,021.20	0.00	-262,830.24
Payable	2044/2044	10/14/2020	hlindsey	1				Exp	706.29	0.00	-262,123.95
44P		payroll Vendor									
Payable	2/2	10/16/2020	hlindsey	21428594				Exp	27.74	0.00	-262,096.21
43		W. B. MASON CO. INC.				Check	134807				
Payable	2/2	10/16/2020	hlindsey	1098		CHOATE FIELD LIGHT		Exp	1,362.85	0.00	-260,733.36
43		ISLAND LIGHTING AND POWER SYSTEMS				Check	134767				
Payable	2/2	10/16/2020	hlindsey	3157		DEPIETRI FIELD ADDITIONAL WORK		Exp	1,714.00	0.00	-259,019.36
43		TRAVERSE LANDSCAPE ARCHITECTS LLC				Check	134799				
Payable	2/2	10/16/2020	hlindsey	5904125154		DEPARTMENT VAN REPAIR -		Exp	127.70	0.00	-258,891.66
43		OREILLY AUTO ENTERPRISES LLC				Check	134784				

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Ledger History - Detail with Payables - General Ledger

Tran. Type / Warrant	Block/Batch / Voucher	Posted / Payee	By	Tran. Name	JE Seq	Comment / Payment Type	Payment Number	X-Post Source Ledger	Beginning	Debit	Credit	Ending
Account: 2262-3-000-35900				FB RECREATION REVOLVING		*Summary:*			*0.00*	*171,049.71*	*570,137.82*	*-399,088.11*
Payable	2/2	10/16/2020	hlindsey	214139217				Exp		46.22	0.00	-258,845.44
43		W. B. MASON CO. INC.				Check	134807					
Payable	2/2	10/23/2020	hlindsey	114-11076157				Exp		295.31	0.00	-258,550.13
47		UNITED SITE SERVICES NORTHEAST INC.				Check	134897					
Payable	2/2	10/23/2020	hlindsey	FAST4		RAP SESSION 1 FALL 2020		Exp		1,632.00	0.00	-256,918.13
47		F.A.S.T ATHLETICS LLC				Check	134841					
Payable	2/2	10/23/2020	hlindsey	10062020		REPLACEMENT BATTERY FOR		Exp		110.62	0.00	-256,807.51
47		RAPS AUTO PARTS SUPPLY INC.				Check	134884					
Payable	2/2	10/23/2020	hlindsey	214365334				Exp		101.88	0.00	-256,705.63
47		W. B. MASON CO. INC.				Check	134901					
Payable	2050/2050	10/28/2020	hlindsey	1				Exp		1,213.90	0.00	-255,491.73
50P		payroll Vendor										
Payable	2/2	10/30/2020	hlindsey	148		RAP SESSION 1 - FALL 2020		Exp		400.00	0.00	-255,091.73
49		SEW STUDIO SOUTHBOROUGH LLC				Check	135020					
Payable	2/2	10/30/2020	hlindsey	IN2564556		RECREATION DEPT PRINTER FEE		Exp		227.40	0.00	-254,864.33
49		IMAGE TECHNOLOGY SPECIALISTS INC.				Check	134986					
Payable	2/2	10/30/2020	hlindsey	85		RAP SESSION 1 - FALL 2020		Exp		2,360.00	0.00	-252,504.33
49		VERNOVSKY SOPHIA				Check	135039					
Payable	2/2	10/30/2020	hlindsey	08122020		FALL 2020 INSPECTION OF TOWN		Exp		525.00	0.00	-251,979.33
49		WHITE NANCY A				Check	135041					
Receivable	102020/FY21	10/31/2020	hlindsey					Rev		0.00	7,410.84	-259,390.17
Receivable	102020/FY21	10/31/2020	hlindsey					Rev		0.00	80.00	-259,470.17
Payable	2/2	11/06/2020	hlindsey	114-10641240				Exp		123.80	0.00	-259,346.37
57		UNITED SITE SERVICES NORTHEAST INC.				Check	135193					
Payable	2/2	11/06/2020	hlindsey	114-10188573				Exp		15.00	0.00	-259,331.37
57		UNITED SITE SERVICES NORTHEAST INC.				Check	135193					
Payable	2/2	11/06/2020	hlindsey	031		FALL SESSION 1 RAP 2020		Exp		260.00	0.00	-259,071.37
57		DAVIS ISAIAH				Check	135146					
Payable	2059/2059	11/10/2020	hlindsey	1				Exp		478.93	0.00	-258,592.44
59P		payroll Vendor										
Payable	2/2	11/13/2020	hlindsey	INV1028-02		RAP SESSION 1 FALL 2020		Exp		765.00	0.00	-257,827.44
58		CERTAIN VICTORY MARTIAL ARTS AND				Check	135222					
Payable	2/2	11/20/2020	hlindsey	111553		Account 111553. Neary Light Mooney		Exp		232.96	0.00	-257,594.48
61		GATEHOUSE MEDIA MASSACHUSETTS INC				Check	135387					
Payable	2/2	11/20/2020	hlindsey	11062020		Yoga at Home Fall 2020 Session 1		Exp		288.00	0.00	-257,306.48
61		DOHERTY MARGARITS B				Check	135370					

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Ledger History - Detail with Payables - General Ledger

Tran. Type / Warrant	Block/Batch / Voucher	Posted / Payee	By	Tran. Name	JE Seq	Comment / Payment Type	X-Post Source Ledger / Payment Number		Beginning	Debit	Credit	Ending
Account: 2262-3-000-35900				FB RECREATION REVOLVING		*Summary:*			*0.00*	*171,049.71*	*570,137.82*	*-399,088.11*
Payable 61	2/2	11/20/2020 MUMBY	hlindsey	11102020 PAUL AND MARIA		First Kix Weekend Program Session 1 Check	135449	Exp		2,660.00	0.00	-254,646.48
Payable 61	2/2	11/20/2020 GREEN MARY STAR	hlindsey	11062020		Fall 2020 Yoga at Home Session 1 Check	135395	Exp		288.00	0.00	-254,358.48
Payable 68P	2068/2068	11/25/2020 payroll Vendor	hlindsey	1				Exp		1,938.32	0.00	-252,420.16
Payable 67	2/2	11/27/2020 VERNOVSKY SOPHIA	hlindsey	90		RAP FALL SESSION 2 2020 Check	135724	Exp		2,210.00	0.00	-250,210.16
Payable 67	2/2	11/27/2020 SEW STUDIO SOUTHBOROUGH LLC	hlindsey	154		FALL RAP SESSION 2 WOODWARD Check	135704	Exp		640.00	0.00	-249,570.16
Payable 67	2/2	11/27/2020 DAVIS TIM	hlindsey	US2020-311516		MEETUP.COM. UTILIZED FOR DROP Check	135646	Exp		105.12	0.00	-249,465.04
Receivable	112020/FY21	11/30/2020	hlindsey					Rev		0.00	4,503.52	-253,968.56
Receivable	112020/FY21	11/30/2020	hlindsey					Rev		0.00	90.00	-254,058.56
Payable 74P	2074/2074	12/09/2020 payroll Vendor	hlindsey	1				Exp		295.51	0.00	-253,763.05
Payable 76	2/2	12/11/2020 GOSTICK KATHERINE	cmcauliff	08012020		REIMBURSEMENT FOR SUMMER Check	135890	Exp		92.43	0.00	-253,670.62
Payable 76	2/2	12/11/2020 GOSTICK KATHERINE	cmcauliff	17814		REIMBURSEMENT FOR SUMMER Check	135890	Exp		901.00	0.00	-252,769.62
Payable 76	2/2	12/11/2020 GOSTICK KATHERINE	cmcauliff	072020		REIMBURSEMENT FOR SANITARY Check	135890	Exp		38.02	0.00	-252,731.60
Payable 76	2/2	12/11/2020 SETON IDENTIFICATION PRODUCTS	cmcauliff	9345119232		Check	135916	Exp		113.05	0.00	-252,618.55
Payable 76	2/2	12/11/2020 GOSTICK KATHERINE	cmcauliff	17870		REIMBURSEMENT FOR SUMMER Check	135890	Exp		35.00	0.00	-252,583.55
Payable 76	2/2	12/11/2020 HOME DEPOT CREDIT SERVICE	cmcauliff	WJ21085649		Check	135891	Exp		103.74	0.00	-252,479.81
Payable 77	2/2	12/18/2020 S & S WORLDWIDE	hlindsey	IN100592800		BASKETBALLS FOR FALL 2020 RAP Check	136004	Exp		237.60	0.00	-252,242.21
Payable 80	2/2	12/23/2020 GG LEAGUES INC	hlindsey	151A5227-0001		REC EGAME LEAGUE START UP Check	136069	Exp		200.00	0.00	-252,042.21
Payable 81P	2081/2081	12/23/2020 payroll Vendor	hlindsey	1				Exp		458.55	0.00	-251,583.66
Receivable	122020/FY21	12/31/2020	hlindsey					Rev		0.00	981.64	-252,565.30

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Ledger History - Detail with Payables - General Ledger

Tran. Type / Warrant	Block/Batch / Voucher	Posted / Payee	By	Tran. Name	JE Seq	Comment / Payment Type	Payment Number	X-Post Source Ledger	Beginning	Debit	Credit	Ending
Account: 2262-3-000-35900				FB RECREATION REVOLVING		*Summary:*			*0.00*	*171,049.71*	*570,137.82*	*-399,088.11*
Payable	2/2	12/31/2020	hlindsey	12172020		YOGA AT HOME WINTER SESSION		Exp		192.00	0.00	-252,373.30
84		GREEN MARY STAR				Check	136178					
Payable	2/2	12/31/2020	hlindsey	1208		ARCHERY EQUIPMENT FOR RAP		Exp		612.75	0.00	-251,760.55
84		STARK ARCHERY INC				Check	136204					
Payable	2/2	01/08/2021	hlindsey	112-8309945-		CHAIN LINK FENCE SIGN		Exp		84.66	0.00	-251,675.89
88		SYNCHRONY BANK				Check	136343					
Payable	2/2	01/08/2021	hlindsey	12222020		Fall Session 2 Yoga at home 2020		Exp		288.00	0.00	-251,387.89
88		DOHERTY MARGARITS B				Check	136300					
Payable	2096/2096	01/20/2021	hlindsey	1				Exp		305.70	0.00	-251,082.19
96P		payroll Vendor										
Payable	2/2	01/22/2021	hlindsey	21RETWNSOUTH		2021 MOA - 911 MEMORIAL TURF		Exp		357.00	0.00	-250,725.19
95		COMMONWEALTH OF MASSACHUSETTS				Check	136519					
Payable	2/2	01/29/2021	hlindsey	C2419627				Exp		13.08	0.00	-250,712.11
98		W. B. MASON CO. INC.				Check	136664					
Payable	2/2	01/29/2021	hlindsey	03215140S		MYREC.COM REGISTRATION		Exp		4,395.00	0.00	-246,317.11
98		R B PRODUCTIONS INC				Check	136651					
Payable	2/2	01/29/2021	hlindsey	216729097				Exp		29.34	0.00	-246,287.77
98		W. B. MASON CO. INC.				Check	136664					
Payable	2/2	01/29/2021	hlindsey	CAUGADDAB202		CONSTANT CONTACT		Exp		546.00	0.00	-245,741.77
98		CONSTANT CONTACT INC				Check	136614					
Payable	2/2	01/29/2021	hlindsey	1341		SERVICE REPAIR CALL FOR		Exp		197.93	0.00	-245,543.84
98		ISLAND LIGHTING AND POWER SYSTEMS				Check	136626					
Receivable	012021/FY21	01/31/2021	hlindsey					Rev		0.00	3,390.16	-248,934.00
Payable	2102/2102	02/03/2021	hlindsey	1				Exp		305.70	0.00	-248,628.30
102P		payroll Vendor										
Payable	2/2	02/05/2021	hlindsey	01142021		PAYMENT TO THE FOSR FOR		Rev		4,625.00	0.00	-244,003.30
101		FRIENDS OF SOUTHBOROUGH				Check	136734					
Payable	2/2	02/05/2021	hlindsey	217026083				Exp		13.08	0.00	-243,990.22
101		W. B. MASON CO. INC.				Check	136782					
Payable	2/2	02/12/2021	hlindsey	10612		2021 MRPA ANNUAL CONFERENCE		Exp		49.00	0.00	-243,941.22
105		MRPA INC.				Check	136843					
Payable	2/2	02/12/2021	hlindsey	10613		2021 MRPA ANNUAL CONFERENCE		Exp		49.00	0.00	-243,892.22
105		MRPA INC.				Check	136843					
Payable	2/2	02/12/2021	hlindsey	217331900				Exp		289.10	0.00	-243,603.12
105		W. B. MASON CO. INC.				Check	136867					

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

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Tran. Type / Warrant	Block/Batch / Voucher	Posted / Payee	By	Tran. Name	JE Seq	Comment / Payment Type	X-Post Source Ledger / Payment Number	Beginning	Debit	Credit	Ending
Account: 2262-3-000-35900				FB RECREATION REVOLVING		*Summary:*		*0.00*	*171,049.71*	*570,137.82*	*-399,088.11*
Payable	2111/2111	02/17/2021	hlindsey	1				Exp	305.70	0.00	-243,297.42
111P		payroll Vendor									
Payable	2/2	02/26/2021	hlindsey	WJ28701184		STORAGE UNIT FOR SPORTS		Exp	89.81	0.00	-243,207.61
116		HOME DEPOT CREDIT SERVICE				Check	137047				
Payable	2/2	02/26/2021	hlindsey	02032021		REIMBURSEMENT FOR OFFICE		Exp	67.98	0.00	-243,139.63
116		DAVIS TIM				Check	137043				
Receivable	022021/FY21	02/28/2021	hlindsey					Rev	0.00	63,342.76	-306,482.39
Payable	2119/2119	03/03/2021	hlindsey	1				Exp	709.70	0.00	-305,772.69
119P		payroll Vendor									
Payable	2/2	03/05/2021	hlindsey	171		WINTER RAP 2021 1/19-2/23		Exp	480.00	0.00	-305,292.69
118		SEW STUDIO SOUTHBOROUGH LLC				Check	137184				
Payable	2/2	03/05/2021	hlindsey	02162016		WINTER YOGA 01/21/21 & 02/04/2021		Exp	264.00	0.00	-305,028.69
118		GREEN MARY STAR				Check	137143				
Payable	2/2	03/12/2021	hlindsey	FAST1		RAP WINTER SESSION JAN-FEB		Exp	1,020.00	0.00	-304,008.69
124		F.A.S.T ATHLETICS LLC				Check	137274				
Payable	2/2	03/12/2021	hlindsey	97		RAP WINTER CLASSES JAN-FEB		Exp	990.00	0.00	-303,018.69
124		VERNOVSKY SOPHIA				Check	137331				
Payable	2/2	03/12/2021	hlindsey	02252021		REIMBURSEMENT FOR		Exp	210.00	0.00	-302,808.69
124		DAVIS TIM				Check	137269				
Payable	2126/2126	03/17/2021	hlindsey	1				Exp	366.84	0.00	-302,441.85
126P		payroll Vendor									
Payable	2/2	03/26/2021	hlindsey	38879				Exp	227.95	0.00	-302,213.90
128		CAMELOT ENTERPRISES				Check	137449				
Payable	2/2	03/26/2021	hlindsey	38979				Exp	367.95	0.00	-301,845.95
128		CAMELOT ENTERPRISES				Check	137449				
Payable	2/2	03/26/2021	hlindsey	3346A		A1023 - PAYMENT 1		Exp	550.00	0.00	-301,295.95
128		TRAVERSE LANDSCAPE ARCHITECTS LLC				Check	137473				
Payable	2/2	03/26/2021	hlindsey	3347A		A104 - PAYMENT 1		Exp	550.00	0.00	-300,745.95
128		TRAVERSE LANDSCAPE ARCHITECTS LLC				Check	137473				
Receivable	032021/FY21	03/31/2021	hlindsey					Rev	0.00	57,008.98	-357,754.93
Payable	2133/2133	03/31/2021	hlindsey	1				Exp	366.84	0.00	-357,388.09
133P		payroll Vendor									
Payable	2/2	04/02/2021	hlindsey	39018				Exp	319.95	0.00	-357,068.14
132		CAMELOT ENTERPRISES				Check	137552				
Payable	2/2	04/02/2021	hlindsey	39016				Exp	384.95	0.00	-356,683.19
132		CAMELOT ENTERPRISES				Check	137552				

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Account: 2262-3-000-35900				FB RECREATION REVOLVING		*Summary:*			*0.00*	*171,049.71*	*570,137.82*	*-399,088.11*
Payable	2/2	04/02/2021	hlindsey	03192021		Winter Session 2 2021 Yoga		Exp		396.00	0.00	-356,287.19
132		GREEN MARY STAR				Check	137566					
Payable	2/2	04/02/2021	hlindsey	39015				Exp		582.95	0.00	-355,704.24
132		CAMELOT ENTERPRISES				Check	137552					
Payable	2/2	04/02/2021	hlindsey	03192021		Yoga Sessions - Winter 2021 1 & 2		Exp		672.00	0.00	-355,032.24
132		DOHERTY MARGARITS B				Check	137559					
Payable	2140/2140	04/14/2021	hlindsey	1				Exp		397.41	0.00	-354,634.83
140P		payroll Vendor										
Payable	2146/2146	04/28/2021	hlindsey	1				Exp		438.17	0.00	-354,196.66
146P		payroll Vendor										
Receivable	042021/FY21	04/30/2021	hlindsey					Rev		0.00	1,440.00	-355,636.66
Receivable	042021/FY21	04/30/2021	hlindsey					Rev		0.00	27,570.88	-383,207.54
Payable	2/2	05/07/2021	hlindsey	3438				Exp		527.50	0.00	-382,680.04
150		TRAVERSE LANDSCAPE ARCHITECTS LLC				Check	138153					
Payable	2/2	05/07/2021	hlindsey	84567		RECREATION BROCHURE		Exp		2,910.89	0.00	-379,769.15
150		TRIAD ADVERTISING CORPORATION				Check	138154					
Payable	2/2	05/07/2021	hlindsey	IN2818870				Exp		234.14	0.00	-379,535.01
150		IMAGE TECHNOLOGY SPECIALISTS INC.				Check	138107					
Payable	2/2	05/07/2021	hlindsey	284900		REPLACEMENT FLAG - MOONEY		Exp		29.99	0.00	-379,505.02
150		MONNICK SUPPLY CO. INC.				Check	138129					
Payable	2/2	05/07/2021	hlindsey	114-11787084				Exp		119.03	0.00	-379,385.99
150		UNITED SITE SERVICES NORTHEAST INC.				Check	138158					
Payable	2/2	05/07/2021	hlindsey	3378				Exp		2,090.00	0.00	-377,295.99
150		TRAVERSE LANDSCAPE ARCHITECTS LLC				Check	138153					
Payable	2/2	05/07/2021	hlindsey	9965		REPLACEMENT BUCKET SEATS -		Exp		103.00	0.00	-377,192.99
150		ULTIPLAY PARKS & PLAYGROUNDS INC				Check	138157					
Payable	2/2	05/07/2021	hlindsey	3437				Exp		527.50	0.00	-376,665.49
150		TRAVERSE LANDSCAPE ARCHITECTS LLC				Check	138153					
Payable	2/2	05/07/2021	hlindsey	273.00		WINTER SEASON 2021		Exp		273.00	0.00	-376,392.49
150		GG LEAGUES INC				Check	138101					
Payable	2/2	05/07/2021	hlindsey	3377				Exp		2,090.00	0.00	-374,302.49
150		TRAVERSE LANDSCAPE ARCHITECTS LLC				Check	138153					
Payable	2152/2152	05/12/2021	hlindsey	1				Exp		417.79	0.00	-373,884.70
152P		payroll Vendor										
Payable	2/2	05/21/2021	hlindsey	IN100748789		SUMMER CAMP SUPPLIES 2021		Exp		106.84	0.00	-373,777.86
157		S & S WORLDWIDE				Check	138402					

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

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Account: 2262-3-000-35900				FB RECREATION REVOLVING		*Summary:*		*0.00*	*171,049.71*	*570,137.82*	*-399,088.11*
Payable	2/2	05/21/2021	hlindsey	114-11909577		ARTS CENTER PORTABLE UNIT		Exp	119.03	0.00	-373,658.83
157		UNITED SITE SERVICES NORTHEAST INC.				Check	138411				
Payable	2/2	05/21/2021	hlindsey	05022021		SPRING YOGA AT HOME MARCH-		Exp	180.00	0.00	-373,478.83
157		DOHERTY MARGARITS B				Check	138348				
Payable	2/2	05/21/2021	hlindsey	04292021		SPRING YOGA AT HOME MARCH-		Exp	180.00	0.00	-373,298.83
157		GREEN MARY STAR				Check	138362				
Payable	2159/2159	05/26/2021	hlindsey	1				Exp	509.50	0.00	-372,789.33
159P		payroll Vendor									
Payable	2/2	05/28/2021	hlindsey	40658208		SURVEY MONKEY DEPARTMENT		Exp	384.00	0.00	-372,405.33
158		DAVIS TIM				Check	138452				
Payable	2/2	05/28/2021	hlindsey	84881		DEPARTMENT BUSINESS CARDS		Exp	105.00	0.00	-372,300.33
158		TRIAD ADVERTISING CORPORATION				Check	138508				
Payable	2/2	05/28/2021	hlindsey	39427		SPECIAL OLYMPICS SOCCER 2021		Exp	372.95	0.00	-371,927.38
158		CAMELOT ENTERPRISES				Check	138438				
Payable	2/2	05/28/2021	hlindsey	3455		NEARY LIGHTING PROJECT		Exp	282.00	0.00	-371,645.38
158		TRAVERSE LANDSCAPE ARCHITECTS LLC				Check	138507				
Receivable	052021/FY21	05/31/2021	hlindsey					Rev	0.00	35,780.54	-407,425.92
Receivable	052021/FY21	05/31/2021	hlindsey					Rev	0.00	80.00	-407,505.92
Payable	2/2	06/04/2021	hlindsey	INV0521-002		SPRING 2021 RAP PROGRAMMING		Exp	1,530.00	0.00	-405,975.92
164		CERTAIN VICTORY MARTIAL ARTS AND				Check	138597				
Payable	2/2	06/04/2021	hlindsey	FAST11		SPRING RAP 2021		Exp	3,111.00	0.00	-402,864.92
164		F.A.S.T ATHLETICS LLC				Check	138602				
Payable	2/2	06/04/2021	hlindsey	FAST12		PREK SPORTS SPRING 2021		Exp	3,904.00	0.00	-398,960.92
164		F.A.S.T ATHLETICS LLC				Check	138602				
Payable	2166/2166	06/09/2021	hlindsey	1				Exp	2,181.26	0.00	-396,779.66
166P		payroll Vendor									
Payable	2/2	06/11/2021	hlindsey	05202021		SPRING 2021 RAP ADDITIONAL		Exp	112.00	0.00	-396,667.66
165		TAYLOR TANIA				Check	138755				
Payable	2/2	06/11/2021	hlindsey	108		SPRING RAP 2021 - 10 CLASSES		Exp	4,120.00	0.00	-392,547.66
165		VERNOVSKY SOPHIA				Check	138760				
Payable	2/2	06/11/2021	hlindsey	05022021-01		RAP SPRING 2021		Exp	1,288.00	0.00	-391,259.66
165		TAYLOR TANIA				Check	138755				
Payable	2/2	06/11/2021	hlindsey	220493659				Exp	111.05	0.00	-391,148.61
165		W. B. MASON CO. INC.				Check	138761				
Payable	2/2	06/11/2021	hlindsey	192		RAP SPRING 2021		Exp	400.00	0.00	-390,748.61
165		SEW STUDIO SOUTHBOROUGH LLC				Check	138746				

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Warrant	Voucher	Payee				Payment Type	Payment Number					
Account: 2262-3-000-35900				FB RECREATION REVOLVING		*Summary:*			*0.00*	*171,049.71*	*570,137.82*	*-399,088.11*
Payable	2/2	06/11/2021	hlindsey	INV-64453		MOONEY FIELD COMPLEX SIGNAGE		Exp		1,054.00	0.00	-389,694.61
165		NEWMAN ENTERPRISES INC				Check	138731					
Journal Entry	063025/FY21	06/17/2021	cmcauliff	5836	FAC	FACILITIES YR END ALLOC		Exp		1,486.93	0.00	-388,207.68
Journal Entry	063025/FY21	06/17/2021	cmcauliff	5836	FAC	FACILITIES YR END ALLOC		Exp		961.73	0.00	-387,245.95
Payable	2173/2173	06/23/2021	hlindsey	1				Exp		570.64	0.00	-386,675.31
173P		payroll Vendor										
Payable	2/2	06/25/2021	hlindsey	220758488				Exp		19.14	0.00	-386,656.17
172		W. B. MASON CO. INC.				Check	139104					
Payable	2/2	06/25/2021	hlindsey	INV100775859		SUMMER CAMP SUPPLIES		Exp		596.93	0.00	-386,059.24
172		S & S WORLDWIDE				Check	139085					
Payable	2/2	06/25/2021	hlindsey	114-12026402				Exp		119.03	0.00	-385,940.21
172		UNITED SITE SERVICES NORTHEAST INC.				Check	139098					
Receivable	062021/FY21	06/30/2021	hlindsey					Rev		0.00	26,200.83	-412,141.04
Receivable	062021/FY21	06/30/2021	hlindsey					Rev		0.00	1,821.00	-413,962.04
Payable	2/2	06/30/2021	hlindsey	06162021		SPRING RAP 2021		Exp		2,175.00	0.00	-411,787.04
176		MUMBY PAUL AND MARIA				Check	139202					
Payable	2/2	06/30/2021	hlindsey	06222021		SPRING YOGA 2 YOGA 2021		Exp		120.00	0.00	-411,667.04
176		DOHERTY MARGARITS B				Check	139158					
Payable	2/2	06/30/2021	hlindsey	06172021		SPRING 2 YOGA 2021		Exp		240.00	0.00	-411,427.04
176		GREEN MARY STAR				Check	139168					
Payable	2/2	06/30/2021	hlindsey	221116001		CAMP SUPPLIES 2021		Exp		26.63	0.00	-411,400.41
179		W. B. MASON CO. INC.				Check	139376					
Payable	2/2	06/30/2021	hlindsey	IN100785960		CAMP SUPPLIES 2021		Exp		146.64	0.00	-411,253.77
179		S & S WORLDWIDE				Check	139356					
Payable	2/2	06/30/2021	hlindsey	INV793271		PICKLEBALL/TENNIS BENCHES AT		Exp		990.00	0.00	-410,263.77
179		PIONEER MFG.				Check	139348					
Payable	2180/2180	06/30/2021	hlindsey	1				Exp		9,329.84	0.00	-400,933.93
180P		payroll Vendor										
Payable	1/1	06/30/2021	hlindsey	CAMP REFUND				Rev		243.00	0.00	-400,690.93
183		KATIE MCWALTER				Check	139541					
Payable	1/1	06/30/2021	hlindsey	CAMP REFUND				Rev		216.00	0.00	-400,474.93
183		DANIELLE GAUTHIER				Check	139524					
Payable	1/1	06/30/2021	hlindsey	CAMP REFUND				Rev		540.00	0.00	-399,934.93
183		SUDARSAN KANNAN				Check	139573					
Payable	2/2	06/30/2021	hlindsey	1499		FIRST AIR AND CPR TRAINING FOR		Exp		629.47	0.00	-399,305.46
183		UNITED COMMUNICATION SOLUTIONS LLC				Check	139581					

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Tran. Type	Block/Batch	Posted	By	Tran. Name	JE Seq	Comment		Beginning	Debit	Credit	Ending
Warrant	Voucher	Payee				Payment Type	Payment Number	X-Post Source Ledger			
Account: 2262-3-000-35900				FB RECREATION REVOLVING		***Summary:***		*0.00*	*171,049.71*	*570,137.82*	*-399,088.11*
Payable	2/2	06/30/2021	hlindsey	IN100795469		CAMP SUPPLIES 2021		Exp	98.32	0.00	-399,207.14
183		S & S WORLDWIDE				Check	139567				
Payable	2/2	06/30/2021	hlindsey	114-12135584				Exp	119.03	0.00	-399,088.11
183		UNITED SITE SERVICES NORTHEAST INC.				Check	139582				
						1 Account(s) totaling:		0.00	171,049.71	570,137.82	-399,088.11

RULES and REGULATIONS

for

OUTDOOR ILLUMINATION

EFFECTIVE DATE:
Adopted by Southborough Planning Board:

Version 6.1 Submitted 08/04/21

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PREFACE

Recently, problems with light pollution have created a greater sense of urgency for change, due to increased understanding about the sever impacts on the environment and human health. Extensive efforts of the Illuminating Engineering Society of North America (IES), in consultation with various advocacy groups for responsible lighting, have resulted in a set of standards that:

- dramatically reduce the level of light pollution and
- can be met using readily available, reasonably priced lighting equipment

First, is the use of lighting zones (LZ-0 to LZ-3) which the Planning Board has assigned to the Zoning Districts in Southborough as follows:

- LZ-0: Conservation and Research, Scientific & Professional
- LZ-1: Residential A and Residential B
- LZ-2: Business Village
- LZ-3: Business Highway, Industrial, and Industrial Park

Second, is the use of the IES B.U.G. rating system (backlight, uplight, glare) for luminaries. This rating system provides more effective control of unwanted light and avoids individual evaluation of a fixture's photometric properties. Importantly, the B.U.G. ratings will inherently limit the use of luminaries that would be restricted such as barn lights, non-shielded wall-packs, and flood or parking lighting that are not appropriately aimed downward (as B.U.G. standards include the lamp angle to the horizontal). This system also inherently prevents light trespass onto other properties, however special attention will be paid to those areas where abutting properties have dramatically different lighting zone ratings (e.g. Industrial LZ-3 abutting Residential A LZ-1) where additional light scatter can impact trespass requirements.

Lighting plans will be reviewed using International Darksky Association IDA guidance and IES recommended hardscape method (or prescriptive method) for evaluating the total initial lumens (for the entire site) against the total allowed initial lumens per site (based on the lumen per square foot allowances according to lighting zone) to assess compliance. The hardscape method provides a simple process for assessing the total lighting for a site; supported by deep analysis through the utilization of B.U.G. standards as well as complete reporting of all site luminaire photometric properties. This process allows a more effective review of lighting plans for the overall site at an initial level of scrutiny.

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Total Site Lumen Limit
The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen limit shall be determined using the hardscape area and table below. For sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens. The total installed initial luminaire lumens are calculated as the sum of the initial luminaire lumens for all luminaires; both existing and proposed.

For luminaires with relative photometry per IES, it is calculated as the sum of the initial lamp lumens for all lamps within an individual luminaire, multiplied by the luminaire efficiency. If the efficiency is not known for a residential luminaire, assume 70%. For luminaires with absolute photometry per IES LM-79, it is the total luminaire lumens. The lumen rating of a luminaire assumes the lamp or luminaire is new and has not depreciated in light output.

Table 1: Allowed Total Initial Lumens Per Site for Outdoor Lighting by Hardscape Area

LZ-0	LZ-1	LZ-2	LZ-3
Conservation and Research, Scientific & Professional	Residential A and Residential B	Business Village	Business Highway and Industrial and Industrial Park
0.5 lumens per SF of hardscape	1.25 lumens per SF of hardscape	2.5 lumens per SF of hardscape	5.0 lumens per SF of hardscape

Limits to Off Site Impact
There shall be no light trespass by a luminaire beyond the property boundaries of the lot on which it is located, except as within a street right-of-way for which there shall be no limit.

For property lines shared between two disparate lighting zones, special attention will be paid to the degree of indirect light cast onto adjacent properties and will be considered part of the backlighting requirement. Large surfaces such as the sides of buildings and other potentially reflective surfaces which may scatter inward-facing light outward beyond the property line must be managed to prevent such trespass. Examples include alteration of the surface coating, color, and/or placement of these structures to prevent scatter or manage the direction of scatter to avoid light trespass.

LED Correlated Color and Output
All proposed LED lighting shall have a correlated color temperature (CCT) ≤ 3000K, with S/P< 1.2. except where regulations for outdoor field lighting applies.

Existing Non-Conforming Replacements
When non-conforming fixtures or luminaires require replacement **for any reason** (including but not limited to broken, end of life, vandalism, those fixtures shall be replaced in compliance with Section 174-12.1 Outdoor Illumination bylaw. Buildings and lots with clusters of more than 10 fixtures (e.g. parking lots, landscapes, large scale building illumination shall **all** be brought into compliance when the majority of the luminaries (>50%) have reached the end of their life.

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Residential Properties

For residential properties including multiple residential properties not having common areas, all outdoor luminaires shall be fully shielded and shall not exceed the allowed lumen output in Table 2, row 2. All residential landscape lighting shall comply with Table 3 and shall not be aimed into adjacent properties.

Exceptions

1. One partly shielded or unshielded luminaire at the main entry, not exceeding the allowed lumen output in Table 2 Row 1.
2. Any other partly shielded or unshielded luminaires not exceeding the allowed lumen output in Table 2 Row 3.
3. Low voltage landscape lighting aimed away from adjacent properties and not exceeding the allowed lumen output in Table 2 Row 4.
4. Shielded directional flood lighting aimed so that direct glare is not visible from adjacent properties and not exceeding the allowed lumen output in Table 2 Row 5.
5. Open flame gas lamps.
6. Lighting installed with a vacancy sensor, where the sensor extinguishes the lights no more than 15 minutes after the area is vacated.

Table 2: Lighting Limits – Residential

	LZ-0	LZ-1	LZ-2
Row 1 Maximum Allowed Luminaire Lumens* for Unshielded Main Entry Luminaire-	not allowed	420 lumens	630 lumens
Row 2 Maximum Allowed Luminaire Lumens* for each Fully Shielded Luminaire	630 lumens	1260 lumens	1260 lumens
Row 3 Maximum Allowed Luminaire Lumens* for each Unshielded Luminaire excluding main entry	not allowed	315 lumens	315 lumens
Row 4 Maximum Allowed Luminaire Lumens* for each Landscape Lighting	not allowed	150 lumens	1050 lumens
Row 5 Maximum Allowed Luminaire Lumens* for each Shielded Directional Flood Lighting	not allowed	700 lumens	1260 lumens
Row 6 Maximum Allowed Luminaire Lumens* for each Low Voltage Landscape Lighting	not allowed	50 lumens	525 lumens

***Luminaire lumens =Initial lamp lumens for a lamp multiplied (x) by the number of lamps in the luminaire**

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Non-residential Properties
A luminaire may be used if it is rated for the lighting zone of the site or lower in Backlight number. Luminaires equipped with adjustable mounting devices permitting alteration of luminaire aiming in the field shall not be permitted. To be considered 'ideally oriented', the luminaire must be mounted with the backlight portion of the light output oriented perpendicular and towards the property line of concern.

All luminaires shall have BUG rating (IES TM-15) reported and shall be installed according to the following tables:

Table 3a: Maximum Allowable Backlight.

	LZ-0	LZ-1	LZ-2	LZ-3
Allowed Backlight Rating*				
Greater than 2 mounting heights from property line	B1	B3	B4	B5
1 to less than 2 mounting heights from property line, and ideally oriented**	B1	B2	B3	B4
0.5 to 1 mounting heights from property line and ideally oriented**	B0	B1	B2	B3
Less than 0.5 mounting height to property line and properly oriented**	B0	B0	B0	B1

Table 3b: Maximum Allowable Uplight. A luminaire may be used if it is rated for the lighting zone of the site or lower in Uplight number.

	LZ-0	LZ-1	LZ-2	LZ-3
Allowed Uplight Rating	U0	U1	U2	U3
Allowed % light emission above 90° for street or area lighting	0%	0%	0%	0%

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Table 3c: Maximum Allowable Glare. A luminaire may be used if it is rated for the lighting zone of the site or lower in Glare number.

	LZ-0	LZ-1	LZ-2	LZ-3
Allowed Glare Rating	G0	G1	G2	G3
Any luminaire not ideally oriented*** with 1 to less than 2 mounting heights to any property line of concern	G0	G0	G1	G1
Any luminaire not ideally oriented*** with 0.5 to 1 mounting heights to any property line of concern	G0	G0	G0	G1
Any luminaire not ideally oriented*** with less than 0.5 mounting heights to any property line of concern	G0	G0	G0	G0

Any luminaire that cannot be mounted with its backlight perpendicular to any property line within 2X the mounting heights of the luminaire location shall meet the reduced Allowed Glare Rating in Table 3c.

Outdoor Sports Illumination

Measured on-field illuminance values appropriate for the application per IESNA RP-6-15 Sports and Recreational Area Lighting 6-15 Sports and Recreational Area Lighting criteria (or equivalent CIE guidance) together with modeled initial illuminance targets.

As the IES TM-15-11 Luminaire Classification System for Outdoor Lighting is not appropriate for sports lighting, a modified approach to controlling backlight, uplight, and glare is applied with the following metrics:

1. Backlight – Directionality and application efficiency will be addressed indirectly through two methods that quantify off-site performance, one using the design luminance and another using measured illuminance. Backlight criteria will be difficult to meet without sufficient and appropriate setback of sports fields from the properly line.
    a. Total designed lumens not contained within the area encompassing the field perimeter and an area immediately adjacent to that area that has a 33 foot (10 meter) offset. As modeled, no more than 15% of the total lumens may be outside of this region.
    b. Measured spill illuminance values, as measured with the light meter aimed in the direction of the brightest reading, shall not exceed criteria for the respective Environmental Zone (Table 1 below) nor shall it exceed the maximum initial spill illuminance values as modeled and specified in the design process. These measurements

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shall be taken a distance equal to 150' beyond the edge of the field. Measurements should be conducted with and without the facility lighting operating so that the sports facility lighting can be isolated from other natural and artificial light sources.

Table 4 – Allowable Spill Illuminance To Control Backlight

Lighting zones	Spill Illuminance at Setback
LZ1- LZ3	≤ 0.20 ft-c/ ≤ lux

2. Uplight – All luminaires must be designed such as to not to emit direct light above the horizon, unless required for the activity (i.e. aerial sports) being played. In those cases, only 8% of the total (directly) applied lumens as modeled may be in this zone. For modeling purposes, a horizontal ceiling grid shall be placed 5 feet (1.5 meters) above the top of the tallest pole, extending out to 150 feet (45 meters) beyond the edge of the field to determine compliance. Installation shall not deviate from the design.

3. Glare – Modeled luminous intensity from any luminaire for any viewing angle at 5' above grade level, at a distance equal to 150' beyond the edge of the field shall not exceed 1000 candela (absolute). Luminaires shall not emit more than 250 lumens in the "Very High" glare zone, ranging from 80° to 90° above nadir. This shall be verified through a luminaire photometric report and aiming summary report and visual inspection, or through an equivalent software application and visual inspection.1

The lighting system shall achieve a minimum Application Efficiency of 70 lumens per watt, calculated per the following formula (or the metric equivalent):

$$\frac{\text{*Target Area Sq. Footage x Avg. Maintained Design ft-c}}{\text{Total System Watts}} = \text{Applied Lumens/Watts}$$

***Target Area** is defined as the total grid area for the sports field and/or sports court as defined by the IES LM-5-04 IESNA Guide for Photometric Measurements of Area and Sports Lighting Installments (or CIE equivalent guidance).

4. Color – Luminaire Correlated Color Temperature (CCT) may not exceed 5700°K, as defined by ANSI C78.377. Luminaire CCT must be determined through empirical measurements as defined by IESNA LM-79 (or CIE equivalent) and performed by a laboratory appropriately accredited by NVLAP.

5. Controls – Provide advanced controls and documentation for the following:
    a. Automatic and/or remote-control system via smartphone apps, or direct remote communication to the company facility responsible for handling the lighting controls, to enforce shut-off at locally established curfew time, not to be later than 10:00 PM (2200 hrs.).
    b. On-site manual and/or remote-control system shall also be provided to allow for the lights to be turned on or off at will (before curfew) to assure that only active sports fields are lighted.

c. Provide readily accessible controls to implement uniform and variable adaptive illumination levels for different task lighting needs on field, e.g. IES class of play, competition athletics, band practice, striping, mowing, sports practice, etc. Adaptive dimming shall be possible across the range of 25% to 100% of full illumination.

d. A formal policy defining the appropriate level of illumination necessary for the specific activities and curfew times must be established and enforced.

6. Other Lighting – The installed field lighting is not to be used for illuminating other area tasks. For example, if parking and concession areas lighting is desired, those areas shall be illuminated by separate luminaires and systems not associated with sports field illuminance needs. Other outdoor lighting at the site must, at a minimum, meet the lighting standards and lighting codes established in zoning bylaw Section 174.12.1 Outdoor Illumination, and must meet the standards set forth in the IDA Model Lighting

ENFORCEMNT

Violations of this Bylaw shall be subject to the provisions of the Town of Southborough Article III entitled "Use Regulations" Section 174-24 thereof entitled "Enforcement; procedures; violations and penalties."

Non-residential

Proponents must provide a comprehensive photometric plan within their plan set. The manufacturer's specification sheet may be used to establish the lumen level of a luminaire, correlated color temperature (CCT) and, if required, to verify the use of fully shielded fixture design. (Please reference this document and the Outdoor Illumination bylaw for more details.) Once approved by the Planning Board the Building Department will monitor the project to ensure compliance. After the structure is built the Planning Board/Department must receive as built plan. The Planning Board/Department reserves the right to inspect the development upon completion in coordination with the Building Commissioner, developer, and property owner.

Residential

Property owners are encouraged to resolve lighting disputes between one another. If resolution is not viable, then, the owner of any lot or property who believes their neighbor is in violation of the Outdoor Illumination bylaw should complete the required building department compliant form. The individual logging the compliant shall have the burden of demonstrating that the existing luminaire is out of compliance with the standards established in the Outdoor Illumination bylaw. Supporting evidence could include:

a. Pictures taken from the property showing the fixture's light trespass

b. A measured reading taken from a lighting app downloaded on a phone or other mobile device

The Building Department will then follow up based on their availability contacting both homeowners regarding the concern. A letter may be issued regarding the complaint. Additionally, a site visit for visual observation of the lighting in question may be arranged with one or both of the homeowners.

Appendix

Definitions	
Architectural Lighting	Lighting designed to reveal architectural beauty, shape and/or form and for which lighting for any other purpose is incidental.
Authority	The adopting municipality, agency or other governing body.
Backlight	For an exterior luminaire, lumens emitted in the quarter sphere below horizontal and in the opposite direction of the intended orientation of the luminaire. For luminaires with symmetric distribution, backlight will be the same as front light.
BUG	A luminaire classification system that classifies backlight (B), uplight (U) and glare (G).
Common Outdoor Areas	One or more of the following: a parking lot; a parking structure or covered vehicular entrance; a common entrance or public space shared by all occupants of the domiciles.
Curfew	A time defined by the authority when outdoor lighting is reduced or extinguished.
Emergency conditions	Generally, lighting that is only energized during an emergency; lighting fed from a backup power source; or lighting for illuminating the path of egress solely during a fire or other emergency situation; or, lighting for security purposes used solely during an alarm.
Footcandle	The unit of measure expressing the quantity of light received on a surface. One footcandle is the illuminance produced by a candle on a surface one-foot square from a distance of one foot.
Forward Light	For an exterior luminaire, lumens emitted in the quarter sphere below horizontal and in the direction of the intended orientation of the luminaire.
Fully Shielded Luminaire	A luminaire constructed and installed in such a manner that all light emitted by the luminaire, either directly from the lamp or a diffusing element, or indirectly by reflection or re-fraction from any part of the luminaire, is projected below the horizontal plane through the luminaire's lowest light-emitting part.
Glare	Lighting entering the eye directly from luminaires or indirectly from reflective surfaces that causes visual discomfort or reduced visibility.

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Hardscape	Permanent hardscape improvements to the site including parking lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways and non-vegetated landscaping that is 10 feet or less in width. Materials may include concrete, asphalt, stone, gravel, etc.
Hardscape Area	The area measured in square feet of all hard- scape. It is used to calculate the Total Site Lumen Limit in both the Prescriptive Method and Performance Methods. Refer to Hardscape definition.
Hardscape Perimeter	The perimeter measured in linear feet is used to calculate the Total Site Lumen Limit in the Performance Method. Refer to Hardscape definition.
IDA	International Dark-Sky Association.
IESNA	Illuminating Engineering Society of North America.
Lamp	A generic term for a source of optical radiation (i.e. "light"), often called a "bulb" or "tube". Examples include incandescent, fluorescent, high-intensity discharge (HID) lamps, and low-pressure sodium (LPS) lamps, as well as light-emitting diode (LED) modules and arrays.
Landscape Lighting	Lighting of trees, shrubs, or other plant material as well as ponds and other landscape features.
LED	Light Emitting Diode.
Light Pollution	Any adverse effect of artificial light including, but not limited to, glare, light trespass, sky- glow, energy waste, compromised safety and security, and impacts on the nocturnal environment.
Light Trespass	Light that falls beyond the property it is intended to illuminate.
Lighting	"Electric" or "man-made" or "artificial" lighting. See "lighting equipment".
Lighting Equipment	Equipment specifically intended to provide gas or electric illumination, including but not limited to, lamp(s), luminaire(s), ballast(s), poles, posts, lens(s), and related structures, electrical wiring, and other necessary or auxiliary components.
Lighting Zone	An overlay zoning system establishing legal limits for lighting for particular parcels, areas, or districts in a community.
Low Voltage Landscape Lighting	Landscape lighting powered at less than 15 volts and limited to luminaires having a rated initial luminaire lumen output of 525 lumens or less.

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Lumen	The unit of measure used to quantify the amount of light produced by a lamp or emitted from a luminaire (as distinct from "watt," a measure of power consumption).
Luminaire	The complete lighting unit (fixture), consisting of a lamp, or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply.
Luminaire Lumens	For luminaires with relative photometry per IES, it is calculated as the sum of the initial lamp lumens for all lamps within an individual luminaire, multiplied by the luminaire efficiency. If the efficiency is not known for a residential luminaire, assume 70%. For luminaires with absolute photometry per IES LM-79, it is the total luminaire lumens. The lumen rating of a luminaire assumes the lamp or luminaire is new and has not depreciated in light output.
Lux	The SI unit of illuminance. One lux is one lumen per square meter. 1 Lux is a unit of incident illuminance approximately equal to 1/10 footcandle.
Mounting height	The height of the photometric center of a luminaire above grade level.
New lighting	Lighting for areas not previously illuminated; newly installed lighting of any type except for replacement lighting or lighting repairs.
Object	A permanent structure located on a site. Objects may include statues or artwork, garages or canopies, outbuildings, etc.
Object Height	The highest point of an entity, but shall not include antennas or similar structures.
Ornamental lighting	Lighting that does not impact the function and safety of an area but is purely decorative, or used to illuminate architecture and/or land- scaping, and installed for aesthetic effect.
Ornamental Street Lighting	A luminaire intended for illuminating streets that serves a decorative function in addition to providing optics that effectively deliver street lighting. It has a historical period appearance or decorative appearance, and has the following design characteristics: · designed to mount on a pole using an arm, pendant, or vertical tenon; · opaque or translucent top and/or sides; · an optical aperture that is either open or enclosed with a flat, sag or drop lens; · mounted in a fixed position; and · with its photometric output measured using Type C photometry per IESNA LM-75-01.
Outdoor Lighting	Lighting equipment installed within the property line and outside the building envelopes, whether attached to poles, building structures, the earth, or any other location; and any associated lighting control equipment.

Partly shielded luminaire	A luminaire with opaque top and translucent or perforated sides, designed to emit most light downward.
Property line	The edges of the legally-defined extent of privately owned property.
Repair(s)	The reconstruction or renewal of any part of an existing luminaire for the purpose of its on- going operation, other than relamping or replacement of components including capacitor, ballast or photocell. Note that retrofitting a luminaire with new lamp and/or ballast technology is not considered a repair and for the purposes of this ordinance the luminaire shall be treated as if new. "Repair" does not include normal relamping or replacement of components including capacitor, ballast or photocell.
Replacement Lighting	Lighting installed specifically to replace existing lighting that is sufficiently broken to be beyond repair.
Sales area	Uncovered area used for sales of retail goods and materials, including but not limited to automobiles, boats, tractors and other farm equipment, building supplies, and gardening and nursery products.
Seasonal lighting	Temporary lighting installed and operated in connection with holidays or traditions.
Sign	Advertising, directional or other outdoor promotional display of art, words and/or pictures.
Sky Glow	The brightening of the nighttime sky that results from scattering and reflection of artificial light by moisture and dust particles in the atmosphere. Skyglow is caused by light directed or reflected upwards or sideways and reduces one's ability to view the night sky
Temporary lighting	Lighting installed and operated for periods not to exceed 60 days, completely removed and not operated again for at least 30 days.
Time Switch	An automatic lighting control device that switches lights according to time of day.
Translucent	Allowing light to pass through, diffusing it so that objects beyond cannot be seen clearly (not transparent or clear).
Unshielded Luminaire	A luminaire capable of emitting light in any direction including downwards.
Uplight	For an exterior luminaire, flux radiated in the hemisphere at or above the horizontal plane.
Vertical Illuminance	Illuminance measured or calculated in a plane perpendicular to the site boundary or property line.

Excerpts from the Joint IDA – IES

International Dark-Sky Association – Illuminating Engineering Society

Model Lighting Ordinance (MLO) with User's Guide

June 15, 2011

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A full version of this guidance is available for download at:
https://www.ies.org/product/model-lighting-ordinance-mlo-with-users-guide/

Lighting zones reflect the base (or ambient) light levels desired by a community. The use of lighting zones (LZ) was originally developed by the International Commission on Illumination (CIE) and appeared first in the US in IES Recommended Practice for Exterior Environmental Lighting, RP-33-99.

It is recommended that lower lighting zone(s) be given preference when establishing zoning criteria. Selection of lighting zone or zones should be based not on existing conditions but rather on the type of lighting environments the jurisdiction seeks to achieve. For instance, new development on previously rural or undeveloped land may be zoned as LZ-1. Using lighting zones allows a great deal of flexibility and customization without the burden of excessive regulation. For example, a jurisdiction may choose to establish vertical lighting zones with the lighting zone at street level at a higher zone than the residential housing on upper levels.

However, if an adjacent use could be adversely impacted by allowable lighting, the adopting authority may require that a particular site meet the requirements for a lower lighting zone. For example, the authority could specify Lighting Zone 1 or 2 requirements if a commercial development were adjacent to a residence, hospital or open space, or to any land assigned to a lower zone.

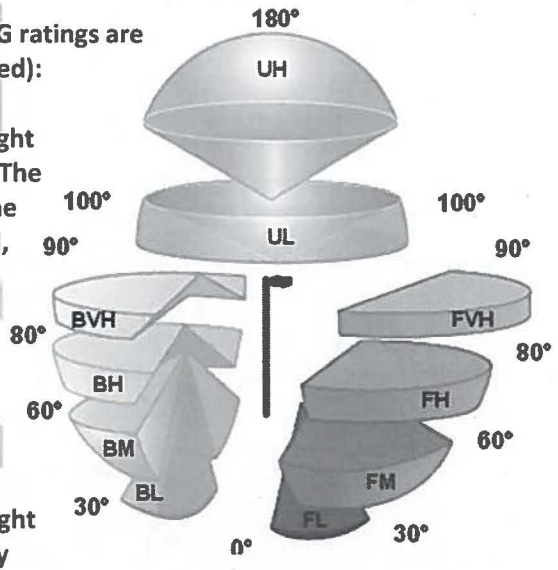
Lighting zones are best implemented as an overlay to the established zoning especially in communities where a variety of zone districts exists within a defined area or along an arterial street. Where zone districts are cohesive, it may be possible to assign lighting zones to established land use zoning. It is recommended that the lighting zone includes churches, schools, parks, and other uses embedded within residential communities.

Zone	Recommended Uses or Areas	Zoning Considerations
LZ-0	**Lighting Zone 0 should be applied to areas in which permanent lighting is not expected and when used, is limited in the amount of lighting and the period of operation. LZ-0 typically includes undeveloped areas of open space, wilderness parks and preserves, areas near astronomical observatories, or any other area where the protection of a dark environment is critical. Special review should be required for any permanent lighting in this zone. Some rural communities may choose to adopt LZ-0 for residential areas.**	**Recommended default zone for wilderness areas, parks and preserves, and undeveloped rural areas.** Includes protected wildlife areas and corridors.
LZ-1	**Lighting Zone 1 pertains to areas that desire low ambient lighting levels. These typically include single and two family residential communities, rural town centers, business parks, and other commercial or industrial/ storage areas typically with limited nighttime activity. May also include the developed areas in parks and other natural settings.**	**Recommended default zone for rural and low density residential areas.** Includes residential single or two family; agricultural zone districts; rural residential zone districts; business parks; open space include preserves in developed areas.

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Zone	Recommended Uses or Areas	Zoning Considerations
LZ-2	Lighting Zone 2 pertains to areas with moderate ambient lighting levels. These typically include multifamily residential uses, institutional residential uses, schools, churches, hospitals, hotels/motels, commercial and/or businesses areas with evening activities embedded in predominately residential areas, neighborhood serving recreational and playing fields and/or mixed use development with a predominance of residential uses. Can be used to accommodate a district of outdoor sales or industry in an area otherwise zoned LZ-1.	**Recommended default zone for light commercial business districts and high density or mixed use residential districts.** Includes neighborhood business districts; churches, schools and neighborhood recreation facilities; and light industrial zoning with modest nighttime uses or lighting requirements.
LZ-3	Lighting Zone 3 pertains to areas with moderately high lighting levels. These typically include commercial corridors, high intensity suburban commercial areas, town centers, mixed use areas, industrial uses and shipping and rail yards with high night time activity, high use recreational and playing fields, regional shopping malls, car dealerships, gas stations, and other nighttime active exterior retail areas.	**Recommended default zone for large cities' business district.** Includes business zone districts; commercial mixed use; and heavy industrial and/or manufacturing zone districts.

The three components of BUG ratings are based on IES TM-15-07 (revised):



Backlight, which creates light trespass onto adjacent sites. The B rating takes into account the amount of light in the BL, BM, BH and BVH zones, which are in the direction of the luminaire OPPOSITE from the area intended to be lighted.

Uplight, which causes artificial sky glow. Lower uplight (zone UL) causes the most sky glow and negatively affects professional and academic astronomy. Upper uplight (UH) not reflected off a surface is mostly energy waste. The U rating defines the amount of light into the upper hemisphere with greater concern for the light at or near the horizontal angles (UL).

Glare, which can be annoying or visually disabling. The G rating takes into account the amount of frontlight in the FH and FVH zones as well as BH and BVH zones.

BUG ratings apply to the Lighting Zone of the property under consideration.

(Key: UH=Uplight High, UL=Uplight Low, BVH=Backlight Very High, BH=Backlight High, BM=Backlight Medium, BL=Backlight Low, FVH=Forward Light Very High, FH=Forward Light High, FM=Forward Light Medium, FL=Forward Light Low.)

In general, a higher BUG rating means more light is allowed in solid angles, and the rating increases with the lighting zone. However, a higher B (backlight) rating simply indicates that the luminaire directs a significant portion of light behind the pole, so B ratings are designated based on the location of the luminaire with respect to the property line. A high B rating luminaire maximizes the spread of light, and is effective and efficient when used far from the property line. When luminaires are located near the property line, a lower B rating will prevent unwanted light from interfering with neighboring properties.

At the 90-180 degree ranges:

- Zone 0 allows no light above 90 degrees.
- Zone 1 allows only 10 lumens in the UH and UL zones, 20 lumens total in the complete upper hemisphere. (This is roughly equivalent to a 5 W incandescent lamp).
- Zone 2 allows only 50 lumens in the UH and UL zones, 100 lumens total (less than a 25W incandescent lamp).
- Zone 3 allows only 500 lumens in the UH and UL zones, 1000 lumens total (about the output of a 75W incandescent bulb).

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Non-Residential Lighting

In this example, three types of luminaires are used to light a parking area and building entry in a light commercial area. Two of these three luminaires use metal halide lamps: 70 watt wall mounted area lights and 150 watt pole mounted area lights. For these, the Initial Luminaire Lumens is equal to the initial lamp lumens multiplied by the luminaire efficiency. These values are entered into the compliance chart. The lumen value for the building mounted LED luminaires is equal to the lumens exiting the luminaire. Therefore, the value already represents the Initial Luminaire Lumens and no luminaire efficiency is needed. The total Luminaire Lumens for the site is equal to 247,840. The allowable lumens are based on the lighting zone and the total hardscape area. Referencing Table 1, the allowed lumens are 2.5/SF for LZ2. Multiplying this by the total hardscape square footage gives a value of 250,000 lumens allowed. Because this value is greater than the value calculated for the site, the project complies.

HARDSCAPE METHOD EXAMPLE - COMPLIANCE CHART			
Lamp Descriptions	*QTY*	*Initial Luminaire Lumens*	*Total*
70 W Metal Halide	8	3,920	31,360
150 W Metal Halide	20	9,600	192,000
18 W LED	24	1,020	24,480
TOTAL INITIAL LUMINAIRE LUMENS			247,840
SITE ALLOWED TOTAL INITIAL LUMENS*			250,000
PROJECT IS COMPLIANT?			YES

* Listed below is the method of determining the allowed total initial lumen for non-residential outdoor lighting using the hardscape method.

SITE ALLOWED TOTAL INITIAL LUMENS	
Site Description	Light Commercial
Lighting Zone	LZ-2
Hardscape Area (SF)	100,000
Allowed Lumens per SF of Hardscape	2.5
Site Allowed Total Initial Lumens (lumens per SF X hardscape area)	250,000

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MRP LED
LED Area Luminaire

Catalog Number

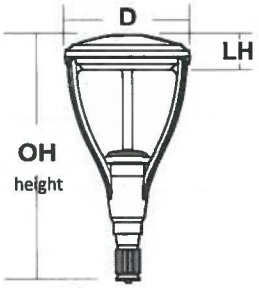
Notes

Type

Hit the Tab key or mouse over the page to see all interactive elements.

Specifications

EPA:	1.125 ft² *(0.105 m²)*
Luminaire Height:	6-3/8" *(16.2 cm)*
Overall Height:	32" *(81.3 cm)*
Diameter:	18" *(45.7 cm)*
Weight (max):	37.5 lbs *(17 kg)*



A+ Capable Luminaire

This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and system-level interoperability.

- All configurations of this luminaire meet the Acuity Brands' specification for chromatic consistency
- This luminaire is A+ Certified when ordered with DTL® controls marked by a shaded background. DTL DLL equipped luminaires meet the A+ specification for luminaire to photocontrol interoperability1
- This luminaire is part of an A+ Certified solution for ROAM® or XPoint™ Wireless control networks, providing out-of-the-box control compatibility with simple commissioning, when ordered with drivers and control options marked by a shaded background[1]

To learn more about A+, visit www.acuitybrands.com/aplus.

1. See ordering tree for details.
2. A+ Certified Solutions for ROAM require the order of one ROAM node per luminaire. Sold Separately: Link to Roam; Link to DTL DLL

A+ Capable options indicated by this color background.

Ordering Information

EXAMPLE: MRP LED 42C 700 40K SR5 MVOLT DDBXD

MRP LED

Series	LEDs	Drive current	Color temperature	Distribution	Voltage	Mounting
MRP LED	42C 42 LEDs (one engine)	350 350mA 530 530mA 700 700mA 1000 1000mA (1A)	30K 3000K 40K 4000K 50K 5000K	SR2 Type II SR3 Type SR4 Type IV SR5 Type V	MVOLT[1] 277[2] 120[2] 347[2] 208[2] 480[2] 240[2]	**Shipped included** (blank) Fits 4"OD round pole **Shipped separately**[3] MRPT20 2-3/8" tenon slipfitter MRPT25 2-7/8" tenon slipfitter **Shipped separately**[3] MRPT30 3-1/2"tenon slipfitter MRPT35 4"tenon slipfitter MRPF3 3"OD round pole adapter MRPF5 5"OD round pole adapter[4]

Control options		Other options	Finish
Shipped installed PER NEMA twist-lock receptacle only (control ordered separate) PER5 Five-wire receptacle only (control ordered separate)[5] PER7 Seven-wire receptacle only (control ordered separate)[5] BL30 Bi-level switched dimming, 30%[6,7] BL50 Bi-level switched dimming, 50%[6,7]	PNMTDD3 Part night, dim till dawn[7] PNMT5D3 Part night, dim 5 hrs[7] PNMT6D3 Part night, dim 6 hrs[7] PNMT7D3 Part night, dim 7 hrs[7]	SF Single fuse (120, 277, 347V)[2] DF Double fuse (208, 240, 480V)[2]	DDBXD Dark bronze DBLXD Black DNAXD Natural aluminum DWHXD White DDBTXD Textured dark bronze DBLBXD Textured black DNATXD Textured natural aluminum DWHGXD Textured white

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Ordering Information

Accessories
Ordered and shipped separately

DLL127F 1.5 JU	Photocell - SSL twist-lock (120-277V) [8]
DLL347F 1.5 CUL JU	Photocell - SSL twist-lock (347V) [8]
DLL480F 1.5 CUL JU	Photocell - SSL twist-lock (480V) [8]
DSHORTSBKU	Shorting cap [8]
MRPT20DDBXDU	2-3/8" tenon slipfitter (specify finish)
MRPT25DDBXDU	2-7/8" tenon slipfitter (specify finish)
MRPT30DDBXDU	3-1/2" tenon slipfitter (specify finish)
MRPT35DDBXDU	4" tenon slipfitter (specify finish)
MRPF3DDBXDU	3" OD round pole adapter (specify finish)
MRPF5DDBXDU	5" OD round pole adapter (specify finish) [1]

For more control options, visit DTL and ROAM online.

NOTES

1. MVOLT driver operates on any line voltage from 120-277V (50/60 Hz).
2. Single fuse (SF) requires 120V, 277V or 347V. Double fuse (DF) requires 208V, 240V or 480V.
3. Also available as a separate accessory; see Accessories information at left.
4. Maximum pole wall thickness is 0.156".
5. If ROAM® node required, it must be ordered and shipped as a separate line item from Acuity Brands Controls.
6. Requires an additional switched line.
7. Dimming driver standard. Not available with 347V, 480V, SF, DF, PER5 or PER7.
8. Requires luminaire to be specified with PER option. Ordered and shipped as a separate line item.

Performance Data

Lumen Output

Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. Contact factory for performance data on any configurations not shown here.

LEDs	Drive Current (mA)	System Watts	Dist Type	30K					40K					50K				
				Lumens	B	U	G	LPW	Lumens	B	U	G	LPW	Lumens	B	U	G	LPW
42C (42 LEDs)	530	75W	SR2	5,456	1	2	1	73	6,605	1	2	1	88	6,671	1	2	1	89
			SR3	5,436	1	1	1	72	6,581	1	1	2	88	6,647	1	1	2	89
			SR4	5,399	1	1	1	72	6,537	1	1	2	87	6,602	1	1	2	88
			SR5	5,748	3	1	3	77	6,959	3	1	3	83	7,029	3	1	3	94
	700	100W	SR2	6,630	1	2	1	66	8,026	2	2	2	80	8,106	2	2	2	81
			SR3	6,605	1	1	2	66	7,997	1	2	2	80	8,077	1	2	2	81
			SR4	6,561	1	1	2	66	7,943	1	2	2	79	8,022	1	2	2	80
			SR5	6,985	3	1	3	70	8,456	3	2	3	85	8,541	3	2	3	85
	1000	151W	SR2	8,165	2	2	2	54	9,885	2	2	2	65	9,983	2	2	2	66
			SR3	8,135	1	2	2	54	9,848	2	2	2	65	9,947	2	2	2	66
			SR4	8,080	2	2	2	54	9,782	2	2	2	65	9,880	2	2	2	65
			SR5	8,602	3	2	3	57	10,414	4	2	4	70	10,518	4	2	4	70

PER Table

Control	PER (3 wire)	PER5 (5 wire)		PER7 (7 wire)		
			Wire 4 Wire5		Wire 4 Wire5	Wire 6 Wire7
Photocontrol Only (On/Off)			Wired to dimming leads on driver		Wired to dimming leads on driver	Wires Capped inside fixture
ROAM	⊘	✓	Wired to dimming leads on driver	⚠	Wired to dimming leads on driver	Wires Capped inside fixture
ROAM with Motion (ROAM on/off only)	⊘	⚠	Wired to dimming leads on driver	⚠	Wired to dimming leads on driver	Wires Capped inside fixture
Futureproof*	⊘	⚠	Wired to dimming leads on driver	✓	Wired to dimming leads on driver	Wires Capped inside fixture
Futureproof* with Motion			Wired to dimming leads on driver		Wired to dimming leads on driver	Wires Capped inside fixture

Recommended

Not work

⚠ Alternate

*Futureproof means: Ability to change controls in the future.

Lumen Ambient Temperature (LAT) Multipliers

Use these factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F).

Ambient		Lumen Multiplier
0°C	32°F	1.06
10°C	50°F	1.04
20°C	68°F	1.01
25°C	**77°F**	**1.00**
30°C	86°F	0.99
40°C	104°F	0.96

Projected LED Lumen Maintenance

Data references the extrapolated performance projections for the **MRP LED 42C 700** platform in a **25°C ambient**, based on 10,000 hours of LED testing (tested per IESNA LM-80-08 and projected per IESNA TM-21-11).

To calculate LLF, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.

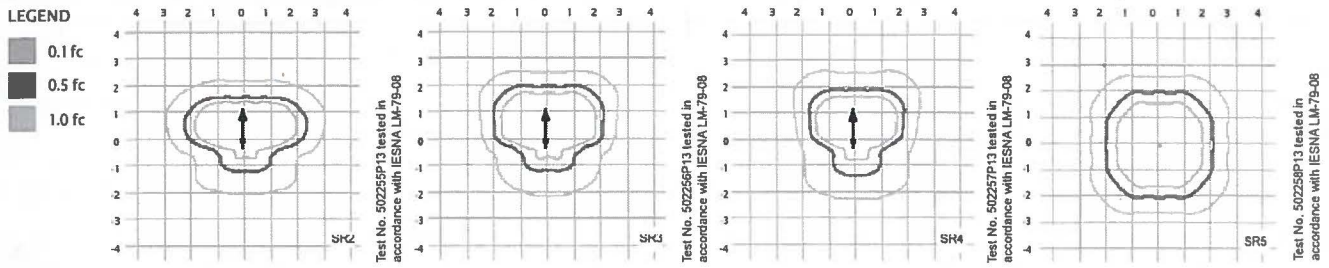
Operating Hours	0	25,000	50,000	100,000
Lumen Maintenance Factor	1.0	0.96	0.92	0.85

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Photometric Diagrams

To see complete photometric reports or download .ies files for this product, visit Lithonia Lighting's MRP LED homepage.

Isofootcandle plots are considered to be representative of available optical distributions.



FEATURES & SPECIFICATIONS

INTENDED USE
Streets, walkways, parking lots and surrounding areas.

CONSTRUCTION
Single-piece die-cast aluminum housing with nominal wall thickness of .012". Die-cast top access doorframe has impact-resistant, tempered glass lens (3/16" thick). Doorframe is fully gasketed with one-piece tubular silicone.

FINISH
Exterior parts are protected by a zinc-infused Super Durable TGIC thermoset powder coat finish that provides superior resistance to corrosion and weathering. A tightly controlled multi-stage process ensures a minimum 3 mils thickness for a finish that can withstand extreme climate changes without cracking or peeling. Standard Super Durable colors include dark bronze, black, natural aluminum and white. Available in textured and non-textured finishes.

OPTICS
Precision acrylic refractive optics for optimum light distribution through the flat glass lens. Light engines are available in standard 3000K (70 CRI) or optional 4000K (70 CRI) or 5000K (70 CRI) configurations.

ELECTRICAL
Light engine consists of 42 high-efficacy LEDs mounted to a metal-core circuit board and aluminum heat sink, ensuring optimal thermal management and long life. Class 1 electronic driver has a power factor >90%, THD <20%, and has an expected life of 100,000 hours with <1% failure rate. Easily-serviceable surge protection device meets a minimum Category C Low for operation (per ANSI/IEEE C62.41.2).

INSTALLATION
Standard post-top mounting configuration fits into a 4" OD open pole top (round pole only). Multiple options and accessories are available for other mounting needs.

LISTINGS
CSA certified to U.S. and Canadian standards. Luminaire is IP65 rated. Rated for -40°C minimum ambient. **U.S. Patent No. D556,357.**

WARRANTY
5-year limited warranty. Complete warranty terms located at:
www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx.

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.

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INTERNATIONAL DARK-SKY ASSOCIATION

IDA-Criteria for Community-Friendly Outdoor Sports Lighting v1.0

1. Compliance with all applicable Codes and Standards (e.g. Underwriter Laboratories, CEC, National Building Codes with Local Amendments)

2. **Target Illumination** – Measured on-field illuminance values appropriate for the application per IESNA RP-6-15 Sports and Recreational Area Lighting criteria (or equivalent CIE guidance) together with modeled initial illuminance targets. Only IES Class III & IV level and State High School Lighting Recommendation illumination levels are eligible for the Award of Excellence. To limit over-lighting, the design may vary by no more than 10% above the average target illuminance levels for each Class.

3. As the IES TM-15-11 Luminaire Classification System for Outdoor Lighting is not appropriate for sports lighting, a modified approach to controlling backlight, uplight, and glare is applied with the following metrics:

   A. **Backlight** – Directionality and application efficiency will be addressed indirectly through two methods that quantify off-site performance, one using the design luminance and another using measured illuminance. Backlight criteria will be difficult to meet without sufficient and appropriate setback of sports fields from the properly line.

      a. Total designed lumens not contained within the area encompassing the field perimeter and an area immediately adjacent to that area that has a 33 foot (10 meter) offset. As modeled, no more than 15% of the total lumens may be outside of this region.

      b. Measured spill illuminance values, as measured with the light meter aimed in the direction of the brightest reading, shall not exceed criteria for the respective Environmental Zone (Table 1 below) nor shall it exceed the maximum initial spill illuminance values as modeled and specified in the design process. These measurements shall be taken a distance equal to 150' beyond the edge of the field. Measurements should be conducted with and without the facility lighting operating so that the sports facility lighting can be isolated from other natural and artificial light sources.

      Table 1 – Allowable spill illuminance to control backlight

DRAFT

Lighting Zone		Spill Illuminance at Setback
Environmental Zone (IESNA RP-33-99)	MLO Lighting Zone (IDA Model Lighting Ordinance)	
E-2 to E-4	LZ-1 toLZ-4	≤0.20 ft-c / ≤2.0 lux

B. **Uplight** – All luminaires must be designed such as to not to emit direct light above the horizon, unless required for the activity (i.e. aerial sports) being played. In those cases, only 8% of the total (directly) applied lumens as modeled may be in this zone. For modeling purposes, a horizontal ceiling grid shall be placed 5 feet (1.5 meters) above the top of the tallest pole, extending out to 150 feet (45 meters) beyond the edge of the field to determine compliance. Installation shall not deviate from the design.

C. **Glare** – Modeled luminous intensity from any luminaire for any viewing angle at 5' above grade level, at a distance equal to 150' beyond the edge of the field shall not exceed 1000 candela (absolute). Luminaires shall not emit more than 250 lumens in the "Very High" glare zone, ranging from 80° to 90° above nadir. This shall be verified through a luminaire photometric report and aiming summary report and visual inspection, or through an equivalent software application and visual inspection.[1]

4. **Lighting Zoning** – Community-Friendly Outdoor Sports Lighting will only be certified if located in environmental zones E2 through E4, or MLO lighting zone LZ1 through LZ4. Areas especially sensitive to lighting such as E1 or LZ0 are not appropriate for this award program.

5. **Application Efficiency** – The lighting system shall achieve a minimum Application Efficiency of 70 lumens per watt, calculated per the following formula (or the metric equivalent):

$$\frac{\text{Target area square footage} \times \text{Avg. Maintained Design ft-c}}{\text{Total System Watts}} = \text{Applied Lumens/watt}$$

"Target Area' is defined as the total grid area for the sports field and/or sports court as defined by the IES LM-5-04 IESNA Guide for Photometric Measurements of Area and Sports Lighting Installments (or CIE equivalent guidance).

[1] When commercial meters are widely available to measure luminous intensity in the field, these criteria will be amended to also require a measurement component for glare.

6. **Controls** – Provide advanced controls and documentation for the following:

    a. Automatic and/or remote control system via smartphone apps, or direct remote communication to the company facility responsible for handling the lighting controls, to enforce shut-off at locally established curfew time, not to be later than 11:00 PM (2300 hrs).

    b. On-site manual and/or remote control system shall also be provided to allow for the lights to be turned on or off at will (before curfew) to assure that only active sports fields are lighted.

    c. Provide readily accessible controls to implement uniform and variable adaptive illumination levels for different task lighting needs on field, e.g. IES class of play, competition athletics, band practice, striping, mowing, sports practice, etc. Adaptive dimming shall be possible across the range of 25% to 100% of full illumination.[2]

    d. A formal policy defining the appropriate level of illumination necessary for the specific activities and curfew times must be established and enforced. A copy of the policy will be included in the application for the Award of Excellence.

7. **Color** – Luminaire Correlated Color Temperature (CCT) may not exceed 5700°K, as defined by ANSI C78.377. Luminaire CCT must be determined through empirical measurements as defined by IESNA LM-79 (or CIE equivalent) and performed by a laboratory appropriately accredited by NVLAP. Installation shall be verified by measurement across the target area.[3]

8. **Other Lighting** – The installed field lighting is not to be used for illuminating other area tasks. For example, if parking and concession areas lighting is desired, those areas shall be illuminated by separate luminaires and systems not associated with sports field illuminance needs. Other outdoor lighting at the site must, at a minimum, meet the lighting standards and lighting codes established by the community, and must meet the standards set forth in the IDA Model Lighting Ordinance for the relevant lighting zones and tasks.

[2] IDA is developing guidance for the appropriate illumination levels for non-sports activities and tasks that often occur on playing fields.

[3] Some variance in the measured CCT values are permitted, following the ANSI guidance.

INTERNATIONAL DARK-SKY ASSOCIATION

Frequently Asked Questions

IDA-Criteria for Community-Friendly Outdoor Sports Lighting

1. **Why is IDA creating criteria for IDA Community-Friendly Outdoor Sports Lighting? Aren't you simply "certifying" more light pollution?**

   Since 2007, IDA's Fixture Seal of Approval (FSA) Program has successfully evaluated roadway, wall pack and walkway luminaires that have been utilized in communities to promote the protection of the nighttime environment. Although successful, the FSA was neither developed nor intended to apply to athletic field lighting, due to the need that the facilities' luminaries had to be positioned above full cutoff orientations. This resulted in a number of issues and concerns in communities where general lighting practices were promoting dark skies, yet local sporting facilities – which were being lit with non-shielded luminaires – were exacerbating sky glow and light pollution.

   To encourage the use of the best available technology for dark sky preservation, IDA has established Criteria for Community-Friendly Outdoor Sports Lighting that upholds the values that many communities seek in their public illuminated spaces. These criteria ensure that outdoor sports lighting design minimizes obtrusive light spill and glare into surrounding neighborhoods and natural areas, meets sustainability and climate-friendly goals, and reduces sky glow to the greatest extent practicable. By utilizing IDA's criteria, communities demonstrate and promote the vision for outdoor sports lighting that simultaneously meets the demanding task of illuminating night-time sports events while preserving night skies.

2. **How will the IDA-Criteria for Community-Friendly Outdoor Sports Lighting protect my neighborhood from light pollution?**

   By adopting the IDA-Criteria for Community-Friendly Outdoor Sports Lighting, communities will:

   - Minimize neighborhood lighting nuisance by greatly reducing spill and glare disruption.
   - Manage high angle glare, thus dramatically decreasing off-site light trespass and sky glow.

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- Mitigate neighborhood nuisance factors and sky glow which, in turn, provide benefits to the environment, the astronomy community, and others.
- Minimize lumen densities, which reduce energy consumption.

3. **For what types of play field is the IDA-Criteria for Community-Friendly Outdoor Sports Lighting appropriate?**

   The criteria specify that only facilities used for soccer, baseball, tennis and other recreational activities typically associated with schools and community parks qualify for consideration.

4. **Who should know about the IDA-Criteria for Community-Friendly Outdoor Sports Lighting?**

   To promote lighting that helps protect the nighttime environment, we recommend contacting city council members, community representatives, home owner associations, and parks and recreation authorities to encourage their use of the IDA-Criteria for Community-Friendly Outdoor Sports Lighting when designing or retrofitting playfields.

5. **Why do the criteria utilize a maximum allowable correlated color temperature of 5700 kelvin (k) when IDA recommends 3000k for roadway and general area lighting?**

   IDA's recommendation for correlated color temperature values of outdoor lighting applications have been, and remain, 3000k maximum. Street and area lighting illuminances are established at levels to facilitate safe way-finding and hazard identification, while minimizing light trespass and the disruption of nocturnal habitats. By contrast, sports fields have high levels of human activity and ball speeds where visibility is essential, requiring the allowance for design professional and end user preferences of light sources of up to 5700k. Nonetheless, the use of advanced technologies combined with rigorous design standards, curfews, and variable output controls tailored to the need of the activity, sports lighting facilities **can** be constructed or retrofit to essentially eliminate light trespass and curtail sky glow, protect nocturnal habitat, moderate neighborhood nuisance glare, and support dark skies.

6. **Can the IDA-Criteria for Community-Friendly Outdoor Sports Lighting be achieved with existing installations?**

   Light trespass limitations of the IDA-Criteria for Community-Friendly Outdoor Sports Lighting are stringent, and likely will not be met if older technologies and design

parameters are used, but holistic lighting moderniazations of legacy applications are possible under this guidelines.

7. **Does IDA intend to formally certify and recognize facilities thatfully comply with the standards established in thecriteria?**

   It is anticipated that in, the next several months, IDA will establish a program that certifies outdoor facilities that fully comply with IDA-Criteria for Community-Friendly Outdoor Sports Lighting. We are currently developing software that will provide preliminary evaluations of facilities and that can be used to guide their design, or retrofit, so that they meet the program's strict standards. Once a field has been constructed, or retrofit, to these standards, IDA will conduct an on-site verification test to ensure that the facility still complies with the criteria and, if so, will be certified and recognized by IDA as compliant with IDA-Criteria for Community-Friendly Outdoor Sports Lighting.

DRAFT

RECEIVED
By kbattles at 12:57 pm, Nov 18, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Wednesday, September 29, 2021, 7:30 A.M.
Location: Zoom Meeting (virtual)
Present: Lisa Braccio, Chelsea Malinowski, Marty Healey, Sam Stivers, Andrew Dennington, Town Administrator Mark Purple

I. Chairwoman Braccio called the Selectmen meeting to order at 7:30 A.M.

II. Scheduled Appointments

Closing the November 1, 2021 Special Town Meeting warrant

i. Reconsideration of Downtown District bylaw article

Chairwoman Braccio asked each Board member to revote/reaffirm their vote to include this current draft article in the warrant and close the warrant today. Ms. Malinowski shared her opinion on the letter from the Economic Development Committee to the Board. She added she felt it is important that the proponents of the article be in support of it. She asked that the Board revisit this topic at their next meeting to clearly understand the objectives of the letter from the EDC. Mr. Healey stated that this article should be included in the warrant and he would like to understand the reasoning behind the changes made by the Planning Board. He shared his concerns regarding the process and finding a path forward. Mr. Healey outlined his reasoning for supporting this article and the changes he would like to see to create a more vibrant downtown. He asked if Judi Barrett, the EDC consultant who assisted in the creation of the bylaw would be open to reviewing the article again. Chairwoman Braccio stated that Ms. Barrett has been clear that she will not. Mr. Stivers stated he felt the bylaw is not perfect but it is important to move this forward. He said he felt it was worth moving forward with the article to have a change in zoning that could create opportunities for a better downtown. He is in support of this article being included in the warrant for Special Town Meeting and the article as a whole. Mr. Dennington stated he is an agreement with Mr. Healey. Chairwoman Braccio asked for members of the Board to attend the Advisory meeting this evening to explain the article and its support from the Board and other committees; specifically, the stance of the EDC. Mr. Stivers stated he will attend. Chairwoman Braccio stated she did not feel a vote for the article was necessary at this time. She summarized that the Board is in support of moving forward with the bylaw to Special Town Meeting but was unsure of their support at this time.

ii. ii. Review of article placeholders

Mr. Purple stated he sent an updated copy of the warrant which includes ten articles. He listed and summarized each article. Ms. Malinowski asked if there will be more information on article four before next Tuesday and Mr. Purple confirmed there would be. Ms. Malinowski asked if anything needs to be done to update the current Business Village District as a separate article. Mr. Purple stated he will be getting clarification from Town Counsel whether that can be adopted in article ten or if it needs to be a separate article. He suggested the Board close the warrant with an article placeholder which could be expanded upon before Special Town Meeting.

iii. iii. Vote to close November 1, 2021 Special Town Meeting warrant

Mr. Dennington asked if the vote to close the warrant also means that the Board votes to hold the meeting. He stated that the Board is waiting for a report from the Board of Health in regards to safety measures needed to prevent the spread of COVID-19. Ms. Braccio confirmed that

closing the warrant does not mean the Board is voting to move forward with the meeting itself. Mr. Purple explained the implications of closing the warrant and the next steps. Mr. Healey asked when the power to vote whether to hold Town Meeting moves from the Board to the Town Moderator. Mr. Purple explained. Chairwoman Braccio stated she asked Town Clerk Jim Hegarty when the latest the Board could decide to hold or cancel Town Meeting and she was told Columbus Day weekend. Mr. Healey made a motion to close the November 1, 2021 Special Town Meeting Warrant. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

III. On a motion made by Mr. Healey, seconded by Mr. Stivers and voted all in favor by roll call vote 5-0-0, the Board of Selectmen meeting was adjourned at 7:56 A.M. Roll call: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Upcoming Meetings
September 21, 2021
October 5, 2021

Respectfully submitted,

Mark J. Purple, Town Administrator

List of Documents referred to at the September 29, 2021 BOS Meeting:

- Draft November 1, 2021 Special Town Meeting warrant
- Letter from the EDC to the BOS 9.27.21

From: Katie Barry
To: Kathleen Battles
Subject: RE: Request for Minutes - BOS 9/29/21
Date: Tuesday, November 16, 2021 1:33:12 PM

Thank you for your inquiry.

The 9/29/21 BOS meeting minutes are on the next meeting agenda for approval.

Katie

From: Kathleen Battles
Sent: Tuesday, November 16, 2021 12:31 PM
To: Katie Barry <kbarry@southboroughma.com>
Subject: Request for Minutes - BOS 9/29/21

Southborough Town Code § 9-25 requires that minutes of each public meeting and the documents used at the meeting be submitted to the Town Clerk within 45 days of the meeting and that the Town Clerk notify the board or committee chair when that reporting requirement is not met.

I'm writing to advise you that as of today, the Town Clerk's Office has not received the minutes and documents used at the **9/29/21** meeting of the **Board of Selectmen.**

The Attorney General has determined that a document is considered to be "**used at a meeting**" when the document is:

- Physically present, and
- Identified by name, and
- Its contents are discussed at the meeting.

As a reminder, please submit the documents as individual files and ensure the name of **each separate file** matches how it is identified in the **Documents Used at This Meeting** section of the minutes.

Please reply to this email with your response which will be posted on the town website until the minutes and documents are received.

Please advise if you are unable to provide minutes for one of the following reasons:

1. The meeting was cancelled.
2. No meeting was held due to the lack of a quorum.

The meeting involved executive session(s) and the minutes for the executive session portion(s) cannot be released at this time. Note that minutes for the open session portion of a meeting must be released. Also, the board or committee must review any withheld executive session minutes regularly to ensure there is still a valid reason to withhold minutes from the public. We suggest you consult with Town Counsel on any matters concerning the release of executive session minutes.

Thank you, Kate

Kate Battles
Town of Southborough
17 Commons St.
Southborough, MA 01772
Phone: 508-485-0710 ext. 3006
Fax: 508-480-0161
kbattles@southboroughma.com

SPECIAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Special Town Meeting
on

Monday, November 1, 2021
7:00PM

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DRAFT 211001

Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions.

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

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Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Introduction to the Rules of Town Meeting (continued)

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Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it's substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

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Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

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FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that...(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

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TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS

ANNUAL TOWN MEETING

Worcester, ss. October 5, 2021

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

Monday, November 1, 2021

at ***7:00 p.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at November 1, 2021 Fall Town Meeting]

This bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through G ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

* * *

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

POSITION TITLE	PAY GRADE
DEPARTMENT HEADS & MANAGEMENT STAFF	
Superintendent of Public Works*	9
Finance Director/Treasurer-Collector*	
Assistant Town Administrator	8
Director of Facilities	
Library Director	
Building Commissioner	

IT Manager	
Police Lieutenant	
Town Accountant*	
Director, Council on Aging	
Principal Assessor*	
Conservation Agent	7
Director, Youth & Family Services	
Director of Recreation	
Town Planner	
Senior IT Specialist	

SUPERVISORS & TECHNICAL STAFF	
Assistant Town Clerk	6
Assistant Director, Youth & Family Services	
Outreach Coordinator	
Assistant Library Director	
Police Business Administrator	
Program Manager, COA	
Business Administrator II	5
Children's Librarian	
Staff Engineer	
Executive Assistant to the Board of Selectmen	
Program Coordinator	
Deputy Assessor	
Business Administrator I	4
Maintenance Technician	
Assistant Treasurer/Collector	
Assistant Town Accountant	
ADMINISTRATIVE & SUPPORT STAFF	
Administrative Assistant	3
Senior Library Assistant	
Library Assistant	2
Maintenance Mechanic	
Maintenance Custodian	1

*when not under contract

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Rates for Full-Time Positions

Grade	Minimum		Midpoint		Maximum	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
1	$39,236	$18.86	$45,149	$21.71	$51,063	$24.55
2	$42,178	$20.28	$48,505	$23.32	$54,832	$26.36
3	$45,341	$21.80	$52,143	$25.07	$58,945	$28.34
4	$50,446	$24.25	$59,274	$28.50	$68,103	$32.74
5	$54,230	$26.07	$63,719	$30.63	$73,209	$35.20
6	$58,297	$28.03	$68,498	$32.93	$78,700	$37.84
7	$70,063	$33.68	$84,077	$40.42	$98,089	$47.16
8	$82,325	$39.58	$98,790	$47.50	$115,255	$55.41
9	$96,731	$46.51	$116,077	$55.81	$135,424	$65.11

; or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees. The position "Senior IT Specialist" is being added to Grade 7 of the Classification Schedule, which will support the funding request that was approved by Town Meeting in May 2021.*

ARTICLE 2: To see if the Town will vote to amend the Town's General and Zoning Bylaws by changing the term "Board of Selectmen" to "Select Board" in all mentions of the same throughout the entirety of the General and Zoning Bylaws, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The name change is to promote inclusion and diversity in Southborough's town government. The board will remain under the current confines of the Board of Selectmen authority. Over 100 towns in the Commonwealth have already adopted the name change.*

ARTICLE 3: To see if the Town will vote to amend Article 7 of the May 22nd, 2022 Annual Town Meeting as follows:

Budget 542 - Board of Health FY22	Original Vote	Proposed Amended Amount	*Change*
51000-51990 Personal Services	132,068	201,291	*69,223*
52000-58990 Other Charges & Expenses	70,624	70,624	-
TOTAL	**202,692**	**271,915**	***69,223***
Budget 910 - Employee Benefits FY22			
910-51720 Health Insurance	5,283,905	5,303,302	*29,397*
910-51780 Dental Insurance	248,964	250,026	*1,062*

And to increase the Total raise and appropriate FY22 budget by $99,682;

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And further to amend Article 8 of the May 22, 2022 Annual Town Meeting as follows:

Water Enterprise Fund 6161		Original Vote	Proposed Amended Amount	*Change*
400-450-56940	Mass Water Resources- Water	1,420,000	1,270,000	*-150,000*

, or act or do anything in relation thereto.

Proposed by: BOARD OF HEALTH and BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The BOH is requesting an increase for the Public Health Director and Public Health Nurse salary and benefits line items. This was not brought forward at annual town meeting to allow for the town to take advantage of FEMA and CARES funding. The incremental is to cover the remainder of FY22 that is not budgeted for. In addition, the Board of Selectmen is looking to reduce the line item for the MWRA water assessment in the Water Enterprise Fund. It has been determined that the amount voted in May can be reduced as the MWRA water assessment figures have been refined.*

ARTICLE 4: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	**Request**	**Levy**	**Other Funds**
A.	Engineering/Capital Feasibility Studies	$ 30,000	$ 30,000	
B.	IT: Server replacements	$ 85,000	$ 85,000	

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:
A. This item will allow the Capital Planning Committee along with numerous other town Boards, Committees, and Department Heads to continue exploration and any other preliminary design in developing a comprehensive capital plan related to the building needs of all town departments currently located in the Town House, Cordaville Hall, South Union School, DPW Facility, Library and School Administration space. Any proposed funds to be spent with this article will only be allowed after a presentation to and authorization by the Board of Selectmen.
B. This item will replace our 3 physical servers and upgrade our licensing. The current set up of servers have reached their end-of-life support. Also, the current configuration is insufficient for the number of virtual servers (VM's) that are currently set up. Memory on all of the host servers is approaching maximum utilization and storage has also reached its capacity. We currently have 14 VM's that reside on 3 host (physical) servers, 9 of which are critical for all town services including public safety. Servers that are on-premise currently need to remain that way to support the public safety complex and internal domain resources. Domain resources include print server, domain controller and file server.

ARTICLE 5: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $25,000 for the purpose of funding a comprehensive traffic study for the Town of Southborough that will determine the most optimal routes for heavy commercial vehicles travelling through Town, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The Board of Selectmen has received requests for truck exclusions on various roads. Due to requirements from Mass DOT, alternative routes must be determined in order to put new exclusions in place. This study will be used to determine the best routes for trucks to travel through Southborough.*

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ARTICLE 6: To see if the Town will vote to amend the provisions of the Southborough Code, Section 9.8 and 9.12 thereof, as follows:

§ 9-8 Establishment; membership; residence requirements. [Amended 4-12-1999 STM by Art. 1; 10-21-2002 STM by Art. 7; 4-15-2008 ATM by Art. 34]
There shall be an Advisory Committee, which shall consist of ~~nine~~ seven voters of the Town. No member shall be appointed who is a Town officer, employee or member of another Town committee, appointed or elected; provided, however, that an Advisory Committee member may belong to one ad hoc committee that is appointed by an elected board or official, or one other committee appointed by the Moderator under the following restrictions:

A. The Advisory member's participation is approved by majority vote of the Advisory Committee excluding the member desiring to participate in the above committees.

B. The Advisory member may not vote or be counted for purposes of a quorum during Advisory meetings when matters subject to the jurisdiction of the above other committees are presented to the Advisory Committee.

§ 9-12. Appointment of Chairman and Secretary.
Said Committee shall choose from its membership a Chairman, a Vice-Chairman and a Secretary.

, or act or do anything in relation thereto.

Proposed by: ADVISORY COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The proposed article makes the following changes to the current Advisory by-law:*
§ 9-8 - Proposed article (1) reduces the number of members on the Advisory committee from nine to seven.
§ 9-12 –Proposed article adds the office of Vice-Chairman.

ARTICLE 7: To see if the Town will vote to amend the provisions of the Southborough Code, Chapter 41-2 entitled Notice of Town Meetings by appending the following language to the section:

"and fourteen days, at least, before the time appointed for a Special Town Meeting."

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This language clarifies the existing bylaw so it complies with G.L. Ch 39, S 10.*

ARTICLE 8: To see if the Town will vote to amend the provisions of the Southborough Code, by creating a new section §41-2.1 entitled Location of Town Meeting by adding the following:

§ 41-2.1 Location of Town Meeting
Due to reasons such as a lack of physical capacity in a suitable auditorium or other facility in Southborough, or an emergency, the Board of Selectmen may specify in a warrant for an annual or special town meeting that the meeting is to be held or in any town contiguous to Southborough. Town meeting may also vote to adjourn to such a facility if it deems appropriate.

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article would give the Board of Selectmen the option to direct that a town meeting be held in any of the towns contiguous to Southborough. For example, a town meeting could be held at Algonquin Regional High*

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School if the town were unable to hold the meeting in Southborough due to a lack of physical capacity or an emergency.

ARTICLE 9: To see if the Town will vote to amend the provisions of the Southborough Code, by renaming Article III to "Annual Report", by deleting section 41-26 in its entity, and creating a new section 41-26.1 entitled "Availability of Annual Report", as follows:

§ 41-26.1 Availability of Annual Report
No later than seven days before an annual town meeting, the Selectmen shall make copies of the Annual Town Report available to the public by placing it on the town website and at the Southborough Town House.

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article would correct the conflicting language in Southborough Town Code sections 41-2 and 41-26.*

ARTICLE 10: To see if the Town will vote to amend the Town Zoning Bylaw as follows:

Part 1. Amend Article I, Miscellaneous Provisions, **§ 174-2** Definitions, by adding the following new terms and definitions in appropriate alphabetical order.

BED AND BREAKFAST

Bed and breakfast is an establishment on owner-occupied property offering transient lodging accommodations to the general public, with not more than four guest rooms and food service limited to breakfast for guests.

CO-WORK CENTER

A building or portion thereof used for flexible work spaces offering short-term, monthly, or longer lease periods for self-employed people or people working for different employers, and typically providing shared furnishings, equipment, and business support services.

ESTABLISHMENT

An institutional, business, commercial, or industrial activity that occupies all or a portion of a building; a place of business.

FAÇADE

The external faces of a building.

FRONTAGE OCCUPANCY

The percent of a lot's street frontage that is occupied by a building between the minimum and maximum front setback range.

LANDSCAPED GREEN SPACE

Land that is covered with grass, trees, shrubs, or other vegetation and may include a pervious walkway that meets accessibility standards.

MICROBREWERY

A microbrewery is a licensed establishment that produces and distributes beer, ale, or other malt beverages, and which may include accessory uses such as tours of the microbrewery, retail sales, and a

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taproom for on-site consumption. In addition to selling beer at retail on the premises, a microbrewery may act as wholesaler for beer of its own production for off-site consumption if it has a valid pub brewery license from the Commonwealth of Massachusetts.

MIXED-USE DEVELOPMENT

A development that includes any combination of permitted nonresidential uses and one or more dwelling units within a single structure; provided, however, that the inclusion of two (2) or more dwelling units in a mixed-use development shall not be deemed a multifamily dwelling. The ground floor facing the street shall be used only for permitted nonresidential uses, and residential dwellings cannot exceed 40% of the gross floor area of the above ground level floor space of the building (no residential dwellings in the basement level).

Part 2. Amend Article II, Establishment of Districts, **§ 174-3 Districts enumerated,** by adding the following new district:

M. Downtown District, referred to as DD

Part 3. Amend Article III, Use Regulations, **§ 174-8.C.(2)** as follows (amendment shown in italics)

Not more than one principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a business district or Industrial Park District, or a mixed-use development in the Downtown District, shall be deemed to be in a single principal permitted use. . . .

Part 4. Amend **Article III, Use Regulations**, § 174-8, Schedule of Use Regulations, by adding the following new section:

§ 174-8.12 Downtown District

A. Permitted uses are as follows:

(1) All uses permitted in the residential districts (RA and RB).

(2) Mixed-use development, provided that each nonresidential use in the development is a permitted use under this Section 174-8.12(A) or Section 174-8.12(B) and provided that the number of dwelling units does not exceed three (3).

(3) Professional or business office, or bank, but not including a medical or dental office.

(4) Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsperson, or bakery.

(5) Bed and breakfast.

(6) Child care center.

(7) Co-work center.

B. Permitted uses, up to a maximum of 3,000 square feet per establishment.

(1) Retail sales and services.

(2) Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited).

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(3) Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive- through service is prohibited).

(4) Personal services such as barber shop, beauty salon, tailor, or shoe repair.

C. Permitted uses by special permit from the Planning Board are as follows:

(1) Any use listed in Subsection B exceeding 3,000 sq. ft. per establishment.

(2) Mixed-use development that includes a nonresidential use that is a permitted use under Section 174-8.12(A) or Section 174-8.12(B) but with four (4) or more dwelling units.

(3) Mixed-use development that includes a nonresidential use requiring a special permit under this Section 174-8.12.

(4) Microbrewery.

(5) Veterinarian, animal hospital, or animal clinic.

(6) Medical or dental office.

(7) Multifamily dwelling, up to twelve units, not to exceed ten (10) units.

(8) Private garage or parking for more than three cars or more than one truck or other commercial vehicle.

(9) Indoor recreation, athletic or exercise facility.

D. Uses by special permit from the Zoning Board of Appeals are as follows:

(1) Accessory apartment.

(2) Conversion of a one-family house in existence for two years or longer to a two-family dwelling, on a lot with a minimum of 15,000 square feet.

(3) A mobile home or travel trailer used as a dwelling or business quarters for more than 30 days in a year.

E. Prohibited uses. All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations are prohibited.

F. Development standards are as follows:

(1) Minimum lot area: 5,000 square feet.

(2) Minimum frontage: 60 feet.

(3) Minimum setbacks:

(a) Front: 10 feet.

(b) Rear: 35 feet.

(c) Side: 10 feet; 25 feet if adjacent to a residential district.

DRAFT 211001

(d) Other street: 10 feet

(4) Maximum front setback: 20 feet unless waived by the Planning Board.

(5) Maximum Floor Area Ratio: 0.30 as of right, or a maximum of 0.50 by special permit from the Planning Board.

(6) Minimum landscaped green space: 20 percent. At least 50 percent of the landscaped green space shall be contiguous and located between the front building line and front lot line unless the Planning Board approves a different placement of the landscaped green space as part of Site Plan Review.

(7) Minimum Façade Buildout (% Lot Width) unless waived by the Planning Board.

(a) With less than 50 feet of frontage: N/A

(b) 50-80 feet of frontage: 60%

(c) Over 80-100 feet of frontage: 70%

(d) Over 100 feet of frontage: 75%

(8) Height regulations:

(a) Maximum building height: 35 feet and three stories,

(9) Residential dwellings. Single-family or two-family dwellings in the Downtown District shall comply with RB District standards.

G. Building Regulations

(1) The principal entrance(s) to the building shall be on the front façade, which shall face the street.

(2) The maximum distance between street-level entrances in a single building shall be 35 feet unless waived by the Planning Board.

(3) The maximum depth of street-level commercial spaces shall be the lesser of 30 feet or 60 percent of the depth of the building unless waived by the Planning Board.

(4) The maximum front setback in Section F(4) may be increased for purposes of amenities such as landscaping, a plaza, square, courtyard, recessed entrance, sidewalk, multi- use path, raised terrace, façade offsets, or outdoor dining, but not for vehicle use.

(5) Affordable housing. In any multifamily or mixed-use building with four or more units, at least 12.5 percent of the units shall be affordable housing that is eligible for the Chapter 40B Subsidized Housing Inventory (SHI) in accordance with the Chapter 40B regulations and Guidelines of the Massachusetts Department of Housing and Community Development (DHCD).

H. The operation of any marijuana establishment as defined in MGL c. 94C, § 1, including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough.

DRAFT 211001

Part 5. Amend Article III, Use Regulations, by adding the following new section, **§ 174-10.2 Downtown District plan approval.**

In the Downtown District, major site plan approval shall be by special permit from the Planning Board for any use requiring a special permit. In such cases, the procedural requirements and decision criteria of § 174-9, § 174-10, and 174-10.1(A) through (C) shall apply. The Planning Board may adopt design guidelines and apply them to major site plan approval applications regardless of whether a special permit is required. The Planning Board is authorized to promulgate design guidelines to carry forth the purpose and intent of these Bylaw provisions.

Part 6. Amend Article III, Use Regulations, § 174-12 **Parking and loading regulations**, by inserting the new Section F below and relabeling the existing Section F. Egress to Section G.

F. Exceptions in the Downtown District. Off-street parking requirements for development in the Downtown District shall comply with Section E above except for the off-street parking requirements for the following uses:

(1) Dwellings: two spaces for each dwelling unit, plus one space for each 80 square feet of floor area devoted to a customary home occupation or a professional use.

(2) Bed and breakfast: one space for each guest room plus two spaces for the owners of the premises.

(3) Restaurants and other places serving food or beverages: one space for each four seats.

(4) Mixed-use development: one space per dwelling unit and one space per 300 square feet of nonresidential floor area.

(5) Professional or business office: one space per 300 square feet for ground floor offices and one space per 350 square feet for offices above the first floor.

Part 7. Amend Article II, Establishment of District, § 174-4 **Zoning Map**, by adding the new *Downtown District* to the Southborough zoning map.

; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The purpose of this article is to revitalize Southborough's historic downtown district, while promoting small scale mixed-use development, diversity in housing, and connectivity. This is achieved by updating permitted uses, allowing mix-use development which entail both commercial/retail and residential in one building, and by allowing by right development which allows for approval or issuance of a building permit with no additional permits required. The last major change to our Downtown zoning was the creation of the Business Village District in 1993.*

DRAFT 21-001

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this fifth (5th) day of October, 2021.

_____

Lisa M. Braccio, Chair

_____

Chelsea M. Malinowski, Vice-Chair

_____

Martin F. Healey

_____

Sam Stivers

_____

Andrew R. Dennington

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH

Attest:

_____

Kenneth M. Paulhus, Constable

DRAFT 211001

TOWN OF SOUTHBOROUGH

Economic Development Committee

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-0710 x3011

September 27, 2021

Board of Selectmen, Planning Board,

In an effort to make progress on what residents of Southborough desire in Southborough's Downtown (see 2017 survey results here), as well as implement recommendations from the 2008 Master Plan, the Economic Development Committee (EDC) identified hurdles to surpass, so that desirable economic investments in downtown Southborough could be achieved. The *Downtown Initiative* was born and the project aimed to focus on the following areas:

- Zoning update to support and promote strategic mixed-use development
- Encourage certain uses by allowing them by-right
- Wastewater solutions
- Investment opportunities
- Beautification and connectivity
- Funding options

The EDC is pleased that the Board of Selectmen agreed to sponsor the proposed Downtown District zoning article and that it will be presented at a Special Fall Town Meeting on November 1st 2021.

The EDC also thanks the Planning Board for conducting public hearings and listening to feedback from our residents. We acknowledge other town boards, committees, and departments, whose input was invaluable in producing a draft of the Downtown District bylaw.

Intent of the Downtown District Bylaw

- Revitalize Southborough's historic downtown district
- Allow for mixed-use development (e.g., residential and commercial/retail in the same building)
- Update the permitted uses
- Allow some desirable uses "by-right" (meaning; certain identified uses are "pre-approved" and don't need an additional use-permit)

2021 Timeline

The Economic Development Committee, Board of Selectmen and Planning Board held multiple joint meetings where the draft Downtown District zoning bylaw was discussed and issues were resolved.

In April of 2021, the Planning Board reviewed version 8.1 of the Downtown District bylaw and indicated ten outstanding issues and concerns. In a following joint meeting with the Board of Selectmen, Planning Board, and Legal Counsel (Adam Costa), all items were addressed and resolved. The result of this work produced version 9 of the draft Downtown District zoning bylaw.

The final *version 9 Downtown District bylaw, existing zoning map and draft design guidelines* were approved and sent to the Planning Board as voted by the BOS and the EDC at their joint meeting on June 22, 2021.

After several Public Hearings, the Planning Board held a special meeting on September 20, 2021 to discuss the *Downtown District bylaw, zoning map and draft design guidelines*. The following *new* changes were made, among others:

1. A 40% restriction to residential use in mixed-use developments

2. Reduce the number of apartments allowed in mixed-use developments to 3 from 8

3. Reduce the number of dwelling units in multifamily dwelling to a maximum of 10 (from 12) by special permit

4. Reduce the maximum Floor Area Ratio by-right to 0.30 from 0.35

5. Reduce the maximum height to 35 feet from 40 feet

6. Remove minimum and maximum ground floor height restrictions

7. Exclude all split lot and CSX property from the Downtown District zoning map

The Board of Selectmen accepted all Planning Board-proposed changes to the bylaw as well as the Planning Board-proposed zoning map edits at their meeting of September 21, 2021. The Board of Selectmen voted to publish the Downtown District Warrant Article, with the above-mentioned Planning Board recommendations, by October 5, 2021, in preparation of the November 1, 2021 Special Town Meeting.

Economic Development Committee Concerns

The Economic Development Committee is ***not*** in agreement with several of the recent changes made to the proposed Downtown District bylaw for the following main reasons:

- The latest recommendations submitted by the Planning Board result in a *more restrictive Floor Area Ratio for the Downtown District than what is currently permitted in the Business Village District.*

- The latest proposal fails to follow the *original intent* of the revisions to the Bylaw, as outlined in the 2008 Master Plan. The changes made are unlikely to encourage investments in downtown.
- Development Standards that were previously agreed upon through joint meetings and recommended by the professional consultants, were changed *without discussion*.

The EDC is eager to support a revised bylaw for the Downtown District with BOS and PB support. However, the Committee is unable to accept changes that add further restrictions on potential development, defeat the original intent, and make any future viable development unlikely or more restrictive.

The EDC is willing to discuss and compromise further but is of the opinion that a workable, sensible bylaw should be presented. The Committee urges the Board of Selectmen to reconsider the latest changes regarding the following items and present the best possible bylaw for Southborough at Town Meeting.

- The restriction of mixed-use to require that residential units not comprise more than 40% of a building, makes no sense and negates the original intent of adding by-right mixed-use.
- The sharp reduction in the number of residential units permitted in a mixed-use development, from eight units to three units, is overly restrictive, undermines the intent of encouraging mixed-used development, and was proposed arbitrarily with almost no discussion or reasoning.
- The reduction of the Floor Area Ratio from 0.35 to 0.30 is (i) contrary to months of agreed upon discussion, (ii) against the recommendation of the zoning and planning experts hired by the Town, and (iii) significantly lower than the current Floor Area Ratio permitted in the Downtown Business Village District, which is currently 0.50 for commercial buildings (see Schedule of Dimensional Regulations).

Going back to the original purpose of the Downtown Initiative, zoning changes to the Downtown are:

(i) a vital part of a sustainable and healthy economic ecosystem for the Town,

(ii) a mandate of the 2008 Master Plan, as well as multiple subsequent studies and plans. These studies represent tens of thousands of dollars in consulting- and expert costs to demonstrate the necessity of zoning updates to include by-right mixed-use and other by-right uses.

(iii) desired by a significant majority of the Town's residents, as evidenced by multiple surveys.

The three particular changes referenced above, were proposed by the Planning Board at the eleventh-hour and adopted by the Board of Selectmen unanimously with almost no discussion. These added changes undermine the purpose of two years of consistent and diligent work to make small-scale but actionable modifications to the zoning code for Downtown. All in an effort to encourage future investments in amenities, diversity in housing, and a more vibrant Downtown to serve as the heart of our Community. It is our grave concern that our efforts will

have been in vain if these changes are upheld. We sincerely hope you will reconsider and open these items up for further discussion before the warrant is printed.

Sincerely,

Economic Development Committee:

R. Anderson, Chair

A. Belniak, Vice-Chair

J. Connelly

J. Wood

C. Robbins

M. Moorehead

M. Berger

RECEIVED
By kbattles at 11:57 am, Nov 09, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, October 5, 2021; 7:01PM (reconvened after Executive Session)
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple, Assistant Town Administrator Vanessa Hale

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

Mr. Healey made a motion at 6:00 P.M. for the Board to enter Executive Session per M.G.L. Chapter 30A, Section 21, with the intent to return to Open Session, for the following items: (1) to discuss contract negotiations for the Town Administrator and the Fire Chief (Exemption 2) as the Chair has determined that an open meeting may have a detrimental effect on the Town's negotiating position; and (2) to review and approve the August 17, 2021 Executive Session minutes. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Chairwoman Braccio brought the meeting back into open session at 7:01 P.M. A public hearing is scheduled for 7:00PM. Public comment was rescheduled to after the public hearing.

I. Public Hearing

a. Southborough Board of Selectmen shall hold a virtual meeting to consider a request for permission by Mass Electric Company, National Grid and Verizon New England Incorporated to install a new pole, P11-5, to be located at 25 School Street. The meeting may be viewed by the public through a link located at http:\hpts\www.soughboroughtown.com\remotemeetings.

<u>National Grid – Mr. Parent, Facilities Manager</u>

National Grid seeks to install a pole to service a new dormitory for St. Mark's School. The closest pole on that side of the street is presently in use to service another building on the campus. There are no other poles on that side of the road so it is necessary to install a new pole to service the new dormitory. Mr. Healey asked if the road the proposed pole would be installed on is School Street. Mr. Parent confirmed it is. Mr. Parent informed the Board the proposed pole would be approximately 3-5 feet off the road, similar to other poles on that side of School Street. Mr. Stivers moved to close the public hearing. Ms. Malinowski seconded the motion. The motion passed unanimously (5-0-0) by roll call, Malinowski, aye; Healey, aye; Dennington, aye; Stivers, aye; Braccio, aye. Mr. Stivers moved to approve National Grid's petition to install Pole P11-5 at 25 School Street. Mr. Healey seconded the motion. Chairman Braccio suspended the motion to accommodate public comment on the matter. Mr. Healey moved to re-open the public hearing for the purpose of public comment. Mr. Stivers seconded the motion. The motion was voted all in favor by roll call vote. Roll call: Ms. Malinowski, aye; Mr. Dennington, aye; Mr. Healey, aye; Mr. Stivers, aye; Ms. Braccio, aye.

Chairwoman Braccio recognized Mr. Tim Litt. Mr. Litt requested that the pole be approved subject to not obstructing any present or potential future sidewalks. He is concerned that as the Town wants to move towards having complete streets and having sidewalks, that there are no obstacles in the way

when there are improvements. Mr. Stivers asked Mr. Parent if there is enough room to consider Mr. Litt's concern. Mr. Parent said for any project that may come forward in the future, poles are moved to accommodate sidewalks. For an existing pole line, National Grid may not be able to factor that in, other than following the normal procedure on placing the pole 3-5 feet from the road. Mr. Litt stated he is concerned that it is expensive to move poles and asked that thought be given to future sidewalks when installing poles. The public hearing was then closed.

Mr. Stivers moved to close the public hearing. Mr. Healey seconded the motion. The motion was voted all in favor by roll call vote. Roll call: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye. Mr. Stivers moved to approve the petition for the pole position with the request that if reasonably possible National Grid locate the pole in a position that would reasonably accommodate a sidewalk along the street. Mr. Healey seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote. Roll call: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

II. Public Comment

Ms. Braccio asked if anyone wanted to speak at the first Public Comment. No one stepped forward.

III. Scheduled Appointments *(Board may vote)*

b. Volunteer Interview: Neetu Sehgal, Scholarship Committee, expiring 6/30/2022.

Ms. Sehgal was born and raised in Southborough, educated in the Southborough school system and graduated from Algonquin Regional High School in 1998. She moved back in 2012 and desires to give back to her community. She recently ran into Officer Mattioli and recalled him advising her on a scholarship for community service while in high school. The board had no questions and thanked Ms. Sehgal for stepping forward. Mr. Stivers moved the board appoint Ms. Sehgal to the Scholarship Committee, expiring 6/30/2022. Ms. Malinowski seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote. Roll call: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

c. Cable Committee – Recommendation on renewal cable agreement for Comcast.

Ms. Malinowski recused herself from this matter. Mr. Barry Rubenstein from the Cable Committee provided a brief history on this matter. When Comcast built out its Framingham network, it allowed them to access a small number of subscribers in the Pine Hill area. They obtained a license from the Town of Southborough for Southborough residents. These residents have no connection to SAM and, in fact, receive Framingham Public Access. As part of the agreement, Comcast agreed to pay a percentage of gross revenues each year. The new agreement increases the license fee to 5%, which is commensurate with the Verizon and Charter contracts. These funds total approximately $2,300 per year. The agreement has been reviewed and approved by Town Counsel. Upon further review, Mr. Rubenstein would like to clear up some ambiguous language, which does not affect the material terms of the agreement. Mr. Rubenstein thanked Mr. Warren and Ms. Rule for their substantial efforts in this matter. Mr. Healey asked Mr. Rubenstein how many Southborough residents Comcast serves. Mr. Rubenstein replied there are 32 Comcast customers in Southborough. Mr. Stivers moved the Board renew the proposed cable agreement with Comcast dated 9/20/21-9/19/31 subject to final review by Town Counsel. Mr. Healey seconded the motion. Mr. Healey then amended the original motion to read: The Board renew the proposed cable agreement with Comcast dated 9/20/21-9/19/31 subject to final review by Town Counsel and there being no substantive changes to the proposed contract. Mr. Stivers moved the amended motion. Mr. Healey seconded the motion. The motion was voted in favor (4-0-0) by roll call vote. Roll call: Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

d. Update on Regional Dispatch discussions.

Ms. Braccio welcomed Chief Achilles and Chief Paulhus. Mr. Purple provided an update to the Board's previous instruction that the Town proceed forward in exploring the opportunity for regional emergency communications dispatch. Communities involved are Hopkinton, Hudson, Grafton, Marlborough, Southborough and Westborough. Discussions have been initiated by the Westborough Fire Chief with The Collins Center [a division of the University of Massachusetts Boston] and State 911. The Collins Center and State 911 have a standing agreement that State 911 will fund the Collins Center to conduct studies for regional dispatch. Present scope of the project is to study these communities and determine: 1) what is being done in each community and; 2) what might be done collaboratively in a regional center. The first meeting with all parties will be held on Thursday, October 13th, in Southborough at the Public Safety Facility. Mr. Purple commented there is a range of situations presently occurring in each community involved. Moving forward, his recommendation is to have a team of representatives from Southborough, which should include Chief Paulhus, Chief Achilles, Mr. Purple and one member of the Board. This team will assist the community in understanding the findings of the Collins Center for future decision-making. Chief Achilles supports the project and commented he feels fortunate we are able to get information that fosters an understanding of Best Practices, what is currently being done, where current service gaps are, strengths v. weaknesses of the current system and opportunities that may be available. Chief Paulhus commented he is excited about the opportunity of the study. Both he and Chief Achilles have great relationships with their counterparts in the other participating communities. He is concerned about how the study will be perceived by local dispatchers and officers that may be affected. He looks forward to the good information that will be received from the study. Ms. Malinowski commented the study is a great step forward and wondered whether the Collins Center is looking at what is best for Southborough or what is best for Southborough as it relates to the other participating communities. Chief Achilles said the study is looking at each town individually and each town collectively – where are they at locally and what, if any, is the advantage of collaboration. Mr. Purple asked for clarification from Ms. Malinowski. Was she asking if the study will consider all options, including reducing the number of participating communities based on collaborative advantage? Ms. Malinowski indicated that is her concern. Mr. Purple suggested her concern be addressed at the meeting on October 13th. Mr. Dennington had no questions but commented the information sent by the Collins Center referenced the communities of Hanover and Norwood instead of the communities in the proposed project. Mr. Purple suggested the Collins Center include the study of those communities to simply give an example of a similar study. Mr. Healey supports having a team of people from Southborough, including a member of the Board. His main concern is there are many variables among the communities, including number and size. It is important that our team report regularly on the progress of study. Mr. Stivers commented there will be challenges in comparing the communities. For example, utilization rates in Hopkinton are 1,600 calls/10,000 residents, while Marlborough has 4,000 calls/10,000 residents. He stated he is concerned about the issue of local impact/control and wants to make sure the costs of regionalization are equitable to all communities. Ms. Braccio stated she feels the opportunity to explore regionalization is one that cannot be passed up, especially in light of the fact there is no cost to the Town. Ms. Malinowski stepped forward as Board liaison on the Southborough regionalization team, which includes Chief Achilles, Chief Paulhus and Mr. Purple.

IV. Reports

a. Chairwoman's Report

i. Call with MassDOT on HCVE traffic study

Ms. Braccio updated the Board regarding the phone call, which also included Mr. Purple and Ms. Galligan. She shared the conversation was a very positive one. They discussed removing the truck exclusion from Main Street. Ms. Braccio said there is a process to remove a truck restriction similar to creating a truck exclusion. The Global study was also discussed, specifically addressing where trucks are coming from and what can be done in the short term. A possible solution might be to add more signage on Rt. 9. Mr. Purple shared the results of the study will be available sometime in Spring 2022. Mr. Healey sought clarification on the process of decision- making. Mr. Purple stated results of the study would be shared and the Board would vote on how to proceed. Mr. Stivers asked if the discussion included the suggestion to move the Crystal Pond intersection a few hundred feet to the east to facilitate U-turns. Ms. Braccio said it was not specifically addressed but can be in the future. She shared the Global study will identify where the truck traffic is coming from and potential solutions. Ms. Malinowski asked if specific signage was suggested for Rt. 9 restricting truck access to Flagg Road. Ms. Braccio said the DOT will approve a sign that directs trucks to use the 495 cloverleaf as a turnaround. She did not have the exact verbiage and no timeline was shared but she will revisit those issues. She reiterated this is a short-term solution until the results of the Global study are available and shared her appreciation of the State's willingness to problem-solve in the short term.

ii. Heritage Day

Ms. Braccio reminded the public Heritage Day will be held on Monday, October 11, 2021. The parade will be held at 10am. There will be booths and the Library Book Sale will be held from 10am-3pm.

b. Members' Reports

i.Trails Committee's recent public walking tour with DCR of the proposed Peninsula Trail:
Mr. Dennington noted the Trails Committee hosted a public walking tour on the 25th, immediately following the CERT lunch thanking first responders for their hard work during the pandemic. Approximately 30 people attended the tour. It was guided by a DCR ranger, who explained both the area and some of its historical features. The tour was very beneficial because it allowed those who attended the opportunity to see what the proposed Peninsula Trail would look like. The Trail is located at the intersection of Central Street and Route 30 and is a paved trail along the reservoir. The Trails Committee is working with DCR to create public access to the trail. We will be hearing more about the Peninsula Trail in the coming months.

Town Administrator Report

i. ALS fundraiser at Southborough Golf Club

Mr. Purple spoke about the ALS One Golf Event that will be held this weekend, October 9, 10, and 11, at the Southborough Golf Club. This has been an annual event for the past several years and recognizes town officials whom we have lost to ALS, including Mr. Shifrin and Mr. Wilson. Former Selectman Brian Shea coordinates this event, along with Bill Harrison from the Management Company and Jen DiMartino from ALS One. The Management Company will donate ½ of the proceeds from greens fees for the weekend to ALS One. ALS One will have a QR code in the clubhouse for donations. Additional voluntary donations can be made at any time during the event. Additional information will be available on all Town related social media outlets. Mr. Purple thanked Mr. Shea for his help in making this a successful event.

V. Consent Agenda

a. Mr. Stivers asked to hold agenda item "a." Mr. Stivers pointed out typos on lines 233, 251 and 347. Mr. Stivers moved to approve the Open Session minutes; August 17, 2021 as amended. Mr. Healey seconded the motion. The motion passed (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

b. Mr. Stivers moved to accept the $100 donation for the Fire Department Ambulance Fund. Mr. Healey seconded the motion. The motion passed all in favor (5-0-0) by roll call vote: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

c. Mr. Dennington asked to hold agenda item "c." Mr. Dennington noticed a discrepancy in the memo regarding closing the Warrant for Annual Town Meeting. Mr. Dennington suggests the dates be consistent and should be December 21st. Mr. Dennington also asked about the decision not to continue with Clear Gov. Mr. Purple shared Clear Gov was part of a Community Compact initiative so there was no cost to implement. The platform offered transparency but didn't improve functionality. Mr. Purple has asked Mr. Ballantine, Finance Director to look into other potential financial tools for possible future use but for the FY 2023 budget cycle, we will be using Excel. Mr. Purple suggested this item be part of the Q1 report. Ms. Braccio will add to the upcoming Q1 report. Mr. Stivers moved to Approve FY23 Budget/Town Meeting Schedule, as amended. Mr. Dennington seconded the motion. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

d. Mr. Stivers asked to hold agenda item "d." Mr. Stivers asked about the status of this item. Mr. Purple is seeking recommendations for attorneys specializing in tax and title law and has not received a formal recommendation at this time. He will have it for the October 19th meeting. This item will be held until then by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

e. Ms. Braccio asked to hold agenda item "e." Ms. Braccio thanked Mr. Pfaff for all of his time and dedication on the Capital Planning Committee and thanked him for his service. Mr. Stivers moved to accept the resignation from Andrew Pfaff from the Capital Planning Committee, effective 9/30/21. Mr. Healey seconded the motion. The motion passed all in favor (5-0-0) by roll call vote: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

f. Mr. Healey asked to hold agenda item "f." Mr. Healey shared Ms. Malinowski and Ms. Braccio, on behalf of the Board, engaged in discussions and negotiations with Mr. Purple regarding a successor three-year contract for the position of Town Administrator. Ms. Malinowski and Ms. Braccio shared the results of those negotiations as well as the proposed contract. The contract is being reviewed by Town Counsel. Upon the Board's vote and execution, the contract will become public record. Mr. Healey moved the Board approve a three-year successor contract for Mark Purple as Town Administrator, subject to review by the Town's Labor Counsel. The contract may have substantive or ministerial changes. If changes are ministerial, the contract is approved as of this vote. If there are any substantive changes, we will revisit at our October 19th meeting. The exact term of the contract will be from October 1, 2021 and run for 2.85 years to be in line with other town contracts to expire on June 30th. The motion passed (4-1-0) by roll call vote: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, nay; Braccio, aye. Mr. Purple confirmed once the contract is signed, it will be posted on the Town's website.

VI. Other Matters Properly Before the Board (*Board may vote)*

a. Approve four (4) 1-day Alcohol License applications for Chestnut Hill Farm "Fall Fun on the Farm" events: October 10, October 17, October 24, October 31.

D.A. Hayden and Rob Warren from the Trustees of Reservations also joined the meeting. Mr. Healey believes this is not an educational event. The terms of the conservation restriction and management plan are for educational events and he felt this is a moneymaking event. He recommends the Conservation Commission be a part of the determination of what is educational. An alcohol license tied to an educational event for children is not something he supports. Ms. Hayden responded she does believe these are educational events. Mr. Warren stated their goal is to engage the community with the farm. He asked that in the spirit of New England farm harvest festivals, the Board approve the licenses. Ms. Hayden also added in speaking with attendees of similar events, both adults and

children are engaged and learning. Having experiential events encourages connection and volunteerism with the Trustees. These events allow the public to learn about the importance of keeping spaces open. Mr. Healey stated he was a part of the process to get the conservation restrictions in place and the idea that it is being used for a commercial event wasn't part of the intent. Ms. Malinowski stated serving alcohol at a children's 90 minute event is not a necessity. She is not comfortable agreeing to an alcohol license for this type of event with the conservation restriction. Mr. Stivers commented he believes it is possible to attract the public without serving alcohol. He is prepared to support the licenses this time with the understanding that clarification about what constitutes an education event will be addressed. Mr. Dennington is prepared to support the application. He does not believe the event is inconsistent with the purpose of the conservation restriction. Ms. Braccio stated she isn't comfortable with where this fits into the conservation restriction. Mr. Healey moved to approve four (4) 1-day Alcohol License applications for Chestnut Hill Farm "Fall Fun on the Farm" events: October 10, October 17, October 24, October 31. Mr. Stivers seconded the motion. Roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Mr. Healey, no; Ms. Malinowski, no; Ms. Braccio, no. The motion failed (2-3-0).

The board took a recess at 8:24pm and reconvened at 8:29pm.

b. November 1, 2021 Special Town Meeting

i. Meeting logistics – update

Town Clerk Jim Hegarty told the Board the Special Town Meeting will be held in the Trottier School gymnasium. The meeting will be in full compliance with the Board of Health directive of 6ft separation vertically and horizontally. There will be two air movers to increase the flow and masks will be mandatory. The gymnasium can accommodate 141 people. Overflow will be directed to the auditorium, which can accommodate another 100 people. He is working with the Board of Health and SEMA to provide a COVID rapid test in the parking lot prior to entering the gymnasium or auditorium. Specifics on this to follow. In terms of publicizing, there will be banners displayed in town and postcards are due to arrive to residents by 10/23 that will display a QR code linked to the Warrant. He is also working with the schools to provide notifications through electronic backpacks. Those in the auditorium will have the same ability to participate as those in the gymnasium. Ms. Braccio asked if there will be a video feed in the auditorium. Mr. Hegarty said no. The Moderator will have a camera to see if anyone at any microphone is wishing to speak. Mr. Healey asked what happens in the event 200 people show up. Mr. Hegarty said he is working on the plan should that occur. Mr. Dennington asked if speakers were required to wear a mask at the microphone and was told yes. Ms. Malinowski asked for confirmation there will be no video feed for presentations in either the gymnasium or the auditorium. Mr. Hearty confirmed there will be no video feed for presentations in either the gymnasium or the auditorium. He felt the cost to provide video feed is expensive and is not an appropriate use of public funds and stated providing video is not a requirement for Town Meeting. He also stated the size of the screen doesn't allow everyone in the room to fully view the screen (i.e. those in front have a better view than those in the back). Ms. Malinowski remarked she is concerned about the potential map change in the Downtown District by-law and whether that can be adequately conveyed without video capability. She said video capability would be a useful visual tool in the discussion. Mr. Hegarty said there will be handouts for attendees to view the map change. However, it was decided not to pursue screens because it reduces the number of seats available for attendees due to COVID restrictions. Mr. Purple had a walk-through with Mr. Hegarty and Town Moderator Cimino and believes the stage is set to accomplish the Town's business while respecting the health and safety of all involved. Ms. Braccio thanked Mr. Hegarty for his efforts in creating a safe event.

ii. Downtown District bylaw

Ms. Braccio stated this matter is a continuation from the Board's last meeting. Ms. Malinowski had a specific question and the EDC was invited to come to this meeting to address her concern. We will not be addressing issues that have already been addressed. Mr. Anderson, Chair, called the EDC meeting to order at 8:45pm and called a roll call attendance. Ms. Malinowski said she watched the EDC meeting and was pleased to see the EDC take a position. In the motion, EDC wanted to take out 40% as the residential use limitation. In a previous draft, Ms. Malinowski noted the number was 10% and EDC had suggested striking that number. Ms. Malinowski is seeking clarification as to whether the EDC wants the number out completely or are they suggesting a different percentage as replacement for a residency use component. Ms. Connelly said 10% was intended as part of the discussion of any 1st floor mixed use building. The EDC wanted to ensure there was some mixed-use space on the 1st floor but ultimately, took the number out because it was causing confusion. The EDC is committed to ensuring all street facing 1st floor units are commercial because that's the purpose of mixed-use space the EDC is trying to encourage. This has nothing to do with the total percentage of residential units in the entire building. The language that "not more than 40% of the entire building could be residential" is a new concept that had not been discussed prior to the Planning Board meeting a few weeks ago. Ms. Connolly stated that the EDC came to the Planning Board with a simple ask more than 2 years ago – please add by-right mixed-use to have residential space over commercial space because this was contemplated in the 2008 Master Plan. It was also a primary recommendation of the ULI study. Finally, it has been supported by other research done by the Town over the past decade. In Ms. Connolly's opinion, the concept of having a percentage as a cap on residential space undermines the goal of creating mixed-use space. The current code allows for up to a 3 story building. If you put in a 2 story building with commercial space on the bottom and residential space on top, that is more than 40% (the top floor is ½ or 50% of the building) and it wouldn't be permitted. Having a percentage defeats the reason the EDC has been trying to move forward. Ms. Connolly asked for clarification about where the concern has come from, what is the benefit of having a number in the by-law and what should the number be. Ms. Braccio asked the EDC what number they are looking for. She stated currently there is no mixed use and no by-right. Not finding consensus at the Board level to take to Town Meeting only creates the opportunity to wait three more years before we can move forward with this initiative. Ms. Luttrell from the Planning Board was present. She stated the minimum requirement of 10% commercial would allow a building to be 90% residential which may be easier to develop. The reason for mixed use was to bring small scale commercial development to the downtown. Heavy emphasis on residential development won't encourage small commercial development. A maximum of 10 % commercial development meets the by-right requirement of the by-law so you would have 10% commercial and 90% residential. In other towns, this has been an issue. Mr. Healey commented he thinks it is important to have this item on the Warrant at the Special Town Meeting and let it play out there given there is no consensus on the Board to change the recommendation from the Planning Board. He called the Board's attention to a recent publication of research from the Boston Foundation. In it, the research suggests explanations similar to the ones given by the Planning Board are routinely used by suburban planning boards to keep out downtown residential development. Limiting residential development limits Southborough's commitment to diversity, inclusion and equity in housing – something Southborough residents have said they want. Mr. Healey encourages the EDC to make clear the changes by the Planning Board are contrary to the goals the EDC are advancing. Ms. Braccio commented that we need to look at downtown development from a historical perspective and from a parking perspective. Ms. Braccio calls these are guardrail issues. Mr. Anderson remarked that the graphic shown by Ms. Braccio indicates that nothing has been built in the downtown area since 1978. Mr. Wood from EDC pointed out that the 10% number was a typo on the first floor. The original language was "up to 10%" and it was used to meet an ADA requirement. 10% commercial and 90% residential

was never the EDC goal or intent. Ms. Connolly commented that the EDC wants to compromise. 40% doesn't make sense for mixed use. She feels it is important to understand why mixed use is important. It is the modern economic model of development today. It is the model for the future and it is sustainable. She has spent time dealing with historical considerations and she is surprised that there is pushback on the residential component. When she began this process, it was with the understanding that diversity in housing is a common goal. Mixed use is a part of moving Southborough into the future. Ms. Luttrell clarified 10% minimum requirement for non-residential use is part of the mixed-use definition. It is not a typo. It was stated as such through version 9. The Planning Board changed it. Ms. Malinowski asked for confirmation that the EDC does not want a percentage to define the maximum amount of residential units for mixed use. Ms. Connolly replied that is the EDC's preference. Mr. Stivers stated he believes it is important to get this matter to Town Meeting for the citizens to decide. In terms of the by-law, he believes there is some sort of structure that is needed but it can be modified in the future, as needed. Mr. Stivers is in favor of relaxing constraints on residential use, in favor of bumping up the FAR number and is in favor of adding to the number of units permitted. The key goal is to increase investment in downtown and keep moving this issue forward. Ms. Braccio said the Planning Board has left public hearings on this matter open until October 18th. Ms. Malinowski is in favor of bringing the article forward as written. She is in favor of keeping the number of units at 3, as increasing to 4 units would trigger affordable housing, which would increase the workload for the building inspector. Mr. Dennington supports a by-law that has a realistic chance of passing at Town Meeting. He supports the by-law as written. He is in favor of small scale mixed use. This can be accomplished with some mixed use by-right and special permits. He would like to see the Planning Board and EDC keep discussion open to resolve the outstanding issues. He believes we are closer than ever to realizing substantial change. He stated Chairwoman Braccio has done an incredible job in managing many disparate views on this matter into a by-law that has the potential for real change and movement forward. Mr. Anderson added the act of passing a zoning by-law is not enough to achieve success. He believes we need to create the environment for developers to bring projects forward that Southborough residents want. These projects must include diversity of housing and small shops. Ms. Braccio thanked the EDC and Planning Board for attending tonight's meeting. Mr. Anderson called for a motion to adjourn the EDC meeting. The EDC meeting was adjourned at 9:39pm.

iii. Updates/ordering of articles

Mr. Dennington suggested a correction in Article 10. The language reads multifamily units up to 12 units, not to exceed 10 units. Language should read not to exceed 10 units. Ms. Braccio asked the Board if anyone has a concern with how the Articles are numbered. There are no concerns by the Board with regard to the ordering of articles. Article 1 – Mr. Purple updated the Board that Ms. Rosenbloom, Personnel Board Chair, had added additional detail to Article I to include a position entitled Senior IT Specialist, Section 20, Schedule A, Grade 7. Ms. Braccio asked the Board for feedback on Article II – amend town code Select Board. Mr. Stivers supports Select Board. Mr. Dennington supports Select Board. Ms. Malinowski supports Select Board. Mr. Healey supports changing the name but to Board of Selectwomen and Selectmen – a term that he feels honors the historical background of the position. Ms. Braccio is leaning in support for Select Board since it is becoming a commonly used term by other cities and towns across the Commonwealth. Ms. Braccio stated that at this Thursday's Advisory meeting, the goal is for the Board to take positions on the Articles. In the future, Ms. Braccio recommends votes by the Board either to support or defeat articles are included in the printed warrants. It supports transparency with the public. Mr. Dennington asked if there would be updated information on Article 4, the request to levy $85,000 for an IT server replacement. Ms. Braccio said an update would be provided at Thursday's Advisory meeting. Ms. Malinowski provided an update/overview of the Board of Health-Personnel Benefits.

She said this article is to fully fund the Health Director and Public Health Nurse from 11/1/21-6/30/22. Both have contracts that are in place until 6/30/22. This article seeks to increase the budget to cover their salaries and benefits. Mr. Purple updated the Board about discussions with the Town Accountant regarding the Water Enterprise Fund and the annual assessment from the MWRA. The number budgeted by the Town was significantly higher than the assessment ($150,000). The correction of this accounting matter will be addressed in the article dealing with budget adjustments.

iv. Approval and signing of final warrant

Mr. Healey moved to approve and sign the final Warrant, as amended. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Mr. Healey, aye; Ms. Braccio, aye. (5-0-0). All members of the Board of Selectmen will be in tomorrow, October 5th, to sign the Warrant.

c. Continuation of Q4 Financial review –EEA Grant

As part of the FY21 budget review process, Ms. Malinowski has concerns about the EDC's consulting budget because almost all of the budget was used. Her understanding of the purpose of that budget is to apply for grants, including grants on Rt. 9. Ms. Malinowski determined approximately $2,500 in grant or town funds were spent on advocacy material for the Downtown District. Her understanding is that town funds, including reimbursements from grants, cannot be spent on advocacy for a position on a warrant article. She sought advice from Town Counsel and learned policy making boards can use such funds for advocacy for a position. Ms. Malinowski queried whether the EDC is considered a policy making board. She recommends the Board bring forward a policy to eliminate any ambiguity and ensure integrity and creditability of any grant processes that come before the Board. Mr. Healey asked what is the trigger for when funds can be used. Ms. Malinowski replied if materials advocate a position, that is the trigger, although she is not clear on the timing. She believes there should be a line drawn for anything that involves a public vote and would appreciate some guidance from Town Counsel. Mr. Dennington thinks boards in town may not be aware of this restriction and a simple educational process for town boards is important. The message is there is a policy which states town funds cannot be used to advocate for or against a position placed before the public. Mr. Stivers wanted to clarify that he feels it is important not to hinder boards that are problem solving. Educational materials/handouts for Town Meeting as to why a proposal is being brought forth seem reasonable. However, using town funds for advocacy does not. He wants to think about the issue a bit more. Ms. Braccio echoed Mr. Stivers's sentiments in that educational materials are different than advocacy materials. Ms. Braccio asked Ms. Malinowski to draft a potential Board policy addressing this issue. Mr. Healey inquired as to whether the materials in question have been distributed. Ms. Malinowski said she believes they have not. Mr. Healey suggested we inform the EDC of the situation and request they not distribute materials. Ms. Malinowski or Mr. Purple will follow up with the EDC.

d. Board of Health update

Dr. Fazen's report analyzing the structure and activities of the Board of Health is ongoing and the Board was notified he will be conducting a public forum on October 21, 2021 at 7pm via Zoom. It will be recorded. If anyone has questions, they can send them to Ms. Malinowski and she will ensure they are read into the public record. The forum will be advertised.

VII. Public Comment

Mr. Fling has concerns about the upcoming Town Meeting and the lack of visuals available for attendees. He suggests a QR code be printed in the Warrant as a potential solution to the lack of visuals. He also would like families to be seated next to one another. With regard to the Downtown

District and the FAR chart that was shown, he would like future discussion to include consideration of .3 FAR. He believes .3 FAR may be too restrictive for expanded use.

Mr. Dennington stated in the Warrant, Part 7 adds the map. The map wasn't in the Warrant. Is this a separate article? Mr. Purple stated Town Counsel opined the map is a separate article but if the Board want to include in the Warrant, they can do so. Mr. Purple will reach out to Town Counsel for clarification and also query what vote must be taken at Town Meeting to amend the map. Mr. Purple also stated if the change is ministerial, there will be no need for Board to amend. Mr. Miller urges the Board to memorialize the Planning Board map prior to Town Meeting for sake of clarity. He also thanked Ms. Malinowski for her discussion on EDC funds relative to advocacy. He appreciated the information. Finally, he thanked Ms. Braccio for her clear facts with regard to the FAR discussion relative to the Downtown District. Her information provided much needed clarity.

VIII. Adjournment

Mr. Stivers moved to adjourn the meeting. The motion was seconded by Ms. Malinowski and voted all in favor by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Mr. Healey, aye; Ms. Malinowski, aye; Ms. Braccio, aye. The meeting was adjourned at 10:27PM.

Upcoming Meetings
October 19, 2021

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the October 5, 2021 BOS Meeting:

- BOS Downtown District Slides 10.5.21
- Draft Downtown District Bylaw v9 06.23.21 (BOS approved 06.29.21) (JC edits 09.15.21) (PB edits 09.20.21) (002)(EDC accepted 10.05.21)
- Pole Hearing - National Grid P11-5
- Citizen Activity Form, Neetu Sehgal
- Draft Comcast Cable Television Renewal License
- Memo from Edward J. Collins, Jr to MA State 911 Department 9.8.21
- Draft Regular Session Minutes 8.17.21
- Letter from Chief Achilles to BOS 9.28.21
- Letter from Brian Ballantine to All Departments 10.4.21
- Letter of Resignation, Andrew Pfaff, Capital Planning Committee 9.30.21
- Letter from Kate Carter to Mark Purple 10.1.21
- Special Town Meeting Warrant Draft 211001
- Letter from the EDC to BOS and Planning Board 9.27.21

Downtown District: Purpose

It is the purpose of the Downtown District to make mixed-use development options more readily available in the downtown area, and to encourage thoughtful and distinctive development or redevelopment opportunities that prioritize a diversity of uses, use and design compatibility, accessibility, innovative parking solutions and overall compliance with the performance and design standards to follow.

More specific objectives of the Downtown District include to:

1) Promote revitalization of Southborough's downtown area by encouraging and facilitating a mixed-use environment.

2) Foster a diverse mix of retail, office, residential, and recreational uses for residents, businesses, students, and visitors.

3) Update the range of non-residential uses allowed, thereby promoting the creation of local jobs.

4) Provide more diverse local housing opportunities (within mixed-use development).

5) Encourage village-style streetscapes and uses, in part through modification of existing dimensional requirements.

6) Increase the town's tax base by creating a thriving small business environment, helping existing businesses and attracting new enterprises.

7) Permit uses that promote conversion of existing buildings in a manner that maintains the visual character and architectural scale of existing development within the Downtown District.

8) Foster a vibrant environment to live, work, and play, encouraging connectivity, pedestrian and bicycle-friendly options, and community gathering space.

Source: Village Mixed Use District Draft V.3

Downtown District: What is Being Proposed

What changes when the Downtown District zoning bylaw is adopted?

1) **An update of permitted uses** to reflect the current day-and-age

2) **By-right or 'pre-approved' uses** to allow for a more expedited permitting process and encourage desirable uses in the Downtown District

3) **Allow for mixed-use**: retail/commercial and residential uses are permitted on the same lot and in one building

4) **Encourage a village-style streetscape**, through carefully crafted development standards (setback, height, dimensional and frontage requirements)

5) **Adoption of Design Guidelines** to encourage that new construction and conversion of existing buildings fit within the visual character and architectural scale of existing development in the Downtown District.

Downtown District: Mixed Use

- Mixed-use development combines different uses within the same building.
- Mixed-use projects may include any combination of housing, office, retail, medical, recreational or commercial components.
- Provides for more public uses on the ground floor, facing the street such as retail, restaurants, commercial uses and more private uses on the upper floor(s) such as residential units, or office space.



The EDC recommends that the 40% restriction on residential units in mixed use developments be scrapped.

This restriction serves no benefit to the Town and does not encourage mixed-use development.

A mixed-use development should be allowed to have commercial/retail/office use on the ground floor and all residential use on the upper floor.

Downtown District: Mixed Use Residential Units

The EDC does not agree with a further reduction of the number of residential units by-right.
After numerous meetings, the consensus was to reduce the number of residential units in a mixed-use development from 12 to 8 units.

The EDC advises to keep the number at 8 units.

When 25% of a rental residential development are deeded affordable, then the municipality can claim all of the units to their subsidized housing inventory (SHI).

A developer loses money on their affordable units, so with a proforma that removes 33% of their potential income, development becomes cost prohibitive.

Downtown District: Floor Area Ratio

174-8.12 Downtown District F (6): ***Max. Floor Area Ratio: 0.35 as of right, or a maximum of 0.5 by special permit from the Planning Board.***

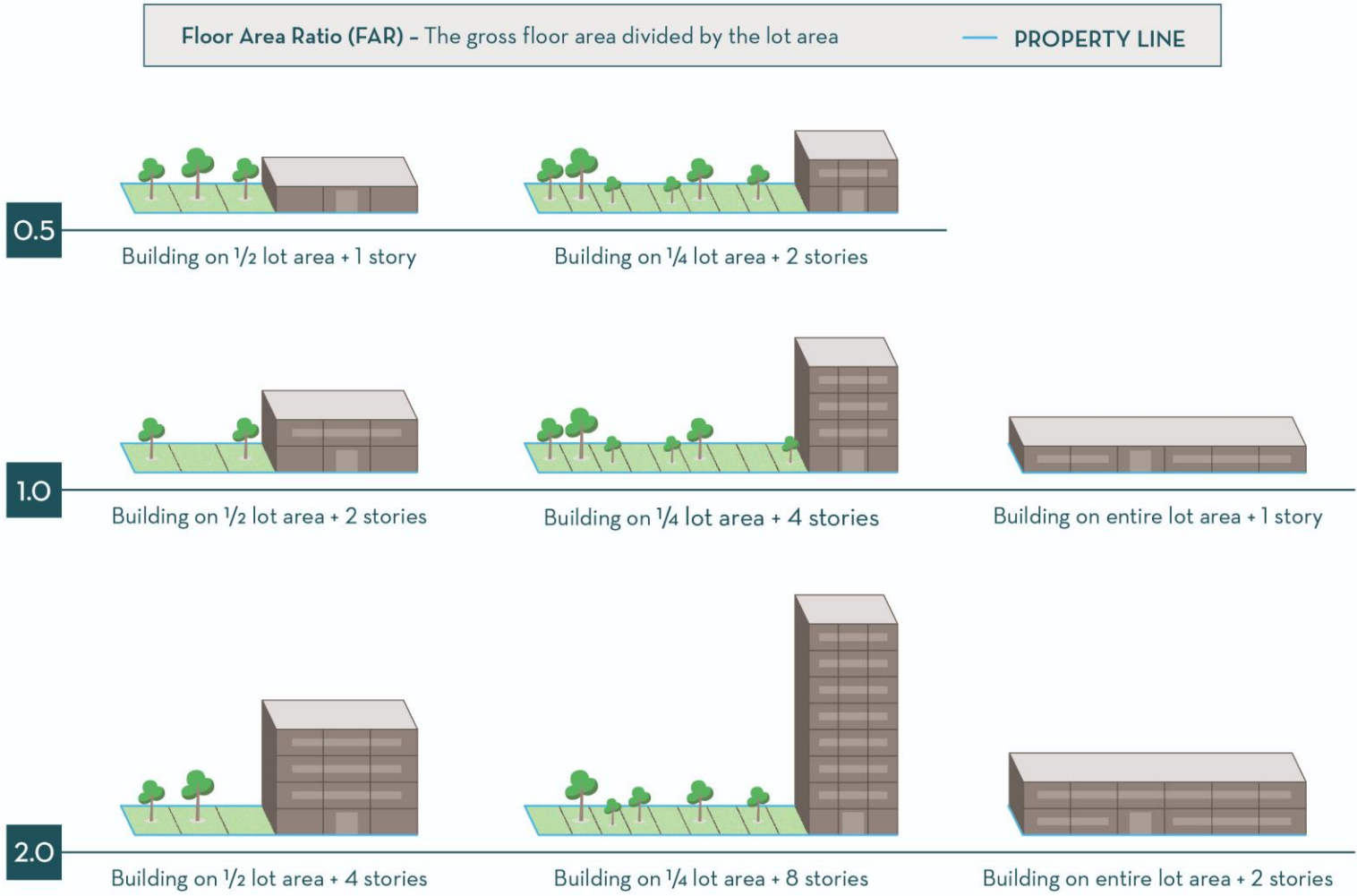
Floor Area Ratio:

1) This ratio is constant for a zone.
2) A floor area ratio of 1.0 means that floor area may equal lot area.
3) A FAR of 2.0 means that the floor area may be up to two times as large as the lot area.
4) A FAR of 0.5 means that the floor area may be no more than half the lot area.

Source: American Planning Association

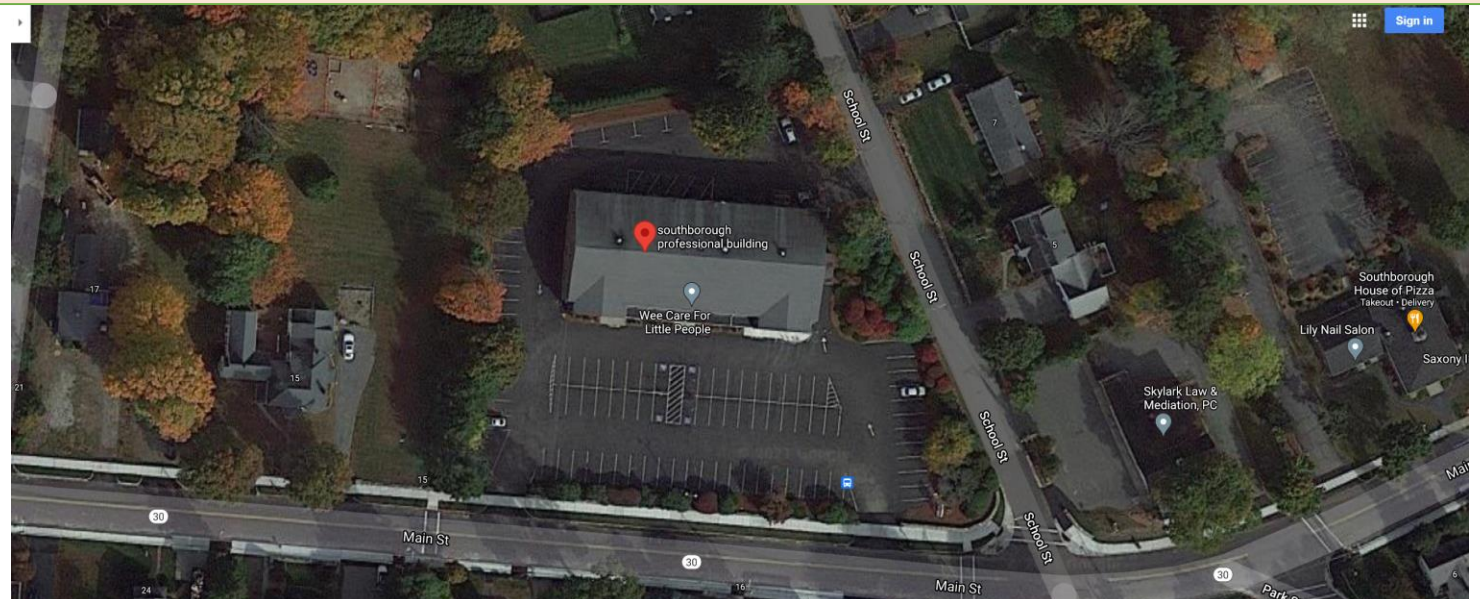
A floor area ratio of 0.35 means that:

- *a single story building can have a floor area of up to a third (or 35%) of the entire lot.*
- *A building with 2 stories can cover 17.5% of the lot*
- *A building with 3 stories can only cover 11.6% of the total lot area.*



Downtown District: Floor Area Ratio

The 2 story commercial building at 11 Main Street, currently has a Floor Area Ratio (FAR) of 0.32



11 Main Street would be non-conforming under the Downtown District bylaw with a maximum FAR of 0.30 as proposed by the Planning Board.

Land Area: 1.601 acres (69,696 acres)
Building footprint: 11,052 SF
Building size 22,104 SF
FAR: 0.32 (22,104/69,696)

Downtown District: Floor Area Ratio

SCHEDULE OF DIMENSIONAL REGULATIONS
Town of Southborough
[Amended 4-8-85 ATM, Art. 35]

District or Use	Minimum Lot Dimensions: Area in (square feet)	Frontage (feet)	Front (feet)	Minimum Yard Dimensions: Other Street (feet)	Side (feet)	Rear (feet)	Maximum Height: Feet	Stories	Maximum Floor Area Ratio, Buildings
Residence A (RA) Districts	43,560	150	35	35	25	50	35	2½	.18
Accessory buildings and swimming pools	43,560	150	35	35	10	10	17	1	
Residence B (RB) Districts	25,000	125	30	30	15	35	35	2½	.30
Accessory buildings and swimming pools	25,000	125	30	30	10	10	17	1	
Dwellings in BV, BH and ID Districts	25,000	125	30	30	15	35	35	2½	.30
Buildings and swimming pools accessory to dwellings in BV, BH and ID Districts	25,000	125	30	30	10	10	-	1	
Business Village (BV) Districts	10,000	60	10[3]	10[3]	10	35	35	3	.50
Business Highway (BH) District	43,560	200	50[1]	25[1]	50	50	45	3	.60
Industrial Park (IP) Districts	43,560	200	50[1]	50	50	50	45	3	.60
Industrial (ID) Districts	43,560	200	50[1]	25[1]	50	50	45	3	.60
Research, Scientific and Professional (SP) Districts	2,178,000 (50 acres)	500	150	200	200	200	35	3	.40
(Residence C Districts)[2]	15,000	100	25	25	10	30	35	2½	.45
Accessory buildings and swimming pools[2]	15,000	100	25	25	10	10	-	1	

Footnotes:
[1] Increase by Fifty percent (50%) if abutting Worcester Turnpike, Route 9
[2] Residence C Districts discontinued in 1966, however lots laid out and recorded in Residence B Districts prior to the discontinuance may be built onto these dimensions for one-family houses
[3] 25 Feet if on Worcester Turnpike, Route 9

10/15/2004

The following *Schedule of Dimensional Regulations* was used as reference and posted on the Town website until October 4, 2021.

It shows a Maximum Floor Area Ratio of 0.5 allowed for commercial buildings in the Business Village Districts

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	August 31, 2021
Name:	Neetu Sehgal
Home Address:	[redacted]
Mailing Address:	[redacted]
Phone Number(s):	[redacted]
Email Address:	[redacted]
Current Occupation/Employer:	Lawyer/Cushman & Wakefield
Narrative:	I am a full-time working mom to a young family but making time for my community is important to me. I am a lifelong Southborough resident and benefited from the education Southborough Public Schools provided to me and now to my children. I am in-house counsel for a large public company and focus my practice on employment law. I also help my family maintain its annual scholarships to ARHS and Tufts Veterinary School in honor of my father.
Board(s) / Committee(s):	___AMERICANS WITH DISABILITIES ACT COMMITTEE ___SCHOLARSHIP ADVISORY COMMITTEE

EXECUTIVE SUMMARY

Comcast Cable Television Renewal License

Background: The Comcast license expired on September 19, 2021. The license only covers the Pine Hill Road area. Comcast has 32 subscribers in Southborough who are served as part of Comcast's Framingham service and receive Framingham PEG channels.

Significant License Terms

1. Term: 10 years

Due to Verizon's limited presence in Southborough and the fact that it does not connect to SAM, the Committee negotiated a ten-year renewal license. The renewal licenses with Verizon and Charter, which both interface with SAM, are each for five years.

2. Operational Funding – 5% of gross revenue

This is the maximum permitted by law and matches the level of funding provided by Verizon and Charter.

3. Capital Funding: 0

Because Comcast, unlike Verizon and Charter, does not transmit SAM PEG programming to its Southborough subscribers, the Committee did not obtain funding to support SAM's capital needs. There was also no capital funding required under Comcast's original license.

RENEWAL

CABLE TELEVISION LICENSE

FOR

THE TOWN OF SOUTHBOROUGH, MASSACHUSETTS

DRAFT

SEPTEMBER 20, 2021-SEPTEMBER 19, 2031

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SOUTHBOROUGH RENEWAL LICENSE

INTRODUCTION

WHEREAS, Comcast of Massachusetts III, Inc., (hereinafter "Licensee"), is the duly authorized holder of a renewal license to operate a cable television system in the Town of Southborough, Massachusetts (hereinafter the "Town"), said license having commenced on September 20, 2011;

WHEREAS, Licensee filed a written request for a renewal of its license by letter dated November 12, 2018 in conformity with the Cable Act and filed a renewal proposal April 30, 2021;

WHEREAS, there has been an opportunity for public comment, as required by Section 626(h) of the Cable Act;

WHEREAS, the Issuing Authority has determined that the financial, legal, and technical ability of Licensee is reasonably sufficient to provide services, facilities, and equipment necessary to meet the future cable-related needs of the community, and desires to enter into this Renewal License with Licensee for the construction and continued operation of a cable system on the terms and conditions set forth herein; and

WHEREAS, the Town's Selectboard, as the Issuing Authority, finds that Licensee has complied with the terms of its previous license.

NOW THEREFORE, after due and full consideration, the Issuing Authority and Licensee agree that this Renewal License is issued upon the following terms and conditions:

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ARTICLE 1

DEFINITIONS

SECTION 1.1 - DEFINITIONS

For the purpose of this Renewal License, capitalized terms, phrases, words, and abbreviations shall have the meanings ascribed to them in the Cable Act, as amended from time to time, and Massachusetts General Laws Chapter 166A (M.G.L. c. 166A), as amended from time to time, unless otherwise defined herein.

(a) Access Provider – shall mean the person, group or entity, or non-profit, designated by the Issuing Authority for the purpose of operating and managing the use of Public, Educational and Governmental Access funding, equipment and channels on the cable television system in accordance with this Renewal License and 47 U.S.C. 531.

(b) Basic Cable Service – shall mean the lowest tier of service which includes the retransmission of local television broadcast signals.

(c) Cable Act – shall mean the Cable Communications Policy Act of 1984, Public Law No. 98-549, 98 Stat. 2779 (1984), 47 U.S.C. 521 et. seq., amending the Communications Act of 1934, as further amended by the 1992 Cable Consumer Protection and Competition Act, Public Law No. 102-385 and the Telecommunications Act of 1996, Public Law No. 104-458, 110 Stat. 56 (1996) and as may be further amended.

(d) Cable Service – shall mean the one-way transmission to subscribers of (i) video programming, or (ii) other programming service, and subscriber interaction, if any, which is required for the selection or use of such video programming or other programming service.

(e) Cable System or System – shall mean the facility owned, constructed, installed, operated and maintained by Licensee in the Town of Southborough, consisting of a set of closed transmission paths and associated signal generation, reception, and control equipment that is designed to provide cable service which includes video programming and which is provided to multiple subscribers within a

community, but such term does not include (a) a facility that serves only to retransmit the television signals of one or more television broadcast stations; (b) a facility that serves subscribers without using any public right-of-way; (c) a facility of a common carrier which is subject, in whole or in part, to the provisions of Title II of the Cable Act, except that such facility shall be considered a cable system (other than for purposes of section 621(c) of the Cable Act) to the extent such facility is used in the transmission of video programming directly to subscribers unless the extent of such use is solely to provide interactive on-demand services; or (d) an open video system that complies with section 653 of this title, or (e) any facilities of any electric utility used solely for operating its electric utility systems.

(f) Department or DTC – shall mean the Massachusetts Department of Telecommunications and Cable.

(g) Drop – shall mean the coaxial cable that connects a home or building to the Subscriber Network or Video Return Line.

(h) Effective Date – shall mean September 20, 2021

(i) FCC – shall mean the Federal Communications Commission or any successor governmental entity.

(j) Franchise Fee – shall mean the payments to be made by Licensee to the Issuing Authority, the Town of Southborough and/or any other governmental subdivision, or designated Access Provider, which shall have the meaning as set forth in Section 622(g) of the Cable Act.

(k) Gross Annual Revenues – means the Cable Service revenue actually received by the Grantee from the operation of the Cable System in the Franchise Area to provide Cable Services, calculated in accordance with generally accepted accounting principles ("GAAP"). Cable Service revenue includes monthly basic, premium and pay-per-view video fees, leased access fees, advertising and home shopping revenue, installation fees and equipment rental fees. Gross Revenue shall not include refundable deposits, bad debt, late fees, investment income, programming launch support payments, advertising sales commissions, nor any taxes, fees or assessments imposed or assessed by any governmental authority.

(l) Issuing Authority – shall mean the Selectboard of the Town of Southborough, Massachusetts, or the lawful designee thereof.

(m) Licensee – shall mean Comcast of Massachusetts III, Inc., or any successor or transferee in accordance with the terms and conditions in this Renewal License.

(m) License Fee – shall mean the payments to be made by Licensee to the Issuing Authority, the Town of Southborough and or any other governmental subdivision, which shall have the meaning as set forth in M.G.L.c. 166A, § 9.

(o) Modulator – shall mean CATV modulator or equivalent device used for video signal transport.

(p) Multichannel Video Programming Distributor – shall mean a person such as, but not limited to, a cable operator, a multichannel multipoint distribution service, a direct broadcast satellite service, or a television receive-only satellite program distributor, who makes available for purchase, by subscribers or customers, multiple channels of video programming.

(q) Normal Operating Conditions – shall mean those service conditions which are within the control of the Franchisee. Those conditions which are not within the control of the Franchisee include, but are not limited to, natural disasters, public health emergencies, civil disturbances, power outages, telephone network outages, and severe or unusual weather conditions. Those conditions which are ordinarily within the control of the Franchisee include, but are not limited to, special promotions, pay-per-view events, rate increases, regular peak or seasonal demand periods, and maintenance or upgrade of the Cable System.

(r) Outlet – shall mean an interior receptacle that connects a television set to the Cable Television System.

(s) PEG Access User – shall mean a Person utilizing the Cable System, including all related facilities for purposes of production and/or transmission of PEG Access Programming as opposed to utilization solely as a Subscriber.

(t) Person – shall mean any natural person or any association, firm, partnership, joint venture, corporation, or other legally recognized entity, whether for-profit or not-for profit, but shall not mean the Issuing Authority.

(u) Public, Educational and Governmental (PEG) Access Channel – shall mean a video channel made available by the Licensee for non-commercial use by the public, educational institutions such as public or private schools, but not "home schools," community colleges, and universities, as well as the Issuing Authority.

(v) Public, Educational and Government (PEG) Access Programming – shall mean non-commercial programming produced by any Southborough residents or organizations, schools and government entities and the use of designated facilities, equipment and/or channels of the Cable System in accordance with 47 U.S.C. 531 and this Renewal License.

(w) Public Way – shall mean the surface of, and the space above and below, any public street, highway, freeway, bridge, land path, alley, court, boulevard, sidewalk, way, lane, public way, drive, circle or other public right-of-way, including, but not limited to, public utility easements, dedicated utility strips, or rights-of-way dedicated for compatible uses and any temporary or permanent fixtures or improvements located thereon now or hereafter held by the Issuing Authority in the Town of Southborough, which shall entitle Licensee to the use thereof for the purpose of installing, operating, repairing, and maintaining the Cable System. Public Way shall also mean any easement now or hereafter held by the Issuing Authority within the Town of Southborough for the purpose of public travel, or for utility or public service use dedicated for compatible uses, and shall include other easements or rights-of-way as shall within their proper use and meaning entitle Licensee to the use thereof for the purposes of installing, operating, and maintaining Licensee's Cable System over poles, wires, cables, conductors, ducts, conduits, vaults, manholes, amplifiers, appliances, attachments, and other property as may be ordinarily necessary and pertinent to the Cable System.

(x) Renewal License or License – shall mean this Agreement and any amendments or modifications in accordance with the terms herein.

(y) Signal – shall mean any transmission which carries Programming from one location to another.

(z) Standard Installation – shall mean the standard one hundred twenty-five foot (125') aerial Drop connection to the existing distribution system.

(aa) Subscriber – shall mean a Person who lawfully receives Cable Service with Licensee's express permission.

(bb) Subscriber Network – shall mean the trunk and feeder signal distribution network over which video and audio signals are transmitted to Subscribers.

(cc) Town – shall mean the Town of Southborough, Massachusetts.

(dd) Trunk and Distribution System – shall mean that portion of the Cable System for the delivery of Signals, but not including Drop Cable(s) to Subscriber's residences.

(ee) Video Programming or Programming – shall mean the programming provided by, or generally considered comparable to programming provided by, a television broadcast station.

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ARTICLE 2

GRANT OF RENEWAL LICENSE

SECTION 2.1 - GRANT OF RENEWAL LICENSE

(a) Pursuant to the authority of M.G.L. c. 166A, the Cable Act and subject to the terms and conditions herein the Issuing Authority hereby grants a non-exclusive Renewal License to Comcast of Massachusetts III, Inc., authorizing and permitting Licensee to construct, operate and maintain a Cable System in the Public Way within the municipal limits of the Town. Nothing in this License shall be construed to prohibit Licensee from offering any service over its Cable System that is not prohibited by federal or state law.

(b) This Renewal License is granted under and in compliance with the Cable Act and M.G.L.c. 166A, and in compliance with all rules and regulations of the FCC and the Department in force and effect during the period for which this Renewal License is granted.

SECTION 2.2 - TERM: NON-EXCLUSIVITY

The term of this non-exclusive Renewal License shall be for a period of ten (10) years and shall commence on September 20, 2021 following the expiration of the current license, and shall expire at midnight on September 19, 2031.

SECTION 2.3 - POLE AND CONDUIT ATTACHMENT RIGHTS

Pursuant to M.G.L.c. 166, §§22-25, permission is hereby granted to Licensee to attach or otherwise affix including, but not limited to cables, wire, or optical fibers comprising the Cable System to the existing poles and conduits on and under public streets and ways, provided Licensee secures the permission and consent of the public utility companies to affix the cables and/or wires to their pole and conduit facilities. By virtue of this License the Issuing Authority grants Licensee equal standing with power and telephone utilities in the manner of placement of facilities on Public Ways.

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SECTION 2.4 - RENEWAL

(a) In accordance with the provisions of federal law, M.G.L.c. 166A, §13 and applicable regulations, this Renewal License shall be subject to additional renewals for periods not to exceed ten (10) years or such other periods as allowed by law and shall be upon mutual written agreement with such modified or additional terms as Licensee and the Issuing Authority may agree.

SECTION 2.5 - RESERVATION OF AUTHORITY

Nothing in this Renewal License shall (A) abrogate the right of the Issuing Authority to perform any public works or public improvements of any description, (B) be construed as a waiver of any codes or bylaws/ordinances of general applicability and not specific to the Cable System, Licensee, or this License, or (C) be construed as a waiver or release of the rights of the Issuing Authority in and to the Public Ways. This License is a contract and except as to those changes which are the result of the Issuing Authority's lawful exercise of its general police power, the Issuing Authority may not take any unilateral action which materially changes the explicit mutual promises in this License. Any changes to this License must be made in writing signed by the Licensee and the Issuing Authority. Any conflict between this License and any Issuing Authority ordinance or regulation that is not generally applicable shall be resolved by a court of competent jurisdiction. Notwithstanding any other provision of this License, Licensee reserves the right to challenge provisions of any ordinance, rule, regulation, or other enactment of the Issuing Authority that conflicts with its contractual rights under this License, either now or in the future.

SECTION 2.6 - COMPETITIVE EQUITY

(a) Licensee acknowledges and agrees that the Issuing Authority reserves the right to grant one or more additional licenses or other authorizations to other Cable Service providers or wireline-based video service providers within the Town for the right to use and occupy the Public Ways or streets within the Town. If any such additional or competitive license or other authorization is granted by the Issuing

Authorities which, in the reasonable opinion of Licensee, contains more financially favorable or less burdensome terms or conditions than this Renewal License, including, but not limited to: franchise fees; insurance; system build-out requirements; performance bonds or similar instruments; PEG access channels and support; customer service standards; required reports and related record keeping; and notice and opportunity to cure breaches; the Issuing Authority agrees that it shall amend this Renewal License to include any more favorable or less burdensome terms or conditions.

(b) In the event an application for a new cable television license or other authorization is filed with the Issuing Authority, proposing to serve the Town, in whole or in part, the Issuing Authority shall serve a copy of such application upon any existing Licensee or incumbent cable operator by registered or certified mail or via nationally recognized overnight courier service within a reasonable time thereafter.

(c) To the extent allowed by applicable law(s), the grant of any additional cable television license(s) or other authorization shall be on equivalent material terms and conditions as those contained in this Renewal License.

(d) The issuance of additional license(s) shall be subject to all applicable federal and state laws, including M.G.L.c. 166A and applicable regulations promulgated thereunder.

(e) In the event that Licensee believes that any additional license(s) or other authorization has been granted on terms or conditions materially more favorable or less burdensome than those contained in this Renewal License, the Issuing Authority shall convene a public hearing on such issue, within not more than thirty (30) days of receipt of a hearing request from Licensee. Along with said written request, Licensee shall provide the Issuing Authority with written reasons for its belief. At the public hearing, the Issuing Authority shall afford Licensee an opportunity to demonstrate that any such additional license(s) or other authorization are on terms more favorable or less burdensome than those contained in this Renewal License. Licensee shall provide the Issuing Authority with such financial or other relevant information as is reasonably requested.

(f) Should Licensee demonstrate that any such additional license(s) or other authorizations have been granted on terms and conditions more favorable or less burdensome than those contained in

this Renewal License, the Issuing Authority shall make equitable amendments to this Renewal License within a reasonable time.

(g) In the event that Licensee demonstrates that an existing or future Cable Service provider or wireline-based video service provider in the Town has been provided relief by the Issuing Authority from any material obligation of its license, then Licensee shall be awarded an equivalent amount of relief from the material obligations herein. Such relief shall be in writing and in the form of an amendment to this License. The Issuing Authority shall convene a public hearing on the issue within sixty (60) days of Licensee's notification to the Issuing Authority requiring such relief, unless otherwise mutually agreed to. License shall provide reasons for its belief in the notification. At the public hearing, the Issuing Authority shall afford Licensee an opportunity to demonstrate that any existing or future service providers in the Town have been provided relief by the Issuing Authority from any obligation of its cable television license or other similar lawful authorization. Licensee shall provide the Issuing Authority with such financial or other relevant information as is reasonably requested to justify its belief; provided, however, that said information is non-proprietary.

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ARTICLE 3

SYSTEM SPECIFICATIONS AND CONSTRUCTION

SECTION 3.1 - AREA TO BE SERVED

(a) The area to be served by the Licensee pursuant to this Renewal License shall be limited to the Pine Hill area of the Town only, consisting of the Public Ways and Streets listed in Exhibit "A," attached hereto, which area shall be referred to as the "Service Area." Cable service shall be provided to every dwelling in the Service Area occupied by a Person requesting Cable Service that can be reached by the Cable System by the public right of way in the Town or easements in the Town over which the Town has control, provided that the Licensee is able, in addition, to obtain from owners of private property any necessary easements and/or permits in accordance with applicable law(s).

(b) The Licensee shall make its Cable System available to the residents of the Service Area, unless legally prevented from doing so, subject only to the installation charges herein.

(c) Installation costs shall conform with the Cable Act. Any dwelling unit within an aerial three hundred feet (300 ft.) of the Trunk and Distribution System shall be entitled to a Standard Installation rate in accordance with applicable federal and state laws. Underground installs are considered non-standard installations. All non-standard installations shall be provided at a rate established by the Licensee in accordance with applicable federal and state laws.

SECTION 3.2 - SUBSCRIBER NETWORK

Licensee shall maintain a Cable Television System, fully capable of providing Cable Service in accordance with applicable law.

SECTION 3.3 - PARENTAL CONTROL CAPABILITY

(a) Pursuant to applicable law, upon request, and at no separate, additional charge, Licensee shall provide Subscribers with the capability to control the reception of any channel on the Cable System.

(b) The Issuing Authority acknowledges that the parental control capability may be part of a converter box and Licensee may charge Subscriber for use of said converter box.

SECTION 3.4---EMERGENCY ALERT OVERRIDE CAPACITY

Licensee shall comply with the FCC's Emergency Alert System ("EAS") regulations.

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ARTICLE 4

TECHNOLOGICAL AND SAFETY STANDARDS

SECTION 4.1 - SYSTEM MAINTENANCE

(a) In installing, operating and maintaining equipment, cable and wires, Licensee shall avoid damage and injury to trees, structures and improvements in and along the routes authorized by the Issuing Authority, except as may be approved by the Issuing Authority if required for the proper installation, operation and maintenance of such equipment, cable and wires.

(b) The construction, maintenance and operation of the Cable System for which this Renewal License is granted shall be done in conformance with all applicable state and federal laws, bylaws/ordinances, codes and regulations of general applicability and the rules and regulations of the FCC as the same exist or as same may be hereafter changed or amended.

(c) Licensee shall install and maintain its equipment, cable and wires in such a manner as shall not interfere with any installations of the Town or any public utility serving the Town.

(d) All structures and all equipment, cable and wires in, over, under, and upon streets, sidewalks, alleys, and public rights of ways of the Town, wherever situated or located shall at all times be kept and maintained in a safe and suitable condition and in good order and repair.

SECTION 4.2 - REPAIRS AND RESTORATION

Whenever Licensee takes up or disturbs any pavement, sidewalk or other improvement of any public right of way or public place, the same shall be replaced and the surface restored in as good condition as possible as before entry as soon as practicable. If Licensee fails to make such restoration within a reasonable time, the Issuing Authority may fix a reasonable time for such restoration and repairs, and shall notify Licensee in writing of the restoration and repairs required and the time fixed for the performance thereof. Upon failure of Licensee to comply within the time specified, the Issuing Authority may cause proper restoration and repairs to be made and the expense of such work shall be paid by

Licensee upon written demand by the Issuing Authority. Prior to such repair or restoration the Town shall submit a written estimate to Licensee of the actual cost of said repair or restoration.

SECTION 4.3 - CABLE LOCATION

(a) In all areas of the Town where all of the transmission and distribution facilities of all public or municipal utilities are installed underground, Licensee shall install its Cable System underground, provided that such facilities are actually capable of receiving the Licensee's cable and other equipment without technical degradation of the Cable System's signal quality.

(b) In all areas of the Town where public utility lines are aerially placed, if subsequently during the term of the Renewal License such public utility lines are required by the Issuing Authority or State to be relocated aerially or underground, Franchisee shall similarly relocate its Cable System if it is given reasonable notice and access to the public and municipal utilities facilities at the time that such are placed underground. Any costs incurred by Licensee for relocating the Cable System shall be reimbursed to Licensee in the event public or private funds are raised for the project and made available to other users of the Public Way. If funds are not reimbursed, Licensee reserves the right to pass through its costs to Subscribers.

(c) Nothing in this Section shall be construed to require Licensee to construct, operate, or maintain underground any ground-mounted appurtenances such as customer taps, line extenders, system passive devices, amplifiers, power supplies, pedestals, or other related equipment.

SECTION 4.4 - TREE TRIMMING

Licensee shall have authority to trim trees upon and overhanging public streets, alleys, sidewalks and ways and places of the Town to prevent the branches of such trees from coming in contact with the wires, cables and equipment of Licensee, in accordance with MGL c. 87 and any Town bylaws/ordinances and regulations.

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SECTION 4.5 – STRAND MAPS

Upon written request, the Licensee shall file with the Issuing Authority strand maps of the Cable System plant installed. Upon written request said strand maps shall also be provided in electronic format if they exist in said electronic format. The Licensee shall not be required to provide a particular type of electronic format which is different from the electric format the Licensee maintains.

SECTION 4.6 - BUILDING MOVES

(a) In accordance with applicable laws, Licensee shall, upon the written request of any Person holding a building moving permit issued by the Town, temporarily raise or lower its wires to permit the moving of the building(s). Licensee shall be given not less than thirty (30) days' advance written notice to arrange for such temporary wire changes. The cost to raise or lower wires shall be borne by the Person(s) holding the building move permit.

(b) Licensee shall have the right to reimbursement under any applicable insurance or government program for reimbursement.

SECTION 4.7 - DIG SAFE

Licensee shall comply with applicable "dig safe" provisions pursuant to M.G.L.c. 82, § 40.

SECTION 4.8 - DISCONNECTION AND RELOCATION

(a) In accordance with applicable law, Licensee shall, at its sole cost and expense, protect, support, temporarily disconnect, relocate in the same street, or other Public Right of Ways, or remove from any street or any other Public Ways and places, any of its property as required by the Issuing Authority by reason of traffic conditions, public safety, street construction, change or establishment of street grade, or the construction of any public improvement or structure by any Town department acting in a lawful governmental capacity.

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(b) In requiring Licensee to protect, support, temporarily disconnect, relocate or remove any portion of its property, the Issuing Authority shall treat Licensee the same as, and require no more of Licensee, than any other similarly situated utility.

(c) Licensee shall have the right to reimbursement of project costs under any applicable insurance or government program for reimbursement. All cable operators and public or municipal utility companies shall be treated alike if reimbursed for such costs by the Town. If funds are not reimbursed, Licensee reserves the right to pass its costs through to Subscribers.

SECTION 4.9 - EMERGENCY REMOVAL OF PLANT

(a) If, at any time, in case of fire or disaster in the Town, it shall be necessary in the reasonable judgment of the Issuing Authority to cut or move any of the wires, cable or equipment of the Cable Television System, the Town shall have the right to do so without cost or liability, provided however that, wherever possible, the Issuing Authority shall give Licensee written notice and the ability to relocate wires, cable or other equipment.

(b) Licensee shall have the right to reimbursement under any applicable insurance or government program for reimbursement. All cable operators and public or municipal utility companies shall be treated alike if reimbursed for such costs by the Town. If funds are not reimbursed, Licensee reserves the right to pass its costs through to Subscribers.

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ARTICLE 5

PROGRAMMING

SECTION 5.1 - BASIC CABLE SERVICE

Licensee shall make available a Basic Cable Service tier to all subscribers in accordance with 47 U.S.C. 534.

SECTION 5.2 - PROGRAMMING

(a) Pursuant to 47 U.S.C. 544, Licensee shall maintain broad categories of Video Programming. Pursuant to federal law, all Video Programming decisions, excluding PEG Access Programming, are at the sole discretion of Licensee.

(b) Licensee shall comply with applicable FCC Rules and Regulations as well as DTC Rules and Regulations regarding notice of programming changes. Advance notice shall not be required for the launch of new channels when offered on a subscription basis or added to an existing service tier at no additional cost to the customer. Written notices required by this section may be provided electronically as permitted by 47 C.F.R. § 76.1600.

SECTION 5.3 – CABLE CHANNELS FOR COMMERCIAL USE

Pursuant to 47 U.S.C. 532, Licensee shall make available channel capacity for commercial use by persons unaffiliated with Licensee. Rates for use of commercial leased access channels shall be negotiated between Licensee and the commercial user in accordance with federal law. Licensee shall have no editorial control over the content of programming on leased access channels and is not subject to any liability therefrom.

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ARTICLE 6

PEG ACCESS CHANNEL(S) AND SUPPORT

SECTION 6.1 - PEG ACCESS

The Access Provider, as designated by the Issuing Authority, shall continue to be responsible for the provision of PEG access Programming to Subscribers, pursuant to the provisions of this Article 6.

SECTION 6.2 - PEG ACCESS PROVIDER

Beginning on the Effective Date, Issuing Authority or Access Provider shall provide services to PEG Access Users and the Town as follows:

(1) Schedule, operate and program the PEG Access channels provided in accordance with Section 6.3 below;

(2) Manage the annual funding, pursuant to Section 6.4 below;

(3) Purchase, maintain and/or lease equipment, with the funds allocated for such purposes in Section 6.4 below;

(4) Conduct training programs in the skills necessary to produce PEG Access Programming;

(5) Provide technical assistance and production services to PEG Access Users;

(6) Establish, implement and enforce rules, procedures and guidelines for use of the PEG Access Channels;

(7) Provide publicity, fundraising, outreach, referral and other support services to PEG Access Users;

(8) Assist PEG Access Users in the production of PEG Access Programming of interest to Subscribers; and

(9) Accomplish such other tasks relating to the operation, scheduling and/or management of the PEG Access Channels, facilities and equipment as appropriate and necessary.

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SECTION 6.3 - PEG ACCESS PROGRAMMING TO SUBSCRIBERS IN THE SERVICE AREA

Unless otherwise agreed to by the Issuing Authority and the Licensee in writing, the Licensee shall provide Framingham PEG Access Programming from its Framingham cable system to Southborough Subscribers in the Service Area.

SECTION 6.4 – PEG ACCESS SUPPORT

(a) Licensee shall provide a Franchise Fee to the Issuing Authority, or its designee, for PEG Access purposes, equal to five percent (5%) of its Gross Annual Revenues, less applicable License Fees and assessments from any state or other governmental agencies. Said Franchise Fee shall be used for salaries, operating and other expenses related to PEG Access programming operations, equipment and/or facilities. Said five percent (5%) Franchise Fee shall be made to the Issuing Authority, or its designee, on a quarterly basis. The first payment shall be made on November 15, 2021 for the period of the Effective Date through September 30, 2021. Quarterly thereafter, Licensee shall provide payments each February 15th, May 15th, August 15th and November 15th based on revenues from the previous calendar quarter.

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ARTICLE 7

CUSTOMER SERVICE AND CONSUMER PROTECTION

SECTION 7.1 - CUSTOMER SERVICE

(a) Licensee shall comply with all customer service regulations of the FCC (47 CFR §76.309), and the regulations of the Massachusetts Department of Telecommunications and Energy, Cable Division, governing billing practices, at 207 CMR §10.01, et. seq., as they exist or as they may be amended from time to time. Likewise, Licensee shall comply with the customer service regulations promulgated by the Cable Division as they exist or as they may be amended from time to time.

(b) The Licensee shall maintain and operate a customer service call center twenty-four (24) hours a day, seven (7) days a week, including holidays. The Licensee shall comply with all state and federal requirements pertaining to the hours of operation of its customer service call center.

SECTION 7.2 - CONSUMER COMPLAINT PROCEDURES

Complaints by any Person as to the operation of the Cable System may be filed in writing with the Department or with the Issuing Authority, each of which shall within ten (10) days forward copies of such complaints to the other. The Issuing Authority and the Department shall be notified by Licensee on forms to be prescribed by the Department not less than annually, of the complaints of Subscribers received during the reporting period and the manner in which they have been met, including the time required to make any necessary repairs or adjustments.

SECTION 7.3 - PROTECTION OF SUBSCRIBER PRIVACY

Licensee shall comply with applicable federal and state privacy laws and regulations, including 47 U.S.C. 551.

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SECTION 7.4 - EMPLOYEE IDENTIFICATION CARDS

All of Licensee's employees, including repair and sales personnel, entering private property shall be required to carry an employee identification card issued by Licensee.

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ARTICLE 8

PRICES AND CHARGES

SECTION 8.1 - PRICES AND CHARGES

(a) Before any new or modified rate, fee, or charge is imposed, Licensee shall follow the applicable FCC and State notice requirements and rules and notify affected Subscribers, which notice may be by any means permitted under applicable law. Nothing in this Renewal License shall be construed to prohibit the reduction or waiver of charges in conjunction with promotional campaigns for the purpose of attracting or retaining Subscribers.

(b) The Issuing Authority acknowledges that under the Cable Act, certain costs of Public, Educational and Governmental ("PEG") Access and other license/franchise requirements may be passed through to the Subscribers in accordance with federal law.

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ARTICLE 9

REGULATORY OVERSIGHT

SECTION 9.1 - INDEMNIFICATION

Licensee shall indemnify, defend and hold harmless the Issuing Authority, its officers, employees, and agents from and against any liability or claims resulting from property damage or bodily injury (including accidental death) that arise out of Licensee's construction, operation, maintenance or removal of the Cable System, including, but not limited to, reasonable attorney's fees and costs, provided that the Issuing Authority shall give Licensee timely written notice of its obligation to indemnify and defend the Issuing Authority within the timely receipt of a claim or action, sufficient to avoid entry of a default judgment against the Issuing Authority. If the Issuing Authority determines that it is necessary for it to employ separate counsel, the costs for such separate counsel shall be the responsibility of the Issuing Authority. The Licensee shall not be required to Indemnify the Issuing Authority for any claims resulting from acts of willful misconduct or negligence on the part of the Issuing Authority.

SECTION 9.2 - INSURANCE

(a) Licensee shall carry Commercial General Liability insurance throughout the term of this Renewal License and any removal period pursuant to M.G.L.c. 166A, § 5(c) with an insurance company authorized to conduct business in Massachusetts protecting, as required in this Renewal License, Licensee and listing the Town as an additional insured, against any and all claims for injury or damage to persons or property, both real and personal, caused by the construction, installation, operation, maintenance or removal of its Cable System. The amount of such insurance against liability for personal injury and property damage shall be no less than One Million Dollars ($1,000,000) as to any one occurrence. The amount of such insurance for excess liability shall be Five Million Dollars ($5,000,000) in umbrella form.

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(b) Licensee shall carry insurance against all claims arising out of the operation of motor vehicles in the amount of One Million Dollars ($1,000,000) combined single limit for bodily injury and consequent death and property damage per occurrence;

(c) All insurance coverage, including Workers' Compensation, shall be maintained throughout the period of this Renewal License. All expenses incurred for said insurance shall be at the sole expense of Licensee.

(d) Licensee shall provide the Issuing Authority upon request with certificate(s) of insurance for all policies required herein upon expiration of policies.

SECTION 9.3 - PERFORMANCE BOND

(a) Licensee has submitted and shall maintain throughout the duration of this Renewal License and any removal period pursuant to M.G.L.c. 166A, § 5(c) a performance bond in the amount of Twenty-Five Thousand Dollars ($25,000) running to the Town with a surety company satisfactory to the Issuing Authority to guarantee the following terms:

(1) the satisfactory completion of the installation and operation of the Cable System in accordance with this Renewal License and applicable law;

(2) the satisfactory restoration of pavements, sidewalks and other improvements in accordance with M.G.L.c. 166A, § 5(g);

(3) the indemnity of the Town in accordance with M.G.L.c. 166A, § 5(b); and

(4) the satisfactory removal or other disposition of the Cable System in accordance with M.G.L.c. 166A, § 5(f).

SECTION 9.4 - LICENSE FEES

(a) During the term of the Renewal License the annual License Fee payable to the Issuing Authority shall be the maximum allowable by law, per Subscriber served as of the last day of the

preceding calendar year, payable on or before March 15th of the said year. Pursuant to M.G.L.c. 166A, § 9, this fee is currently fifty cents ($.50) per Subscriber

(b) In accordance with Section 622(b) of the Cable Act, Licensee shall not be liable for a total financial commitment pursuant to this Renewal License and applicable law in excess of five percent (5%) of its Gross Annual Revenues; provided, however, that said five percent (5%) shall include (i) the PEG Access Annual Support (Section 6.4) and (ii) any amounts included in the term "Franchise Fee" pursuant to Section 622(g)(1) of the Cable Act), but shall not include the following: (i) interest due herein to the Issuing Authority because of late payments; and (ii) any other exclusion to the term "Franchise Fee" pursuant to Section 622(g)(2) of the Cable Act.

(c) All payments by Licensee to the Town pursuant to this Section shall be made payable to the Town unless otherwise agreed to in writing by the parties.

SECTION 9.5 - EQUAL EMPLOYMENT OPPORTUNITY

Licensee is an Equal Opportunity Employer and shall comply with applicable FCC regulations with respect to Equal Employment Opportunities.

SECTION 9.6 - REVOCATION OF LICENSE

The License issued hereunder may, after due written notice and hearing per Section 9.8 (Notice and Opportunity to Cure), be revoked by the Issuing Authority or the Department for any of the following reasons:

(a) For false or misleading statements in, or material omissions from, the application submitted under M.G.L.c. 166A, § 4;

(b) For failure to file and maintain the performance bond as described in Section 9.3 (Performance Bond) or to maintain insurance as described in Section 9.2 (Insurance);

(c) For repeated failure to comply with the material terms and conditions herein required by M.G.L.c. 166A, §5;

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(d) For repeated failure, as determined by the Department, to maintain signal quality pursuant to the standards provided for by the FCC;

(e) For any transfer or assignment of the Renewal License or control thereof without consent of the Issuing Authority in violation of Section 9.9 herein; and

(f) For failure to complete construction in accordance with the provisions of the Renewal License.

SECTION 9.7 - NOTICE AND OPPORTUNITY TO CURE

If the Issuing Authority has reason to believe that Licensee has defaulted in the performance of any or several material provisions of this Renewal License, except as excused by Force Majeure, the Issuing Authority shall notify Licensee in writing, by certified mail, of the material provision or provisions which the Issuing Authority believes may have been in default and the details relating thereto. Licensee shall have thirty (30) days from the receipt of such notice to:

(a) respond to the Issuing Authority in writing, contesting the Issuing Authority's assertion of default and providing such information or documentation as may be necessary to support Licensee's position; or

(b) cure any such default (and provide written evidence of the same), or, in the event that by nature of the default, such default cannot be cured within such thirty (30) day period, to take reasonable steps to cure said default and diligently continue such efforts until said default is cured. Licensee shall report to the Issuing Authority, in writing, by certified mail, at forty-five (45) day intervals as to Licensee's efforts, indicating the steps taken by Licensee to cure said default and reporting Licensee's progress until such default is cured.

(c) In the event that (i) Licensee fails to respond to such notice of default; and/or (ii) Licensee fails to cure the default or to take reasonable steps to cure the default within the required forty-five (45) day period; the Issuing Authority or its designee shall promptly schedule a public hearing no sooner than

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fourteen (14) days after written notice, by certified mail, to Licensee. Licensee shall be provided reasonable opportunity to offer evidence, question witnesses, if any, and be heard at such public hearing.

(d) Within thirty (30) days after said public hearing, the Issuing Authority shall issue a written determination of its findings. In the event that the Issuing Authority determines that Licensee is in such default, the Issuing Authority may determine to pursue any lawful remedy available to it.

(e) If (i) the Issuing Authority fails to issue a written reply within 30 days accepting or rejecting Licensees' response pursuant to 9.8(a) above; (ii) the Issuing Authority fails to issue a written acknowledgement after Licensee's notice that it cured said default pursuant to 9.8(b) above; and/or (iii) the Issuing Authority fails to schedule a public hearing no later than thirty (30) days of having sent a written notice consistent with Section 9.8(c) above and/or (iv) the Issuing authority fails to issue a written determination with thirty (30) days after the public hearing pursuant to Section 9.8(d) above , then the issue of said default against Licensee by the Issuing Authority shall be considered null and void.

SECTION 9.8 – LIQUIDATED DAMAGES

For the violation of any of the following material provisions of this Renewal License, liquidated damages shall be paid by the Licensee to the Town, subject to Section 9.8 (*Notice and Opportunity to Cure*) above. Any such liquidated damages shall be assessed as of the date that the Licensee receives written notice, by certified mail, pursuant to Section 9.8 (*Notice and Opportunity to Cure)* above, of the provision(s) which the Issuing Authority believes to be in default, unless cured pursuant to Section 9.8 (*Notice and Opportunity to Cure*) above.

1. For failure to extend service to any resident in accordance with Article 3 (*Area to be Served*) herein, One Hundred and Fifty Dollars ($150.00) per day, for each day that such non-compliance continues.

2. For failure to comply with the FCC's Customer Service Obligations, 47 CFR §76.309, and the Massachusetts Department of Telecommunications and Energy ("DTE"), Cable Division, Billing

Practices Regulation, 207 CMR §10.01 et seq., as each may from time to time be amended, and in compliance with Sections 7.1 and 7.2. Fifty Dollars ($50.00) for each day that any such non-compliance continues.

3. For failure to operate and maintain the Cable Television System, in accordance with Section 4.1 (*System Maintenance*) herein, Fifty ($50.00) per day, for each day such non-compliance continues.

4. For failure to comply with the PEG access commitments contained in Article 6 (*PEG Access Channels and Support*) herein, Fifty ($50.00) per day, for each day such non-compliance continues longer than 30 days.

5. For failure to maintain the bonds and insurance required by Sections 9.2 and 9.3 (*Insurance and Bonds*) herein, One Hundred Dollars ($100.00) per day, for each day of non-compliance.

All similar violations or failures from the same factual events affecting multiple Subscribers shall be assessed as a single violation, and each violation or a failure may only be assessed as a single material violation.

SECTION 9.9 - TRANSFER OR ASSIGNMENT

In accordance with 207 CMR 4.00 and applicable federal law, this Renewal License or control hereof shall not be transferred or assigned without the prior written consent of the Issuing Authority, which consent shall not be arbitrarily or unreasonably withheld. The consent of the Issuing Authority shall be given only after a hearing upon written application therefor on forms prescribed by the Department. Pursuant to 207 CMR 4.01(2), a transfer or assignment of a license or control thereof between commonly controlled entities, between affiliated companies, or between parent and subsidiary corporations, shall not constitute a transfer or assignment of a license or control thereof under M.G.L.c.166A Section 7.

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SECTION 9.10 - REMOVAL OF SYSTEM

Upon termination of this Renewal License or denial of any renewal hereof by passage of time or otherwise in accordance with applicable law and after all appeals from any judicial determination are exhausted and final, Licensee shall remove its supporting structures, poles, transmission and distribution systems and other appurtenances from the streets, ways, lanes, alleys, parkways, bridges, highways, and other public and private places in, over, under, or along which they are installed and shall restore the areas to their original condition. If such removal is not completed within six (6) months of such termination, the Issuing Authority or property owner may deem any property not removed as having been abandoned. Notwithstanding the above, Franchisee shall not be required to remove, relocate or sell its Cable System, or any portion thereof as a result of termination, denial of renewal, or any other lawful action to forbid or disallow Franchisee from providing Cable Service, if the Cable System is actively being used to facilitate any other services not governed by the Cable Act.

SECTION 9.11 - INCORPORATION BY REFERENCE

(a) All presently and hereafter applicable conditions and requirements of federal and state laws, including but not limited to M.G.L.c. 166A, and the rules and regulations of the FCC and the Department, as they may be amended, are incorporated herein by reference, to the extent not enumerated herein.

(b) Should the State, the federal government or the FCC require Licensee to perform or refrain from performing any act the performance or non-performance of which is inconsistent with any provisions herein, the Issuing Authority and Licensee will thereupon, if they determine that a material provision herein is affected, modify any of the provisions herein to reflect such government action.

SECTION 9.12 - NO THIRD-PARTY BENEFICIARIES

Nothing in this Renewal License is intended to confer third-party beneficiary status on any member of the public to enforce the terms of this Renewal License.

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ARTICLE 10

MISCELLANEOUS

SECTION 10.1 - SEVERABILITY

If any section, subsection, sentence, clause, phrase, or other portion of this Renewal License is, for any reason, declared invalid, in whole or in part, by any court, agency, commission, legislative body, or other authority of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent portion. Such declaration shall not affect the validity of the remaining portions hereof, which other portions shall continue in full force and effect.

SECTION 10.2 - FORCE MAJEURE

If for any reason of force majeure Licensee is unable in whole or in part to carry out its obligations hereunder, said Licensee shall not be deemed in violation or default during the continuance of such inability. Unless further limited elsewhere in this Renewal License, the term "force majeure" as used herein shall have the following meaning: strikes; acts of god; acts of public enemies, orders of any kind of the government of the United States of America or of the Commonwealth of Massachusetts or any of their departments, agencies, political subdivisions, or officials, or any civil or military authority; insurrections; riots, pandemics; epidemics; public health emergencies; landslides; lightning; earthquakes; tornados; fires; hurricanes; volcanic activity; storms; floods; washouts; droughts, environmental restrictions, arrests; civil disturbances; explosions; partial or entire failure of utilities; unavailability of materials and/or essential equipment, environmental restrictions or any other cause or event not reasonably anticipated or within Licensee's control.

SECTION 10.3 - NOTICES

(a) Every notice to be served upon the Issuing Authority shall be sent by certified mail, nationally recognized overnight courier service or other means as allowed by applicable law and providing for a

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receipt as proof of delivery to the following address or such other address as the Issuing Authority may specify in writing to Licensee.

Town of Southborough
Attn: Selectboard
17 Common Street
Southborough, MA, 01772

(b) Every notice served upon Licensee shall be delivered or sent by certified mail (postage prepaid) or nationally recognized overnight courier service to the following address or such other address as Licensee may specify in writing to the Issuing Authority.

Comcast Cable Communications, Inc.
Attn: Government Relations
5 Omni Way
Chelmsford, MA 01824

with copies to:

Comcast Cable Communications, Inc.
Attn: Vice President, Government Relations
676 Island Pond Road
Manchester, NH 03109

Comcast Cable Communications, Inc.
Attn: Government Affairs
One Comcast Center
Philadelphia, PA 19103

(c) Delivery of such notices shall be equivalent to direct personal notice, direction or order, and shall be deemed to have been given at the time of receipt.

SECTION 10.4 - ENTIRE AGREEMENT

This instrument contains the entire agreement between the parties, supersedes all prior agreements or proposals except as specifically incorporated herein, and cannot be changed without written amendment signed by the Issuing Authority and the Licensee.

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SECTION 10.5 - CAPTIONS

The captions to sections throughout this Renewal License are intended solely to facilitate reading and reference to the sections and provisions of the Renewal License. Such sections shall not affect the meaning or interpretation of the Renewal License.

SECTION 10.6 - APPLICABILITY OF RENEWAL LICENSE

All of the provisions in this Renewal License shall apply to the Town, Licensee, and their respective successors and assigns.

SECTION 10.7 - WARRANTIES

Licensee warrants, represents and acknowledges that, as of the Effective Date of this Renewal License:

(a) Licensee is duly organized, validly existing and in good standing under the laws of the State;

(b) Licensee has the requisite power and authority under applicable law and its by-laws and articles of incorporation and/or other organizational documents, is authorized by resolutions of its Board of Directors or other governing body, and has secured all consents which are required to be obtained as of the date of execution of this Renewal License, to enter into and legally bind Licensee to this Renewal License and to take all actions necessary to perform all of its obligations pursuant to this Renewal License;

(c) This Renewal License is enforceable against Licensee in accordance with the provisions herein; and

(d) There is no action or proceedings pending or threatened against Licensee which would interfere with performance of this Renewal License.

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SIGNATURE PAGE

WITNESS OUR HANDS AND OFFICIAL SEAL, THIS _____DAY OF

_____ 20___.

TOWN OF SOUTHBOROUGH
By:

_____
Chairman, Selectboard

_____
Selectboard

_____
Selectboard

_____
Selectboard

_____
Selectboard

COMCAST OF COMCAST OF MASSACHUSETTS III, INC.
By:

_____
Trevor Arp, Senior Vice President
Greater Boston Region

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EXHIBIT A

PUBLIC WAYS AND STREETS IN THE SERVICE AREA

1. Pine Hill Road (Southborough Portion)
2. Clemmons Street
3. Nichols Street
4. Joslin Lane
5. Witherbee Lane
6. Angelica Lane
7. Graystone Way

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DOWNTOWN DISTRICT (DD)

June 23, 2021 Revisions (BOS approved 06.29.21) (JC edits 09.15.21) (PB edits 09.20.21)(EDC approved 10.05.21)

Part 1. Amend Article I, Miscellaneous Provisions, **§ 174-2** Definitions, by adding the following new terms and definitions in appropriate alphabetical order.

BED AND BREAKFAST

Bed and breakfast is an establishment on owner-occupied property offering transient lodging accommodations to the general public, with not more than four guest rooms and food service limited to breakfast for guests.

CO-WORK CENTER

A building or portion thereof used for flexible work spaces offering short-term, monthly, or longer lease periods for self-employed people or people working for different employers, and typically providing shared furnishings, equipment, and business support services.

ESTABLISHMENT

An institutional, business, commercial, or industrial activity that occupies all or a portion of a building; a place of business.

FAÇADE

The external faces of a building.

FRONTAGE OCCUPANCY

The percent of a lot's street frontage that is occupied by a building between the minimum and maximum front setback range.

LANDSCAPED GREEN SPACE

Land that is covered with grass, trees, shrubs, or other vegetation and may include a pervious walkway that meets accessibility standards.

MICROBREWERY

A microbrewery is a licensed establishment that produces and distributes beer, ale, or other malt beverages, and which may include accessory uses such as tours of the microbrewery, retail sales, and a taproom for on-site consumption. In addition to selling beer at retail on the premises, a microbrewery may act as wholesaler for beer of its own production for off-site consumption if it has a valid pub brewery license from the Commonwealth of Massachusetts.

MIXED-USE DEVELOPMENT

A development that includes any combination of permitted nonresidential uses and one

or more dwelling units within a single structure; provided, however, that the inclusion of two (2) or more dwelling units in a mixed-use development shall not be deemed a multifamily dwelling. The ground floor facing the street shall be used only for permitted nonresidential uses, ~~and the total gross floor area occupied by nonresidential uses shall be at least 10 percent of the gross floor area of the structure~~. ~~and residential dwellings cannot exceed 40% of the gross floor area of the above ground level floor space of the building (no residential dwellings in the basement level).~~

Part 2. Amend Article II, Establishment of Districts, **§ 174-3 Districts enumerated,** by adding the following new district:

M. Downtown District, referred to as DD

Part 3. Amend Article III, Use Regulations, **§ 174-8.C.(2)** as follows (amendment shown in italics)

Not more than one principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a business district or Industrial Park District, *or a mixed-use development in the Downtown District*, shall be deemed to be in a single principal permitted use. . . .

Part 4. Amend **Article III, Use Regulations**, § 174-8, Schedule of Use Regulations, by adding the following new section:

§ 174-8.12 Downtown District

A. Permitted uses are as follows:

(1) All uses permitted in the residential districts (RA and RB).

(2) Mixed-use development, provided that each nonresidential use in the development is a permitted use under this Section 174-8.12(A) or Section 174-8.12(B) and provided that the number of dwelling units does not exceed eight (8) ~~three (3).~~

(3) Professional or business office, or bank, but not including a medical or dental office.

(4) Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsperson, or bakery.

(5) Bed and breakfast.

(6) Child care center.

(7) Co-work center.

B. Permitted uses, up to a maximum of 3,000 square feet per establishment.

(1) Retail sales and services.

(2) Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited).

(3) Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive-through service is prohibited).

(4) Personal services such as barber shop, beauty salon, tailor, or shoe repair.

C. Permitted uses by special permit from the Planning Board are as follows:

(1) Any use listed in Subsection B exceeding 3,000 sq. ft. per establishment.

(2) Mixed-use development that includes a nonresidential use that is a permitted use under Section 174-8.12(A) or Section 174-8.12(B) but with nine (9) ~~four (4)~~ or more dwelling units.

(3) Mixed-use development that includes a nonresidential use requiring a special permit under this Section 174-8.12.

(4) Microbrewery.

(5) Veterinarian, animal hospital, or animal clinic.

(6) Medical or dental office.

(7) Multifamily dwelling, ~~up to twelve units~~, not to exceed ten (10) units.

(8) Private garage or parking for more than three cars or more than one truck or other commercial vehicle.

(9) Indoor recreation, athletic or exercise facility.

D. Uses by special permit from the Zoning Board of Appeals are as follows:

(1) Accessory apartment.

(2) Conversion of a one-family house in existence for two years or longer to a two-family dwelling, on a lot with a minimum of 15,000 square feet.

(3) A mobile home or travel trailer used as a dwelling or business quarters for more than 30 days in a year.

E. Prohibited uses. All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations are prohibited.

F. Development standards are as follows:

(1) Minimum lot area: 5,000 square feet.

(2) Minimum frontage: 60 feet.

(3) Minimum setbacks:

(a) Front: 10 feet.

(b) Rear: 35 feet.

(c) Side: 10 feet; 25 feet if adjacent to a residential district.

(d) Other street: 10 feet

(4) Maximum front setback: 20 feet unless waived by the Planning Board.

(5) Maximum Floor Area Ratio: 0.35 as of right, or a maximum of 0.50 by special permit from the Planning Board.
~~0.30 as of right, or a maximum of 0.50 by special permit from the Planning Board.~~ ~~0.35 as of right, or a maximum of 0.50 by special permit from the Planning Board.~~ ~~The FAR should be replaced by a maximum lot coverage (I suggest 70%) as per Judi Barrett's recommendation. "As long as the Planning Board has a coverage limit, height limit, and setbacks, the Town does not need another tool" The architects who are working on renderings also found that the façade requirements in conjunction with a FAR, don't really work. If a FAR is the preferred standard, I suggest using a tiered approach:~~
~~(a) For lots of 2 acres or less: 0.50 as of right, or a maximum of 0.70 by special permit from the Planning Board.~~
~~(b) For lots greater than 2 acres: 0.35 as of right, or a maximum of 0.5 by special permit from the Planning Board~~

(6) Minimum landscaped green space: 20 percent. At least 50 percent of the landscaped ~~open~~ green space shall be contiguous and ~~contiguous and~~ located between the front building line and front lot line unless the Planning Board approves a different placement of the ~~open~~ landscaped green space as part of Site Plan Review.

(7) Minimum Façade Buildout (% Lot Width) unless waived by the Planning Board.

(a) With less than 50 feet of frontage: N/A

(b) 50-80 feet of frontage: 60%

(c) Over 80-100 feet of frontage: 70%

(d) Over 100 feet of frontage: 75%

(8) Height regulations:

(a) Maximum building height: ~~40~~ 35 feet and three stories,

(b)~~Minimum ground floor height: 12 feet~~

(c)~~Maximum ground floor height: 18 feet~~

(9) Residential dwellings. Single-family or two-family dwellings in the Downtown District shall comply with RB District standards.

G. Building Regulations

(1) The principal entrance(s) to the building shall be on the front façade, which shall face the street.

(2) The maximum distance between street-level entrances in a single building shall be 35 feet unless waived by the Planning Board.

(3) The maximum depth of street-level commercial spaces shall be the lesser of 30 feet or 60 percent of the depth of the building unless waived by the Planning Board.

(4) The maximum front setback in Section F(4) may be increased for purposes of amenities such as landscaping, a plaza, square, courtyard, recessed entrance, sidewalk, multi-use path, raised terrace, façade offsets, or outdoor dining, but not for vehicle use.

(5) Affordable housing. In any multifamily or mixed-use building with four or more units, at least 12.5 percent of the units shall be affordable housing that is eligible for the Chapter 40B Subsidized Housing Inventory (SHI) in accordance with the Chapter 40B regulations and Guidelines of the Massachusetts Department of Housing and Community Development (DHCD). ~~In consultation with the Southborough Housing Opportunity Partnership Committee (SHOPC), the Planning Board may adopt a guidance document interpreting the Chapter 40B Guidelines as they apply to development under this section.~~

H. The operation of any marijuana establishment as defined in MGL c. 94C, § 1, including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough.

Part 5. Amend Article III, Use Regulations, by adding the following new section, **§ 174-10.2 Downtown District plan approval.**

In the Downtown District, major site plan approval shall be by special permit from the Planning Board for any use requiring a special permit. In such cases, the procedural requirements and decision criteria of § 174-9, § 174-10, and 174-10.1(A) through (C) shall apply. The Planning Board may adopt design guidelines and apply them to major site plan approval applications regardless of whether a special permit is required. The Planning Board is authorized to promulgate design guidelines to carry forth the purpose and intent of these Bylaw provisions.

Part 6. Amend Article III, Use Regulations, § 174-12 **Parking and loading regulations**, by inserting the new Section F below and relabeling the existing Section F. Egress to Section G.

F. Exceptions in the Downtown District. Off-street parking requirements for development in the Downtown District shall comply with Section E above except for the off-street parking requirements for the following uses:

(1) Dwellings: two spaces for each dwelling unit, plus one space for each 80 square feet of floor area devoted to a customary home occupation or a professional use.

(2) Bed and breakfast: one space for each guest room plus two spaces for the owners of the premises.

(3) Restaurants and other places serving food or beverages: one space for each four seats.

(4) Mixed-use development: one space per dwelling unit and one space per 300 square feet of nonresidential floor area.

(5) Professional or business office: one space per 300 square feet for ground floor offices and one space per 350 square feet for offices above the first floor.

Part 7. Amend Article II, Establishment of District, § 174-4 **Zoning Map**, by adding the new *Downtown District* to the Southborough zoning map.

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, August 17, 2020, 6:15 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA and Virtual Meeting through Zoom
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

I. Chairwoman Braccio called the meeting to order at 6:18 P.M. and read the following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Board of Selectmen will be conducted via both in-person and remote participation to the greatest extent possible. Members of the public and/or parties with a right and/or requirement to attend this meeting may do so in-person. They also may watch or participate in the meeting remotely by finding the meeting at: https://www.southboroughtown.com/remotemeetings. Specific information and the general guidelines for remote participation can be found on the Town of Southborough's website, at https://www.southboroughtown.com/. In the event that, despite best efforts, the public is not able to access the proceedings in real time via those technological means, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Scholarship Committee recipients

Chairwoman Braccio asked to move this item to the first on the agenda to accommodate the attendees. She welcomed the recipients and commended them for their educational achievements. The Board announced each recipient and gave a background on their accomplishments.

The two Carol Harris Scholarships were awarded to the following:

Emmelia Habib whose extracurricular activities and work experience include Algonquin Tiny Tomahawks Pre-School Teachers, Teacher Assistant ant NextGeneration Children's Center. Ms. Habib will be attending Westfield State University.

Grace Hartnett (participated remotely through Zoom) whose extracurricular activities and work experience include the Special Olympics, National Honor Society, DECA and Global Goals. Ms. Hartnett will be attending the University of Maryland.

The three Town Scholarships were awarded to the following:

Olivia Battles whose extracurricular activities and work experience include Best Buddies, Harbinger, Freshman Orientation Leader, Administrative Assistant to the Southborough Town Clerk. Ms. Battles will be attending the College of the Holy Cross.

Erin Desmond whose extracurricular activities and work experience include Best Buddies, Varsity Field Hockey, Varsity Rugby and employment at Beaumont Nursing Home. Ms. Desmond will be attending Mount Holyoke College.

Bennet Yee whose extracurricular activities and work experience include Special Olympics, Volleyball, Green Earth Club and Algonquin Full Orchestra. Mr. Yee will be attending Washington University in St. Louis.

II. Public Comment

Laura Scott (37 Presidential Drive) handed out photos of 35 Presidential Drive to the Board and described her pending court appeal of a ZBA appeal decision regarding building permit BP-21-92. She asked that Town Counsel review the process followed to permit the building permit and review the correspondence from the Building Commissioner to the builder. She asked that the Board issue a stop work order on the project at 35 Presidential Drive and that the Planning Board and Board of Health review the project while her case proceeds. Mr. Purple informed Ms. Scott that the documents have been scanned and distributed to those members participating remotely.

Scheduled Appointments

Volunteer Interviews for Youth Commission vacancy, term 6/30/24

i. David Joyner

Mr. Joyner described his reasons for volunteering and his experience on the Community Preservation Committee. He stated he was approached by Ms. Cassell to volunteer and gave a background of his work within the community and his career. He stated he recently joined the Big Brother- Big Sister Maisy Program and explained how that aligns with Youth and Family Services. The Board asked Mr. Joyner questions regarding his background and his goals with the Commission. He listed his goals and the experience he could bring to the Commission. Lauren Richey, Chair of the Southborough Youth Commission summarized her conversation with Mr. Joyner and stated she felt he was very qualified to join the Commission. Mr. Healey stated he is impressed with Mr. Joyner and Ms. Bancroft and asked how many vacancies there were on the Commission. Chairwoman Braccio stated there was one vacancy and asked the Board to wait to appoint until the September 8th meeting in order for Ms. Bancroft to attend. The Board and Ms. Richey agreed.

ii. Stacie Bancroft

Ms. Bancroft was not in attendance.

Police Chief Paulhus – Request to appoint Luke Soccorso as Probationary Police Officer, effective August 19, 2021

Chief Paulhus introduced Mr. Soccorso and stated he was the best fit for the department out of twenty-seven applicants. Mr. Soccorso gave a background of his experience which included working for the Nantucket Police Department, TSA and graduating from Curry College. He stated his goal is to work in a small municipal town and to be involved in the community. The Board welcomed him and praised him for his work. Mr. Healey made a motion to appoint Luke Soccorso as Probationary Police Officer, effective August 19, 2021. Mr. Stivers seconded. The motion passed all in favor by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Chairwoman Braccio called for a recess at 7:04 P.M. The Board returned at 7:07 P.M.

Fire Chief Achilles & Police Chief Paulhus – Update on Public Safety communications

Chief Paulhus stated that the State is allotting funds for communities to regionalize their dispatch and he and Chief Achilles are asking the Board approve their exploring this option to gather information. Chief Achilles stated that it would be remiss to not gather information when it is available. He added

that he felt both the Fire and Police Departments are currently stable and identified ways in which regionalization communications could improve the departments and its services. Chief Paulhus stated that now is the time to commit to the exploration of regional dispatch to leverage funds and resources offered by the State. Chairwoman Braccio stated she visited the Foxboro regional dispatch center and supported the Chiefs exploring the option. Ms. Malinowski asked about the next steps and timeline. Chief Achilles responded that Westborough, Marlborough and Grafton had strong interest and gave an overview of next steps. Ms. Malinowski stated she would be in favor of exploring this option. Chief Achilles explained the future needs and costs of the current dispatch operations and stated he would like to identify what is best for the community regarding services and cost. Mr. Healey supported the idea to explore this option. Mr. Stivers asked if Southborough could host. Chief Paulhus replied that Southborough could not and he explained why the conglomerate would need to be in a separate building. Mr. Purple gave additional background regarding the commitment and stated that once the Town decides to enter into a regionalized dispatch center they cannot go back to an independent system. Mr. Healey asked if requiring a standalone facility for regional dispatch would be a non-starter for Chief Paulhus. Chief Paulhus replied that regionalization is the wave of the future and there are issues he can identify but would like to have more information. Mr. Healey stated he is comfortable with Mr. Purple coordinating with the Chiefs to move forward.

Chief Paulhus told the Board that the current dispatch will need to expand and he explained the one operating dispatcher per shift and how it is currently staffed with overtime and part-time employees. He added that he will be looking to add at least one additional full-time personnel and some supervision in the budget. Ms. Malinowski stated she was supportive of Mr. Purple working with the Chief to gather more information about regionalization. Mr. Stivers asked to review the Acton/Concord regionalization to understand their process. Mr. Purple stated he will move forward with the Chiefs.

<u>Chief Achilles – Article requests for STM – Authority of Fire Department</u>

Chairwoman Braccio explained that new information was brought forward after the agenda was posted and this item no longer needs to be addressed. Mr. Purple explained the history behind MGL Chapter 48 Section 42, 43 and 44 and the Special Act of 1920. The Board was comfortable that the Fire Chief holds the authority needed.

<u>Carla McAuliffe, Town Accountant – COVID-19 update & proposed consultant contract</u>

Ms. McAuliffe updated the Board on the statues of the CARES Act, FEMA reimbursement and ARPA funding. She stated the Town has been reimbursed $66,000 of the $350,000 spent through FEMA; $59,000 of the 218,000 allocated from the CARES Act and the Town received $1.5million from ARPA. There was discussion regarding how often an update to the Board should be given and the Board agreed monthly was appropriate. Ms. McAuliffe outlined the proposed contract from Capital Strategic Solutions. Ms. Malinowski stated she felt the project manager was a good fit and hiring a consultant would be beneficial to the Town Accountant and Treasurer Collector. Mr. Stivers felt this would be assist in moving swiftly to pursue all opportunities for funding through federal programs. Mr. Purple felt the consultants' role could provide recommendations and options for priorities to apply the funding. Mr. Healey stated the consultant is essential. Ms. McAuliffe stated the funding for the consultant would be through the CARES Act and would be of no cost to the Town. Mr. Healey stated he would like to meet the consultants and the Board agreed to invite them to the September 9th meeting. Mr. Healey made a motion that the Board approve and authorize the proposal for the American Rescue Plan Act support services by CSS to include $160 per hour rate and to make it clear

that there is no fixed duration for the proposal and is terminal at will by the Town and overall subject to review by Town Counsel. Mr. Stivers seconded. The motion passed (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Chairwoman Braccio called the meeting to recess at 8:27 P.M. The Board returned at 8:31 P.M.

Karen Galligan, DPW Superintendent

i. Update on repair work in the Rural Cemetery

Ms. Galligan updated the Board on the work being done at the Rural Cemetery which included hiring a conservator to review the condition of the stones and Ms. Galligan's team restored over 100 stones in eight weeks. Chairwoman Braccio thanked Ms. Galligan and her team for their diligent work.

ii. Update on Main Street project; recommendation for bid award

Ms. Galligan outlined outstanding items needed to conclude the Main Street project including Verizon and National Grid poles. She updated the Board on the DOT bridge work that has taken place and stated they have kept the public well informed of each step of the process.

iii. Update on Northboro Road

Ms. Galligan outlined the status of Northboro Road and stated that once costs are acquired for contracting work, she will present options to the Board. She outlined project implications that would impact cost and work scope and added she would like to include an article at Special Town Meeting to approve the cost of this project. There was discussion regarding potential proposals and cost.

iv. Update on water project for Newton Street

Ms. Galligan stated that they are in the design phase of this project and she hopes to reallocate $900,000 left over from the replacement of a water main on Route 9 to this project. Mr. Healey encouraged Ms. Galligan to reach out to the consultants at CSS to inquire whether this and other projects could fall under ARPA funding. Ms. Galligan stated she supplied a list to Mr. Purple for Representative Dykema. She added that this design should be completed in late fall. Mr. Purple explained the steps needed to be taken to reallocate the funds from other sources to this project. Chairwoman Braccio asked if the project would likely start next year and Ms. Galligan confirmed that was most likely.

v. Update on Shared Streets grant

Ms. Galligan explained the bid process for fixing the St. Mark's Street and Route 85 intersection. The project needs to be completed by December 31st in order to use the $290,000 in Shared Spaces Grant funds. She explained the status of additional projects and stated that the bid explanation is included in the packet. There was discussion of Chapter 90 funds and other projects that it could be distributed to. Ms. Malinowski asked if Ms. Galligan anticipated the need to increase the fiscal year 2022 road maintenance and explained that she is not in favor of moving a playground to the proposed park at the corner of St. Mark's Street and Route 85. She added that because of this, she is also not in favor of the bid alternative. Mr. Healey asked what the park would look like and what options are available under the existing bid. Ms. Galligan described options that work in the same price range and within both bid alternatives. There was discussion regarding drainage in this area, ADA project goals and possible CPC funding. Ms. Galligan explained that the $290,000 needs to be used by the end of the year and outlined options for approval this evening. Mr. Healey stated he was in favor of the project and asked if there was flexibility from a grant perspective and additional federal infrastructure if the Board approved the bid. Ms. Galligan confirmed that was the case.

There was discussion regarding an extension and the possibility of fixing the sidewalks in this area. The Board discussed whether this would impact routine road maintenance and the ability for the Town to begin larger projects in the future. There was discussion regarding costs and funding sources.

Mr. Stivers made a motion to award the Various Streets Project base bid taking out the alternatives to the lowest bidder, EH Perkins Construction of 56 Main Street Hudson, MA 01749. Mr. Healey seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Mr. Healey made a motion to allocate remaining unallocated funds from Southborough's 2020 Chapter 90 apportionment and Southborough's 2021 and 2022 Chapter 90 apportionment to the Various Streets Project as necessary for the full bid amount. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Mr. Healey made a motion to pursue Complete Streets and SITS grants for portions of Various Streets Projects. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

vi. Update on Complete Streets; authorization of grant applications

This topic was discussed in the above agenda items.

vii. Update on Chapter 90; recommendation for allocation of funds

This topic was discussed in the above agenda items.

viii. Update on Flagg Road HCVE request

Ms. Galligan explained that in order to create a truck exclusion an alternative route has to be put forward and if it includes another town, that town must agree to it. She explained the challenges that arise from possible alternative routes and there was consensus that the problem would most likely be moved to another road and not solved. The Board discussed options to deter truck traffic and Ms. Galligan suggested a more global view of traffic patterns. Ms. Galligan explained the results of the recent traffic study on Flagg Road. Mr. Healey stated that he felt a global traffic study is appropriate and felt that if most of the trucks that are currently taking this route would be exempt, then the problem is not fixable. Mr. Stivers suggested reaching out to MASSDOT and speaking to traffic engineers who have worked with similar communities. Ms. Malinowski suggested relooking at the Main Street truck exclusion and Ms. Galligan explained alternate route options. Mr. Dennington agreed to relook at the Main Street truck exclusion. The Board discussed investigating the cost of such a study. Chairwoman Braccio asked that more information be presented at the September 8th meeting. She volunteered to work with Mr. Purple, Ms. Galligan and MASSDOT.

Jonas Linden (39 Flagg Road) stated that the results of the most current traffic study on Flagg Road meets the criteria for a truck exclusion and asked the Board to submit the request to MASSDOT without incurring more costs through another traffic study. Mr. Healey stated he agreed with the need to address the Flagg Road traffic issues but stated he would like more input regarding alternate routes; specifically, from the Police Chief and Fire Chief.

Christie Demaria (18 Flagg Road) outlined the dangers of trucks and high-speed traffic on Flagg Road specifically in regards to the number of children walking and biking on this and neighboring roads. Chairwoman Braccio read a comment from Nicole Rhind asking to remove the truck exclusion from Main Street and put one on Flagg and Deerfoot Roads.

ix. Review of proposed Tree Policy

Mr. Stivers stated that he has had conversations with Ms. Luttrell from the Planning Board, Mr. Purple and Town Counsel to record and create an explicit public policy on various state laws and regulations on tree removal and trimming. He described the process to research and create the document. Ms. Galligan explained her concerns which included holding a lengthy hearing process that is not required by law for the removal of dead trees. She explained the Mass General Law regarding tree removal and the current process. Mr. Stivers stated that there were two separate hearings for tree removals this past fall and explained that he felt the decision process was quick and effective. Mr. Healey asked if Town Counsel has reviewed this document and Mr. Stivers replied that he had not. Mr. Healey asked for Town Counsel to review the proposed tree policy. He asked what problem the policy will solve and Mr. Stivers replied increased public transparency and participation. There was discussion regarding whether the Board of Selectmen would be the appellate board and Mr. Healey explained his concerns if the Board were to be the appellate body for another elected board. Ms. Luttrell explained that any road project that affected a public tree should have joint hearings with the Tree Warden and Planning Board with no opportunity for appeal. She explained the history of tree hearings and Ms. Galligan explained that the DPW has not taken down a live tree since 2014. She explained the process taken and that only live trees require a hearing. Mr. Stivers stated that state law does not distinguish between live and dead trees and Chairwoman Braccio stated that the Board will get clarity from Town Counsel and speak to this matter at their next meeting.

III. Reports

Chairwoman's Report

i. Barbara Jandrue retirement

Chairwoman Braccio stated she attended her retirement celebration after over twenty-five years as director there. She stated Ms. Jandrue was presented with a citation of award from Representative Dykema. She thanked Ms. Jandrue for all her work.

ii. September 25th CERT recognition

Chairwoman Braccio asked the Board to mark their calendars to attend the recognition luncheon to acknowledge the volunteers for the work they've done at the vaccination clinic.

Chairwoman Braccio informed that Board the Town Clerk Jim Hegarty will have a dedication from the Post Master and Regional Manager of the Post Office to unveil a new "thank you" stamp. The stamp is dedicated to all those in the Town of Southborough that assisted in holding safe and effective elections. The dedication will be held September 1st at the Town House.

Members' Reports

i. Language interpreter services

Ms. Malinowski stated that the Police Department currently has access to these services and she is working on creating access to more departments. She gave background on the cost and services offered. Mr. Stivers suggested including Youth and Family Services for these services and Ms. Malinowski stated she is already in discussion with them to do so.

Town Administrator Report

Mr. Purple stated that the Town does have a contract for language interpreter services and he has been in contact with the vendor to provide new contracts for other departments. He stated he will be working with Ms. Malinowski to identify those departments and creating their access to the services.

Mr. Purple stated that Southborough Access Media has notified him that the equipment needed for Zoom integration is backordered and they are looking at mid-September for those items to come in. He stated the target is to have the system ready by the first meeting in October.

IV. Consent Agenda

a. Mr. Healey held agenda item "a." Mr. Healey stated he held this item previously and was encouraged by the meeting held with the Historical Commission a month ago. He stated that he had a conversation with some members after that meeting and was very encouraged the Historical Commission is moving in the right direction. Mr. Healey made a motion to reappoint Rebecca Deans-Rowe to Historical Commission, term 6/30/24. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

b. Mr. Healey made a motion to award the OPM contract to Central Mass Projects for Town House renovations. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

c. Mr. Healey made a motion to award catch basin cleaning contract through MAPC consortium bid. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

d. Mr. Healey made a motion to accept donations totaling $300.00 for Fire Department Ambulance Fund. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

e. Mr. Healey made a motion to appoint Daniel Moreira as Full-Time Communications Officer, effective August 19, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

f. Mr. Healey made a motion to appoint Nancy Dauteuil as Part-Time Telecommunications Officer, effective August 19, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

g. Mr. Healey made a motion to appoint Isabella B. Bogdanski to Trails Committee, term 6/30/22. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

h. Mr. Healey made a motion to appoint Taylor West to Southborough Emergency Planning Committee / Health Dept. Rep., unlimited term. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

i. Mr. Healey made a motion to reappoint Mary Ann Anderson to Taxation Aid Committee, term 6/30/22. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

j. Mr. Healey made a motion to open the warrant for Special Town Meeting on November 1, 2021. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

k. Mr. Healey made a motion to appoint Dr. Heather Alker to Noise Bylaw Ad-Hoc Committee. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

l. Mr. Healey made a motion to authorize Chairwoman Braccio to accept the renewal pricing for Municipal Aggregation Program. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

b. Other Matters Properly Before the Board

Review updated Noise Bylaw Ad-Hoc Committee charge

Ms. Malinowski requested including a minimum of three public hearings to gather public input, adding language to bullet three to clarify and outline enforcement and reincluding bullet two which outlines the research of neighboring town's noise bylaws. Mr. Healey stated that requiring public forums is important and stressed that he does not want the committee to use the previously proposed noise bylaw as a reference point. Mr. Healey made a motion to approve the Noise Bylaw Ad-Hoc Committee charge with the discussed changes. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Warrant articles for Special Town Meeting

Chairwoman Braccio outlined the potential increase in the Board of Health budget and the additional IT position which would be an article presented at Special Town Meeting. Mr. Purple listed the change from "Board of Selectmen" to "Selectboard," a traffic study article, and the Downtown District bylaw as additional articles for the warrant. The timing of submitting articles and closing the warrant were discussed. Mr. Purple stated the vote to close the final warrant would be scheduled for the first meeting in October.

Mask mandate for Town buildings

Chairwoman Braccio stated that Dr. Alker has informed her that the number of positive COVID-19 cases in Southborough exceeds the number from this time last year and suggested a mask mandate for Town buildings. She suggested the Board require employees and the public to wear masks indoors through September 21st when the Board can reevaluate. There was discussion regarding the need for a mask mandate. Chairwoman Braccio made a motion to mandate masks for Town buildings for visitors and employees in common areas and working with the public and if an employee is at their desk and inside the allowed six feet of space, they can remain mask-less. Mr. Dennington seconded. The motion passed (3-2-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, nay; Stivers, nay; Braccio, aye. Chairwoman Braccio made a motion requiring all boards and committees to conduct meetings through Zoom only through September 21st. Mr. Dennington seconded. The motion passed (3-2-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, nay; Stivers, nay; Braccio, aye.

Process to fill Board of Health vacancy

Ms. Malinowski recused herself from this discussion. Chairwoman Braccio summarized her conversation with the Board of Health regarding the hiring of the vacant position. She stated there was one applicant and there were concerns that being advertised in the summer could have been the reason there were not more. There was discussion whether the application deadline should be extended in order to receive more applicants. Chairwoman Braccio stated she will reach out to the Board of Health to inform them to conduct the interview for the Board to review their recommendation before August 30th.

c. Public Comment

Tim Litt (148 Woodland Road) stated that there are multiple ways to regionalize dispatch communications and suggested investigating distributing the organization which he felt would be less costly. He added that the there needs to be a sidewalk leading to the Public Safety Building in order for the public to have full accessibility to it.

d. Executive Session

On a motion made by Chairwoman Braccio at 11:36 P.M. the Board entered into Executive Session per M.G.L. Chapter 30A, Section 21, and not returning to Open Session, to discuss contract negotiations for the Town Administrator (Exemption 2), as the Chair has determined that an open meeting may have a detrimental effect on the Town's litigating position. Roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio aye.

Upcoming Meetings
September 8, 2021
September 21, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the August 17, 2021 BOS Meeting:

- Bid results Various Streets Project Base and Alternatives
- 8-17-21 flagg hcve-CSX-Nbro Culvert-MWRA-Newt water
- Citizen Activity Form, David Joyner
- Citizen Activity Form, Stacie Bancroft
- Letter from Chief Paulhus to BOS dated 7.28.21
- Chief Achilles Article requests for STM – Authority of Fire Department
- Letter from Carla McAuliffe to BOS re: Update on COVID-19 Funding
- Letter from Jason Malinowski to Mark Purple re_ Town House OPM RFQ 8.10.21
- Letter from Karen Galligan to BOS re: Catch Basin Cleaning Contract 8.11.21
- Donation Requests from Chief Achilles 7.12.21
- Letter from Chief Paulhus to BOS dated 7.27.21
- Letter from Chief Paulhus to BOS dated 8.4.21
- Citizen Activity Form, Isabella B. Bogdanski
- Letter from Neal Aspesi, SEMA to BOS dated 7.18.21
- Draft Noise Bylaw Ad-hoc Committee Charge 6.22.2021
- Town of Southborough—Public Shade Tree Policy 8.11.21

DRAFT

TOWN OF SOUTHBOROUGH

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 x3009 · FAX (508) 480-0161 · bballantine@southboroughma.com

To:	All Departments
From:	Brian Ballantine, Finance Director
Date:	October 4, 2021
Re:	FY 2023 Budgets
cc:	Board of Selectmen, Advisory Committee, Town Clerk, Moderator

Please find attached the budget calendar for preparing FY23 budgets and budget forms.

- Deadline to submit budgets/ capital / money warrant articles:

  FRIDAY, November 12, 2021 – NOON

- Warrant closes:

  TUESDAY, DECEMBER 3, 2021

Submission by email to bballantine@southboroughma.com is preferred.

Budget files will be e-mailed to all departments on Friday, October 22, 2021. Unfortunately our automated budget software (ClearGov) was not the solution the Town was searching for. We will be using Excel until such time a better software is identified that is user friendly.

Please update your department budget request column – including salary computations if that is applicable. When calculating annual salaries for full time employees please use 2084 hours (Town Hall hours). For any new budget line items please contact the Town Accountant for modification and an updated budget sheet.

Budgets will be reviewed and recommendations made by the Finance Team and Town Administrator. Attached is a schedule to meet with the Finance Team and Town Administrator to review your FY23 department budgets. The Board of Selectmen will make final recommendations for the warrant and to the Advisory Committee. Some departments will still be required to meet separately with the Advisory Committee or Capital Committee at their request. If you have a capital item please submit a small paragraph explain the item and the need for the request.

Please use proper format for warrant articles. Any committee or board who wishes to submit an article must have the article voted by the board/committee to be accepted and placed on the warrant. If you are unclear on how to word an article, please seek assistance from the Selectmen's Office. Please include a short summary of what your article will accomplish. A summary of each article will be included in the warrant as well as the position [i.e. support or not support and the vote] of the Selectmen and Advisory Committee.

Please note: For SAP salaries please use the FY22 approved rate of 2.80%. As soon as the increase is officially established, we will advise Departments. Should any rate proposed by a Department Head exceed the standard amount please explain that with your submission.

One change for this upcoming year is that any technology hardware (printers, laptops, etc) should be removed from your department budget and accounted for in the IT budget. Please let the IT Director know should your Department need a hardware IT expense for FY23.

Upon submitting your budget – please include a short description of any changes to your budget from the previous year. This will assist the BOS, Advisory, and residents when reviewing all requests.

BUDGET CALENDAR FOR FY23 BUDGET

Event	Date
Warrant opened	**Tuesday, October 19, 2021**
Initial Meeting – Board of Selectmen/Advisory	Tuesday, November 2, 2021
Budgets / Capital & money warrant articles submitted to Selectmen's office	**Friday, November 12, 2021 at NOON**
Finance Team and Town Administrator review budgets with departments	November 29, 2021 to December 10, 2021 (see attached schedule)
Annual Town Reports and non-money articles submitted to the Selectmen's Office	**Friday, December 7, 2021 at NOON**
Warrant closed	**Tuesday, December 21, 2021**
Proposed budgets reviewed by Advisory and Selectmen	Starting Wednesday, December 20, 2021
Selectmen take position on warrant articles	Tuesday, February 1, 2022
Selectmen vote on FY23 budgets	Tuesday, February 15, 2022
Warrant to be signed by Selectmen	Tuesday, February 15, 2022
Warrant to printer	Tuesday, February 25, 2022
Town Reports and Warrant posted and available to public; legal notice in newspaper.	Friday, March 11, 2022
Pre-Town Meeting with Town Moderator	Tuesday, March 15, 2022
Annual Town Meeting	Saturday, March 26, 2022
Annual Town Election	Tuesday, May 10, 2022

Additional Notes:

1. Advisory reserves the right to cancel any meeting at which the Committee does not have the most current budget submitted.
2. Any new service, personnel or hours added [or eliminated] to your budget from the previous year should be explained thoroughly in a separate memo along with your submittal.
3. **Please note:** All salary pages are brought over "as is" from FY22. These pages need to be updated by the Department Head for the FY23 budget period. Kristen can assist anyone with items such as anniversary dates, longevity, or other payroll data items.
4. We have pushed back the deadline for budget submittals this year due to the Special Town Meeting. It is important budgets are received back on time on November 12th.

We appreciate the hard work of submitting all the information. Do not hesitate to contact me if you have any questions about this memorandum or the process in general.

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

Tuesday, September 28, 2021

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Town of Southborough Board of Selectmen,

Enclosed, please find the following donation made to the Town of Southborough Ambulance Fund for your acceptance.

RECEIVED FROM:	AMOUNT:	ACCOUNT SPECIFIED:
Judith Ann Aselbekian Trust	$100	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration of this request.

Sincerely,

Steven E. Achilles
Southborough Fire Chief

Mark Purple

From: Kate Carter <kcarter@daintorpy.com>
Sent: Friday, October 1, 2021 4:51 AM
To: Mark Purple
Cc: jay@mtclawyers.com
Subject: Chestnut Hill Farm's Fall Fun on the Farm Events

Follow Up Flag: FollowUp
Flag Status: Flagged

[EXTERNAL]

Mark:

This office represents The Trustees of Reservations. I'm writing to you as follow-up to my conversation with Southborough Town Counsel, Jay Talerman, copied here and in advance of the Board of Selectmen's October 5 meeting at which time it will consider The Trustees' application for four one-day beer & wine licenses for its Fall Fun on the Farm events at Chestnut Hill Farm each Sunday of October (The Trustees cancelled the Fall Fun on the Farm event on October 3rd).

These types of events are an opportunity to advance the express purposes of the 2006 Conservation Restriction. They provide a structured opportunity for members of the general public to visit Chestnut Hill Farm – the only remaining active vegetable production farm in the Town of Southborough – and experience the unique qualities of the property preserved by the CR. The Fall Fun on the Farm events will include a series of recreational opportunities for the general public, several of which are designed to facilitate experiential, educational activities – opportunities to not just tell children and their families where their food comes from but to *show* them where it comes from by allowing them to touch and climb on the equipment that helps grow their food, walk around the fields where their food is grown, and purchase some of the vegetables and meats grown / raised on CHF so that they can make the connection of farm to table. Families will also be able to take a guided hayride and learn about the history of the farm, what is grown and grazes on the farm, and the other wildlife species that live among the working farm. For example, while on the hayride families and children will see how The Trustees leave certain fields untouched to use for nesting bird habitat, including the bobolinks at Chestnut Hill Farm, before turning animals out to graze. Children will also have the opportunity to participate in a scavenger hunt where they will be encouraged to explore and discover different animals, plants, and foliage on the farm. Each week the event will feature a different children's craft or hands-on-activity (e.g. decorating and writing a postcard about their time on the farm, veggie stamping, planting seedlings, coloring pages featuring animal tracks or animal lifecycles, etc.) all of which are intended to deepen the connection between the Chestnut Hill Farm and these future stewards of this and other special places. By teaching children to care for such a place and its value to the community, we can ensure that properties like Chestnut Hill Farm are preserved for generations to come.

The structured nature of the event encourages greater public access to the farm which The Trustees can then leverage through experiential learning to make connections to purposes of the CR. Many of the planned activities are expressly contemplated by the CR. The guided and self-guided tours of the Premises create opportunities for the general public to enjoy the noteworthy, distinctive scenic views preserved by the CR. Narrated aspects of the event (e.g. hayride tours)

highlight the features of the property that warranted placing it into conservation in the first place and inform visitors of the history of the Premises and its connection to the agrarian history of the Town. The emphasis on farm-related activities elevates the importance of the farming industry and creates buy-in as to why it is important to preserve the historic use of the farm in the future. Moreover, connecting children (and their families) to working farms like Chestnut Hill Farm not only provides an opportunity to form healthy eating habits (the picky eater might be more apt to try kohlrabi if she saw the field where it was grown!) but forms the basis for promoting the environmental benefits of going to your local farm and buying local. In the face of a rapidly warming climate, this may be the most important lesson of all.

The Trustees have applied for a series of one-day food and wine licenses in order to sell locally brewed, craft beer at the event. This offering harkens back to the Harvest Festivals celebrated across New England farms at the end of the growing season and are intended to celebrate the land and resulting bounty. Based on The Trustees' experience at a number of its other working farms, this offering has the added benefit of encouraging and drawing a critical mass of the general public, which furthers the overall conservation and educational goals of the Trustees. At the bottom of this email is a list (with links) of recent fall weekend events which the Trustees have hosted / are hosting at Powisset Farm, Weir River Farm, and Appleton Farm.

The Trustees look forward to answering any additional questions that the Board of Selectpersons might have on Tuesday evening.

Best,

Kate Carter

Powisset Farm: Fall Fun on the Farm
Every Saturday & Sunday in Sept & October

Link: https://thetrustees.org/event/67543/

Event Description:

Celebrate all things autumn at historic Powisset Farm! Join us every Saturday and Sunday to enjoy a classic New England fall day featuring apple cider, hayrides, a climbing haystack, live music, scenic walking trails, a Storywalk, fall scavenger hunt and a visit to see the barnyard animals. Indulge in farm fresh, wood-fired pizza with an array of toppings, hot and cold cider, wine and craft beer, and other seasonal treats available for purchase. Our Farm Store will be open and full of autumn produce and local products for you to take home.

Bring your best flannel, friends, and family for a fantastic fall day on the farm!

Details:

- Every Saturday & Sunday, September 11-October 31.
- We offer timed ticketing to provide a safe, enjoyable experience: 12-1:30pm, 1:30-3:00pm & 3:00-4:30pm.

- Pre-registration is required. Children under 2 are free and do not need a ticket.
- Entrance ticket includes free parking, access to trails, Storywalk, barnyard animals, climbing haystack, hayride, scavenger hunt and live music.

Weir River Fall Festival
Saturday, Sept 25

Event Description:

Spend time learning about our livestock with our 4-H volunteers, climb aboard a tractor, choose a farm "tattoo", make a spooky mask or a wildflower seed "bomb", challenge your friends at corn hole and the pumpkin ring toss! (Bring a mask as some craft activities are inside the barn.)

All this activity will surely have you hungry – grab your blanket and enjoy a picnic provided by the Wanderlust food trucks. Thirsty? While the kids enjoy a cup of cider, grab a local beer from Zelus Brewing or Stellwagen Beer Company. And leave room for dessert! Nona's Homemade will join us for the morning, and there are whoopie pies and doughnut muffins in the Farm Store.

Relax and enjoy a full day of live music: Peter Mundt entertains families from 11AM – 12:45PM, the Lied To's play a mixture of country, roots, and folk from 1 – 2:45PM, and the Mood Swings Orchestra, Boston's all-women 19-piece big band, rocks from 3 – 4:30PM.

While you are at the event, be sure to stop by Weir River Farm Market to purchase some beef, pork, lamb or chicken raised right on the farm, and delicious local cheeses, jams, baked goods, and fresh produce.

Appleton Farm Oktoberfest Weekend
Saturday 10/9 & Sunday 10/10
Link: https://thetrustees.org/event/67321/

Event Description:

The spirit of Octoberfest is taking over Appleton Farms for the weekend!

We'll have a special Octoberfest-inspired pizza menu both Saturday and Sunday along with plenty of local craft beer to enjoy. Saturday will feature German oompah-band style music from 1:00 – 5:00 and on Sunday we'll switch things up a bit with two bands, Pyschedelic Relics and Orvile Giddings Band, bringing some rock-toberfest to the Farmhouse front lawn, from 12:00 – 2:00 and then 3:00 – 5:00.

Farmhouse Wood-Fired at Appleton Farm
Thursday-Sundays
Link: https://thetrustees.org/event/67151/

Event Description:

Bring your lawn chairs and picnic blankets for a perfect wood-fired pizza experience surrounded by the idyllic beauty of Appleton Farms. The menu will change weekly, featuring local and seasonal ingredients, including produce from our own farm. Pizza varieties will include cheese, meat and seasonal veggie, with other options available such as artisan pastries, seasonal salads and lighter fare.

Hours for the season are:
Thursdays 4-7pm
Fridays 4-7pm
Saturdays 12-6pm
Sundays 12-6pm

Saturdays will include free live music from 3-5pm.

Craft beverages will also be available on-site, provided by local breweries and small businesses.

Essex County Brewing Company Thursdays in June, Sundays in September and October

Helen's Bottle Shop Fridays in June and August

Notch Brewing every Saturday throughout the season

True North Ale Company Sundays in June and November, Thursdays in July

Rockport Brewing Company Fridays in July

Gentile Brewing Company Sundays in July

Great Marsh Brewing Company Sundays in August

Old Planters Brewing Company Fridays in September and October

Educational programs happening in conjunction with Oktoberfest & Farmhouse Wood-Fired:
Befriend the Barnyard: https://thetrustees.org/event/67454/
Appleton Farms Guided Tour: https://thetrustees.org/event/67207/
Appleton Farm to Fork Tour: https://thetrustees.org/event/66741/
Hike to the PInnacles at Appleton: https://thetrustees.org/event/67168/
Carriage Barn Open Hours: https://thetrustees.org/event/67092/
Hay Rides at Appleton Farms: https://thetrustees.org/event/67851/
Family Farm Chores at Appleton Farm: https://thetrustees.org/event/67467/
Sketching the Farm Class at Appleton: https://thetrustees.org/event/67245/
Trustees Trekker Family Hike: https://thetrustees.org/event/67233/

Kate Moran Carter
DAIN, TORPY, LE RAY, WIEST & GARNER, P.C.
745 Atlantic Avenue, Suite 500, Boston, MA 02111
P: 857.453.4354
F: 617.542.4808
kcarter@daintorpy.com
www.daintorpy.com
Please consider the environment before printing this e-mail.

APPLICATION FOR ONE-DAY ALCOHOL LICENSE

TOWN OF SOUTHBOROUGH

Board of Selectmen

17 Common Street, Southborough MA 01772

TOWN USE ONLY
Date: 9-1-21
Paid: $ 50.00
Check#
Cash ✓
Lic.#

Special or "one-day" licenses for the sale of alcoholic beverages are available to the responsible event manager of any activity conducted by an organization which, in the opinion of the Town of Southborough Select Board, complies with all State and local requirements and demonstrates satisfactorily that granting of the license is in the best interests of the Town of Southborough. This application must be submitted at least 30 days prior to the event.

(X) WINE/MALT ONLY ( ) ALL ALCOHOL [for non-profits only]

License Fee: $50.00, non-refundable, check or cash only, payable to Town of Southborough

APPLICATION DATE: 8/31/21

Michaela Hughes
Event Manager/Applicant Name

39 Powisset St., Dover, MA 02030
Event Manager/Applicant Address

mhughes@thetrustees.org
Event Manager/Applicant Email Address

The Trustees of Reservations - Chestnut Hill Farm
Organization Representing

5 Chestnut Hill Rd, Southborough, MA 0177
Address of Organization

Fall Fun on the Farm — 10/10/21 — N/A
NAME OF EVENT / PURPOSE — DATE OF EVENT — RAIN DATE

LOCATION OF EVENT Chestnut Hill Farm
( ) Inside (X) Outside

Is the organization you are representing non-profit* X YES ____ NO

*If 'Yes' and applying for "All Alcohol" license, acceptable proof of non-profit status must be attached

"Alcohol Awareness Server Training Affidavit" and Server Certificates attached X YES ___ NO

Hours of Sale/Consumption of Alcoholic Beverages 12 AM/(PM) to 4:30 AM/(PM)

APPLICATION FOR ONE-DAY ALCOHOL LICENSE
TOWN OF SOUTHBOROUGH
Board of Selectmen
17 Common Street, Southborough MA 01772

TOWN USE ONLY	
Date:	9-1-21
Paid: $	50.00
Check#	
Cash	✓
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Event Manager/Applicant Email Address

The Trustees of Reservations - Chestnut Hill Farm
Organization Representing

5 Chestnut Hill Rd, Southborough, MA 0177
Address of Organization

Fall Fun on the Farm — 10/17/21 — N/A
NAME OF EVENT / PURPOSE — DATE OF EVENT — RAIN DATE

LOCATION OF EVENT Chestnut Hill Farm
( ) Inside (X) Outside

Is the organization you are representing non-profit* X YES ___ NO

*If 'Yes' and applying for "All Alcohol" license, acceptable proof of non-profit status must be attached

"Alcohol Awareness Server Training Affidavit" and Server Certificates attached X YES ___ NO

Hours of Sale/Consumption of Alcoholic Beverages 12 AM/(PM) to 4:30 AM/(PM)

APPLICATION FOR ONE-DAY ALCOHOL LICENSE
TOWN OF SOUTHBOROUGH
Board of Selectmen
17 Common Street, Southborough MA 01772

TOWN USE ONLY
Date: 9.1.21
Paid: $ 50.00
Check# ✓
Cash
Lic.#

Special or "one-day" licenses for the sale of alcoholic beverages are available to the responsible event manager of any activity conducted by an organization which, in the opinion of the Town of Southborough Select Board, complies with all State and local requirements and demonstrates satisfactorily that granting of the license is in the best interests of the Town of Southborough. This application must be submitted at least 30 days prior to the event.

(X) WINE/MALT ONLY ( ) ALL ALCOHOL [for non-profits only]

License Fee: $50.00, non-refundable, check or cash only, payable to Town of Southborough

APPLICATION DATE: 8/31/21

Michaela Hughes
Event Manager/Applicant Name

39 Powisset St., Dover, MA 02030
Event Manager/Applicant Address

mhughes@thetrustees.org
Event Manager/Applicant Email Address

The Trustees of Reservations - Chestnut Hill Farm
Organization Representing

5 Chestnut Hill Rd, Southborough, MA 0177
Address of Organization

Fall Fun on the Farm — 10/24/21 — N/A
NAME OF EVENT / PURPOSE — DATE OF EVENT — RAIN DATE

LOCATION OF EVENT Chestnut Hill Farm
( ) Inside (X) Outside

Is the organization you are representing non-profit* X YES ____ NO

*If 'Yes' and applying for "All Alcohol" license, acceptable proof of non-profit status must be attached

"Alcohol Awareness Server Training Affidavit" and Server Certificates attached X YES ___ NO

Hours of Sale/Consumption of Alcoholic Beverages 12 AM/PM to 4:30 AM/PM

APPLICATION FOR ONE-DAY ALCOHOL LICENSE

TOWN OF SOUTHBOROUGH

Board of Selectmen

17 Common Street, Southborough MA 01772

TOWN USE ONLY	
Date:	9-1-21
Paid: $	50
Check#	✓
Cash	
Lic.#	

Special or "one-day" licenses for the sale of alcoholic beverages are available to the responsible event manager of any activity conducted by an organization which, in the opinion of the Town of Southborough Select Board, complies with all State and local requirements and demonstrates satisfactorily that granting of the license is in the best interests of the Town of Southborough. This application must be submitted at least 30 days prior to the event.

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APPLICATION DATE: 8/31/21

Michaela Hughes
Event Manager/Applicant Name

39 Powisset St., Dover, MA 02030
Event Manager/Applicant Address

mhughes@thetrustees.org
Event Manager/Applicant Email Address

The Trustees of Reservations - Chestnut Hill Farm — 5 Chestnut Hill Rd, Southborough, MA 017
Organization Representing — **Address of Organization**

Fall Fun on the Farm — 10/31/21 — N/A
NAME OF EVENT / PURPOSE — **DATE OF EVENT** — **RAIN DATE**

LOCATION OF EVENT Chestnut Hill Farm
( ) Inside (X) Outside

Is the organization you are representing non-profit* X YES ____ NO

*If 'Yes' and applying for "All Alcohol" license, acceptable proof of non-profit status must be attached

"Alcohol Awareness Server Training Affidavit" and Server Certificates attached X YES ___ NO

Hours of Sale/Consumption of Alcoholic Beverages 12 AM/(PM) to 4 30 AM/(PM)

APPLICATION FOR ONE-DAY ALCOHOL LICENSE

ALCOHOL AWARENESS SERVER TRAINING AFFIDAVIT

I hereby certify that I have read the Training Requirements for Liquor License Holders and Employees. I understand that failure to comply with this policy may result in the revocation or non-renewal of the license. Below is a current roster of my employees and the related alcohol awareness server training information.

***NOTE: Copies of all original certificates MUST accompany this form. ***

The Trustees of Reservations, Chestnut Hill Farm
Company/Organization

D.A. Hayden
Manager [Note: Manager training MUST be current]

8/31/21
Date

Manager/Employee Name	Date of Hire	Type of Training [certification]	Date Valid	Date of Expiration
D.A. Hayden		AIM	N/A	5/15/22

Any applicant for a one-day liquor license shall, as a condition of their being granted the license, ensure that at least one person to be engaged in the sale/service of alcoholic beverages at their event has been certified in a program from the list of Board of Selectmen sanctioned programs. On-line ["e-training"] training is not an acceptable means of obtaining certification. A copy of their certification must accompany the application.

Listed below are the only programs currently available that meet the requirements of this policy approved by Board of Selectmen on September 17, 2013 [telephone numbers and contacts are provided as of date of policy]:

1. **ServSafe Alcohol** offered by the National Restaurant Association [www.servsafe.com/alcohol, then click on "Find a Class"]
2. **SAFE ID Check** offered by J.B.S. Professional Services, LLC [617-539-0118]
3. **Alcohol Intervention Methods [A.I.M.]** offered by Campbell/Trent [508-756-8542]
4. **Training for Intervention Procedures by Servers of Alcohol [TIPS]** offered by Health Communication, Inc. [www.gettips.com, then click on "Get Tips Certified, 'training session'" to find a class. NOTE: "Online training with eTIPS" is NOT ACCEPTABLE]
5. Approved for OFF-PREMISE sales license only: Beverage Alcohol Training [B.A.T.] offered by the Massachusetts Package Store Association [Mass Pack Contact: Frank Anzalotti 800-322-1383, or, to find a class, go to www.masspack.org/servertraining]

APPLICATION FOR ONE-DAY ALCOHOL LICENSE

I understand that anyone holding a Special License must purchase alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder. Purchasing alcoholic beverages from a package store is prohibited by the ABCC. A list of authorized sources to purchase alcohol can be found on the ABCC website www.mass.gov/abcc or you can contact the ABCC directly at (617) 727-3040.

Initial MH

I understand that the license holder must provide a Certificate of Liability Insurance with a liquor liability policy with $1M coverage, naming the Town of Southborough as the certificate holder.

Initial MH

I certify under penalty of perjury that I shall be responsible for the proper observance of all applicable Alcohol Control Laws of the State of Massachusetts, policies and regulations of the Town of Southborough, and conditions governing this license; all information contained in this application is true and correct; and this License is being sought for the exclusive benefit and use of the Non-Profit Sponsor and its members.

Initial MH

LIABILITY DISCLAIMER FOR ONE-DAY ALCOHOL LICENSES

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage, and liability to others with your legal and/or insurance advisors. The Town of Southborough, and the Select Board as Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

I, Michaela Hughes, in consideration of having been granted a special
(Event Manager/Applicant)
license for the service of alcoholic beverages, hereby agree to defend, indemnify and hold harmless the Town of Southborough ("Town"), its officers, boards, employees and agents, from any liability for any and all loss, damage, cost, claim, expense, compensation and cause of action arising out of, or in connection with, the issuance or exercise of the special license granted to me by the Select Board acting as the Town's Local Licensing Authority.

Michaela Hughes , 8/31/21

Event Manager/Applicant Signature Date

APPLICATION FOR ONE-DAY ALCOHOL LICENSE

REQUIRED FORMS TO SUBMIT WITH APPLICATION:

- ☒ Completed license application with cash/check
- ☒ A Certificate of General Liability Insurance with a Liquor Liability for $1M, naming the Town of Southborough (17 Common Street, Southborough MA 01772) as Certificate Holder*
- ☒ Completed 'Alcohol Awareness Server Training Affidavit' form, including copies of training cards
- ☒ List of designated drivers to be available for transporting attendees considered unable to drive

IF APPLICABLE:

- ☒ Invitation/flyer/letter of explanation regarding event
- ☐ Proof of non-profit status (for 'All Alcohol License' only)

*Voted May 18, 1993: To maintain the policy that was put in effect October 25, 1988 with the stipulation that the Board of Selectmen does have the authority to waive the requirement for a one-million-dollar insurance policy if it is so voted by a majority of the Board.

GUIDELINES:

- Application for Special One-day License must be submitted at least 30 days prior to event
- A police detail may be required, depending upon the number of people and the event. *It is the applicant's responsibility to contact the Southborough Police Department prior to application submission: 508-485-2147*
- Events can only be held on day and date approved on license. No refund is possible after a Special One-Day License has been issued. Rain dates for events must be noted on the application prior to approval. If no rain date is listed, the event cannot be held on date other than date specified.
- Special One-day Licenses can only be issued for events occurring between 11:00 a.m. – midnight on Monday – Saturday, and noon - midnight on Sundays.
- License must be posted in the most conspicuous place at the location of event
- DO NOT allow anyone to bring their own alcoholic beverages to your event
- A one-day license CAN NOT be granted to:
  - any person for more than a total of 30 days per calendar year
  - any person that has an on-premises annual license application pending
  - any premises that has an alcoholic beverages license.

FOR TOWN USE ONLY

LOCAL LICENSING AUTHORITY DECISION DATE: _____

☐ APPROVED

☐ DENIED

License #_____ Notice Sent to ABCC (within 10 days of issuance) _____

Payment received: _____ Date_____ Cash_____ Check# _____

Remarks:_____

_____

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/8/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 470 Atlantic Avenue Boston MA 02210	CONTACT NAME: PHONE (A/C, No, Ext): 617-261-6700 FAX (A/C, No): 617-646-0400 E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A: Philadelphia Indemnity Insurance Company — 18058
INSURED TRUSOFR-01 Trustees of Reservations 200 High Street, 4th Floor Boston MA 02210	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES — CERTIFICATE NUMBER: 1168346210 — REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [X] LOC OTHER:			PHPK2256785	4/1/2021	4/1/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $ $
	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
A	Liquor Liability			PHPK2256785	4/1/2021	4/1/2022	Each Cause Limit: Aggregate:	$1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Town of Southborough is included as additional insured with respects to the General Liability Policy. Coverage subject to policy terms and conditions.

CERTIFICATE HOLDER	CANCELLATION
Town of Southborough 17 Common Street Southborough MA 01701	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Patrick J. Keefe

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CERTIFICATION NUMBER: 30791

ALCOHOL INTERVENTION METHODS

CERTIFIES:

D. A. Hayden

CAMPBELL TRENT
508.756.8542

EXPIRES:
MAY 15 2022

Fall Fun on the Farm

Chestnut Hill Farm, 5 Chestnut Hill Rd, Southborough, MA

Sundays 10/3, 10/10, 10/17, 10/24, 10/31

12PM-1:30PM, 1:30-3PM, 3-4:30PM

Designated Driver List

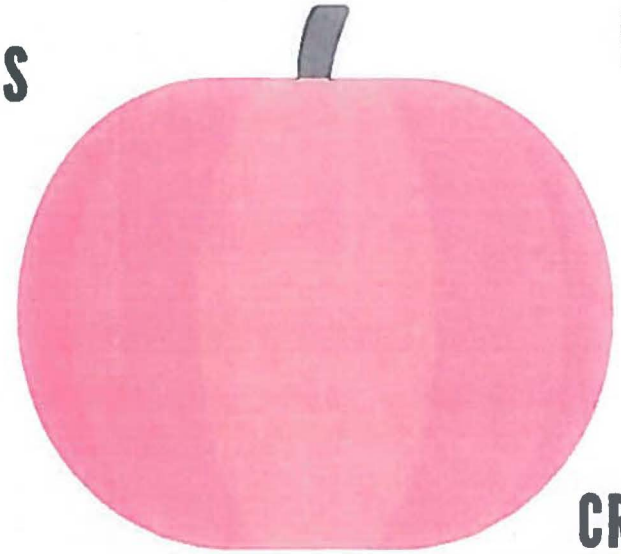
- Michaela Hughes, Engagement Manager, 857-243-0039
- Mackenzie Cahill, Lead Event Assistant, 774-289-9116
- D.A. Hayden, Portfolio Director, 781-910-3315

CHESTNUT HILL FARM

FALL FUN ON THE FARM

HAYRIDES

BARNYARD ANIMALS



LIVE MUSIC

HANDS-ON CRAFTS

FOOD TRUCK

CRAFT BEER, WINE, & APPLE CIDER

EVERY SUNDAY IN OCTOBER

PRE-REGISTRATION REQUIRED

BIT.LY/CHFFUN21

3 TICKET SESSIONS: 12-1:30PM, 1:30-3PM, 3-4:30PM

trustees

TOWN OF SOUTHBOROUGH

Economic Development Committee

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-0710 x3011

September 27, 2021

Board of Selectmen, Planning Board,

In an effort to make progress on what residents of Southborough desire in Southborough's Downtown (see 2017 survey results here), as well as implement recommendations from the 2008 Master Plan, the Economic Development Committee (EDC) identified hurdles to surpass, so that desirable economic investments in downtown Southborough could be achieved. The *Downtown Initiative* was born and the project aimed to focus on the following areas:

- Zoning update to support and promote strategic mixed-use development
- Encourage certain uses by allowing them by-right
- Wastewater solutions
- Investment opportunities
- Beautification and connectivity
- Funding options

The EDC is pleased that the Board of Selectmen agreed to sponsor the proposed Downtown District zoning article and that it will be presented at a Special Fall Town Meeting on November 1st 2021.

The EDC also thanks the Planning Board for conducting public hearings and listening to feedback from our residents. We acknowledge other town boards, committees, and departments, whose input was invaluable in producing a draft of the Downtown District bylaw.

Intent of the Downtown District Bylaw

- Revitalize Southborough's historic downtown district
- Allow for mixed-use development (e.g., residential and commercial/retail in the same building)
- Update the permitted uses
- Allow some desirable uses "by-right" (meaning; certain identified uses are "pre-approved" and don't need an additional use-permit)

2021 Timeline

The Economic Development Committee, Board of Selectmen and Planning Board held multiple joint meetings where the draft Downtown District zoning bylaw was discussed and issues were resolved.

In April of 2021, the Planning Board reviewed version 8.1 of the Downtown District bylaw and indicated ten outstanding issues and concerns. In a following joint meeting with the Board of Selectmen, Planning Board, and Legal Counsel (Adam Costa), all items were addressed and resolved. The result of this work produced version 9 of the draft Downtown District zoning bylaw.

The final *version 9 Downtown District bylaw, existing zoning map and draft design guidelines* were approved and sent to the Planning Board as voted by the BOS and the EDC at their joint meeting on June 22, 2021.

After several Public Hearings, the Planning Board held a special meeting on September 20, 2021 to discuss the *Downtown District bylaw, zoning map and draft design guidelines*. The following *new* changes were made, among others:

1. A 40% restriction to residential use in mixed-use developments

2. Reduce the number of apartments allowed in mixed-use developments to 3 from 8

3. Reduce the number of dwelling units in multifamily dwelling to a maximum of 10 (from 12) by special permit

4. Reduce the maximum Floor Area Ratio by-right to 0.30 from 0.35

5. Reduce the maximum height to 35 feet from 40 feet

6. Remove minimum and maximum ground floor height restrictions

7. Exclude all split lot and CSX property from the Downtown District zoning map

The Board of Selectmen accepted all Planning Board-proposed changes to the bylaw as well as the Planning Board-proposed zoning map edits at their meeting of September 21, 2021. The Board of Selectmen voted to publish the Downtown District Warrant Article, with the above-mentioned Planning Board recommendations, by October 5, 2021, in preparation of the November 1, 2021 Special Town Meeting.

Economic Development Committee Concerns

The Economic Development Committee is ***not*** in agreement with several of the recent changes made to the proposed Downtown District bylaw for the following main reasons:

- The latest recommendations submitted by the Planning Board result in a *more restrictive Floor Area Ratio for the Downtown District than what is currently permitted in the Business Village District.*

- The latest proposal fails to follow the *original intent* of the revisions to the Bylaw, as outlined in the 2008 Master Plan. The changes made are unlikely to encourage investments in downtown.
- Development Standards that were previously agreed upon through joint meetings and recommended by the professional consultants, were changed *without discussion*.

The EDC is eager to support a revised bylaw for the Downtown District with BOS and PB support. However, the Committee is unable to accept changes that add further restrictions on potential development, defeat the original intent, and make any future viable development unlikely or more restrictive.

The EDC is willing to discuss and compromise further but is of the opinion that a workable, sensible bylaw should be presented. The Committee urges the Board of Selectmen to reconsider the latest changes regarding the following items and present the best possible bylaw for Southborough at Town Meeting.

- The restriction of mixed-use to require that residential units not comprise more than 40% of a building, makes no sense and negates the original intent of adding by-right mixed-use.
- The sharp reduction in the number of residential units permitted in a mixed-use development, from eight units to three units, is overly restrictive, undermines the intent of encouraging mixed-used development, and was proposed arbitrarily with almost no discussion or reasoning.
- The reduction of the Floor Area Ratio from 0.35 to 0.30 is (i) contrary to months of agreed upon discussion, (ii) against the recommendation of the zoning and planning experts hired by the Town, and (iii) significantly lower than the current Floor Area Ratio permitted in the Downtown Business Village District, which is currently 0.50 for commercial buildings (see Schedule of Dimensional Regulations).

Going back to the original purpose of the Downtown Initiative, zoning changes to the Downtown are:

(i) a vital part of a sustainable and healthy economic ecosystem for the Town,

(ii) a mandate of the 2008 Master Plan, as well as multiple subsequent studies and plans. These studies represent tens of thousands of dollars in consulting- and expert costs to demonstrate the necessity of zoning updates to include by-right mixed-use and other by-right uses.

(iii) desired by a significant majority of the Town's residents, as evidenced by multiple surveys.

The three particular changes referenced above, were proposed by the Planning Board at the eleventh-hour and adopted by the Board of Selectmen unanimously with almost no discussion. These added changes undermine the purpose of two years of consistent and diligent work to make small-scale but actionable modifications to the zoning code for Downtown. All in an effort to encourage future investments in amenities, diversity in housing, and a more vibrant Downtown to serve as the heart of our Community. It is our grave concern that our efforts will

have been in vain if these changes are upheld. We sincerely hope you will reconsider and open these items up for further discussion before the warrant is printed.

Sincerely,

Economic Development Committee:

R. Anderson, Chair

A. Belniak, Vice-Chair

J. Connelly

J. Wood

C. Robbins

M. Moorehead

M. Berger

Katie Barry

Subject: FW: Capital Planning Resignation

From: Andrew Pfaff <apfaff@southboroughma.com>
Sent: Thursday, September 30, 2021 8:33 PM
To: Lisa Braccio <lbraccio@southboroughma.com>
Subject: Capital Planning Resignation

Dear Lisa,
Please accept this letter as formal notification that I am resigning from my position as a member of the Southborough Capital Planning Committee, effective immediately. Thank you so much for the opportunity to work on this important committee. I've greatly enjoyed and appreciated the work we have done and I look forward to seeing all the great work the committee will continue to do in the future.

Best regards,
Andrew Pfaff

UMASS BOSTON
EDWARD J. COLLINS, JR. CENTER FOR PUBLIC MANAGEMENT
JOHN W. McCORMACK GRADUATE SCHOOL OF POLICY AND GLOBAL STUDIES
UNIVERSITY OF MASSACHUSETTS BOSTON

100 Morrissey Boulevard
Boston, MA 02125-3393
P: 617.287.4824
F: 617.287.5566
mccormack.umb.edu/centers/cpm
collins.center@umb.edu

Memorandum

TO: **Massachusetts State 911 Department**
FROM: **The Edward J. Collins, Jr. Center for Public Management**
DATE: **September 8, 2021**
Subject: **Feasibility Study for Hopkinton, Hudson, Grafton, Marlborough, Southborough, Westborough to establish or join a Regional Emergency Communication Center District.**

1. Background

As part of its inter-governmental services agreement (ISA) to provide the assistance to the State 911 Department in its PSAP regionalization and RECC development efforts (ISA executed on January 23, 2019 and extended in June 2020), the Center presents this proposal to provide planning service to assist the Towns of Hopkinton, Grafton, Marlborough, Southborough and Westborough to study the feasibility of establishing a Regional Emergency Communication Center (RECC) or to join an existing RECC and to provide recommendations for the best option for the five (5) communities.

2. Overview

Methods for collecting information will rely upon interviews, on-site assessments, and document review. The process was as follows:

- Kick-Off meeting with the principals from all five communities
- On-site visits which included interviews with the community police and fire chiefs and their designated personnel. If town managers request an interview, that interview will be scheduled
- Collection of relevant data from each site, including:
    - Equipment used
    - Staffing levels and training
    - Capacity/ability to accommodate Hanover
    - Research/planning
    - Current financial costs for dispatch services
    - Call volume
    - Additional administrative benefits
- Analysis and preparation of the report
- Review of draft report with Hanover Communications Team
- Completion of final report

3. Proposed Project Plan

Conduct a Kick-off Meeting

The Center project team will conduct a kick-off meeting with the public safety chiefs and town managers to engage all levels of the team prior to undertaking tasking. This meeting will include following:

- Meet principals of the project team;
- Review statement of work and identify any additional direction for administrative process regarding the contract;
- Review project deliverables, appropriate electronic format, and timeline; and
- Present timelines for community PSAP visits.

The results of this initial meeting will ensure a clear pathway to success.

On-Site Visits, Interviews with Personnel, and Data Collection

The project team will conduct on-site visits and assessment of the emergency communications/dispatch centers of each city/town to observe operations, facilities, and equipment. The assessment will include the current ECCs' adherence to 1) NFPA 1221 Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems, specifically Chapter 7 and 2), Association of Public-Safety Communications Officials (APCO) best practices. A checklist will be developed for these purposes. The Final Report will include a comparison to accreditation references specific to ECC from the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Commission of Fire Accreditation International (CFAI). During the site visit, the project team will also collect information on the amount and condition of existing equipment, systems used, methods, and practices, including, but not limited to:

a) Equipment:

- Current technology, radio systems, telephone systems and software being utilized.
- Current interoperability capability of communications within and between the six community.
- Provide the ability to share currently separate applications between each town such as, but not limited to, CAD systems, mapping systems, and radio systems.
- Compatibility of current radio systems, mapping, telephone, and related equipment at each current center and identify required equipment at new regional center.

b) Staffing:

- Personnel structures and costs for each of the six town's Emergency Dispatch Center.
- Number of personnel working each shift as well as specific job descriptions.
- Identify the core and supplemental services provided by current communications personnel.

c) Logistics:

- Identify whether a satisfactory arrangement can be made with existing regional emergency communications centers or with neighboring communities to establish a RECC with each city/town regarding governance, procedures, accountability, service, standards, and control.
- Identify how a regional center would affect the array of services provided by the municipalities' Emergency Dispatch Center.

- How the capacity for coordination of local and regional police, fire and EMS resources including response to routine events and major disasters.
- Identify the total number of incoming emergency and administrative telephone calls, radio messages and other incidents handled.
- Identify the ability for 911 call surge capacity.

d) Research and Planning:

- Opportunities for improvement to present operations, staffing, training, management, supervision, and governance.
- Potential legal and organizational structures for the regional center.
- Identify what other public safety leaders have identified as benefits of a RECC

e) Financial:

- Personnel structure and costs at Norwood and the anticipated RECC and the personnel costs for staffing of a regional center.
- One-time and recurring operational and capital costs of consolidation and the financial impact on each town.
- Costs to maintain or increase other public safety services, such as lock-up-up monitoring expenses, administrative duties, and walk-in traffic at the towns' Public Safety Facilities.
- One-time and annual financial resources, as well as requirements associated with such funding, from the MA State 911 Department to provide ongoing support and sustainability into the future.
- Conduct cost benefit analysis for each of the six towns

During on-site visit, the project team will conduct interviews with the leadership of the public safety functions in each of the towns. These face-to-face interviews are the most important step in the process to identify elements of a regional dispatch operation, as well as concerns that those community leaders may have with such a set up.

The steps that the project team takes in this process are as follows:

- Utilize a standardized list of questions for the interviews that will elicit the needed information for the study.
- Conduct a structured interview with each Chief and any of their personnel that they want to interview.

The project team will also visit the potential RECCs that the towns may see as opportunities to join to assess their current operational procedures, use of information and communication technology, and dispatch layout. The steps will include the following:

- Visually assess all communications and IT systems.
- Gather and examine the current operating cost of the RECCs and as well as to identify the cost to join those centers.
- Inventory the existing 911 dispatch facilities, systems, equipment, and dispatch procedures and provide an assessment of current call volumes.
- Examine the current dispatch facilities and validate or invalidate the need for a new physical plant for all purposes, including examination for potential or increased opportunities for cost-sharing in future technologies and dispatch equipment.
- Gather information on present operations, staffing, training, and supervision.
- Identify the RECCs' interest in having Hanover join and the cost of joining.

Analysis and Preparation of Report

After reviewing and analyzing all the available information collected, the project team will develop a draft report. The draft will include preliminary findings and recommendations. Additional information requests, interviews, or inquiries may occur at this time.

Review of Draft with the Towns

The project team will meet with the chiefs, the town manager, and others as they may want to include to discuss the draft report.

Completion of Final Report

The project team may make changes to the draft report, as the project team deems appropriate, and will make any final edits or additions to produce a final report.

Presentation of Report (Upon Request)

If requested by the Town, the project team will make a presentation of the report at a public meeting.

3. Timeline

This engagement will kick-off as soon as an agreement can be reached. It is estimated that the project will last approximately six months, provided that the project team's requests for meetings, data, and information, are fulfilled in a timely manner. A sample timeline appears below.

Event	Month 1	Month 2	Month 3	Month 4	Month 5	Mo
ick-off Meeting	XXXXX					
n-Site Visits, Interviews with Personnel, and Data ollection	XXXXX	XXXXX	XXXXX			
nalysis and Preparation of Report				XXXXX		
eview of Draft with the Town					XXXXX	
ompletion of Final Report					XXXXX	
resentation of Report (Upon Request)						XX

Attachments

A. Interview form
B. Technology Assessment Form

Attachment A – Interview form

Interviewee (name)_____
Contact Info (phone)_____ (email)_____
Interviewer _____
Date and Time_____

Interview		
	☑	**Notes/Comments**
Interview Public Safety leadership in the town.		
What do you see as the **strengths or benefit** of regionalization?		
What do you see the **weakness or issue that would need to be over come from** regionalization? • Key issues to be addressed • Barriers to implementation		
What **recommendations** would you make for the successful integration for the call taking and dispatch services of your community to be integrated into a RECC?		

Additional Notes

Attachment B – Technology Assessment Form

Site **Location**_____
Technology Contact (name)_____
Contact Info (phone)_____ (email)_____
Department _____
Date and Time_____

Technology Elements	Notes/Comments
Radio System	
1. Manufacturer	
2. Frequencies	
3. Age and Conditions	
4. Interoperability a. municipality wide b. Regional	
5. System Coverage (Gaps)	
6. Tower Sites	
7. Fiber	
8. Number, age and make of mobiles	
9. Number, age and make of portables	
Information Technology **CAD/RMS**	
Dispatch Number of positions Number of 911 positions Administrative phone system Town wide fiber	
Radio system Maintenance Provider	

Additional Notes

Edward J. Collins Jr. Center for Public Management
John W. McCormack Graduate School of Policy and Global Studies
University of Massachusetts Boston

PROFESSIONAL SERVICE AGREEMENT
TOWNS OF GRAFTON, HOPKINTON, HUDSON, MARLBOROUGH, SOUTHBOROUGH AND WESTBOROUGH
DISPATCH EVALUATION AND REGIONALIZATION OPTIONS STUDY PROCESS

Study Community Metrics

Municipality	2020 Population	2020 Total 911 calls
Grafton	19,664	3,497
Hopkinton	18,758	2,995
Hudson	20,092	4,380
Marlborough	41,793	11,176
Southborough	10,450	2,023
Westborough	21,567	8,735
Total	132,324	32,806

Collins Center

- Collins Team has core competencies that include: gathering and assessing end-user requirements; technology transition and support; understanding operational requirements as well as corresponding policy and procedures
- Collins Team has specific expertise in 911 communications systems in Massachusetts including 911 PSAP Center Operations, IT including CAD and RMS, Radio system and feasibility studies and Security systems

Thomas J. Kennedy
Qualifications

- Provided the vision, planning, funding, and key personnel to oversee the development of three State Police regional dispatch centers in Central and Western Massachusetts from 1992 to 1996
- Completed nineteen (19) feasibility studies for a total of forty-two (42) communities
- Provided project management services to establish or add communities to Regional Emergency Communication Centers

Meeting Agenda

- Meet principals of the project team
- Review the statement of work and identify any additional direction for administrative process regarding the contract
- Review project deliverables, and timeline.
- Arrange Point of Contacts for each community and timelines for PSAP visits and interviews

Process

- Survey
- Interviews
- On-site Assessments
- Analyze all aspects of current communications centers operations including technology, training and procedures
- Assess possible RECC sites to receive 911 calls and provide dispatch services to public safety agencies and units
- Assist with the best match for the municipalities in this study

Study Process

Interviews:

- Utilize a standardized list of questions for the interviews that will elicit the needed information for the study.
- Conduct a structured interview with each Chief and any designated personnel at a time that is most convenient to them. (phone or in-person)

Site Visits:

- Assess communication and IT systems
- Examine current costs and potential RECC costs to join
- Call volume
- Physical plant and layout
- Info on operations, staffing, training and supervision

Study Process

Equipment:

- current technology, radio systems, telephone systems and software being utilized.
- how a regional center would affect interoperability of communications on a local, regional, and statewide basis.
- the ability to share currently separate applications between each town such as, but not limited to, CAD systems, mapping systems, and radio systems.
- compatibility of current radio systems, mapping, telephone and related equipment at each current center and identify required equipment at new regional center.

Study Process

Staffing:

- personnel structures and costs.
- number of personnel working each shift as well as specific job descriptions.
- the core and supplemental services provided by current communications personnel.
- Staffing Requirements

Facility Analysis

- Number and classification of employees
- Space requirements
- Call volume and surge capacity
- OSHA and ADA Requirements

Operational Review

- Written dispatch protocols
- NFPA 1221 Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems, specifically Chapter 7
- Association of Public-Safety Communications Officials (APCO) best practices.
- A checklist will be developed for these purposes.

Study Process

Functional Requirements

- Dispatch area for specific number of workstations/positions
- Utility/phone systems
- IT/radio room
- Office Space
- Employee area
- Meeting space
- Storage area
- Ability to provide 911 call surge capacity.

Study Process

Financial:

- personnel structure and costs at the current PSAP and at any RECC of interest and the personnel costs for staffing of a regional center.
- the one-time and recurring operational and capital costs of consolidation and the financial impact on each community.
- costs to maintain or increase other public safety services, such as lock-up-up monitoring expenses, administrative duties, and walk-in traffic.
- one-time and annual financial resources, as well as requirements associated with such funding, from the MA State 911 Department to provide ongoing support and sustainability into the future.

Timeline

Event	Month 1	Month 2	Month 3	Month 4	Month 5
1. Kick-off Meeting	XXXXX				
1. On-Site Visits, Interviews with Personnel, and Data Collection	XXXXX	XXXXX	XXXXX		
1. Analysis and Preparation of Report			XXXXX	XXXXX	
1. Review of Draft with the Town				XXXXX	
1. Completion of Final Report					XXXXX
1. Presentation of Report (Upon Request)					XXXXX

Benefits of RECC

- The top five cited Benefits of an RECC as believed by the interviewees are as follows:
  - **Standardized/use of the same dispatch protocols**
  - **Resources – more dispatch personnel for major events and increased surge of 911 calls**
  - **Cost Savings, Financial Support – state contributions to center development and recurring costs**
  - **Enhanced Mutual Aid**
  - **More efficient service to the public within dispatching and emergency response**

Concerns

The top five cited Weaknesses/Concerns of an RECC as believed by the interviewees are as follows:

- **Labor issues – seniority**
- **Keep out the dynamics of politics**
- **Not having anyone at the PD window or to monitor prisoners**
- **Loss of local knowledge, i.e., landmarks and etc.**
- **Need updated dispatch protocols**

Transition Recommendations

- The top five cited recommendations for a successful transition to a RECC:
  - **Need open communications/transparency**
  - **Work out labor / union issues**
  - **Provide a greater level of training opportunities**
  - **Transition training:**
    - **Dispatch protocols (P&Ps and radio codes)**
    - **Local knowledge-landmarks, repeat callers and responder nuances**
    - **Management coordination meetings**
    - **Ride along with public safety personnel from new community**
  - **Requires a clear Implementation Plan**

Role of State 911 Department

- Policy and Incentives to Regionalize Emergency Communications
- Support and Incentive Grants
  - Call volume and population
- Regional Development Grants
  - Equipment – Start up and replacement costs
  - Transition Awards

Present Nationwide Efforts

- Regionalization of 911 Dispatch Center
- Next Generation 911 – Receipt of 911 information from varied communication mediums
- First NET – Interoperability of public safety communication systems

Thank you

Thomas Kennedy
Thomas.Kennedy@umb.edu
(508) 243-9720

Legal Notice of

POLE HEARING

Town of Southborough

The Southborough Board of Selectmen shall hold a public hearing on Tuesday, October 5, 2021 at 7:00 p.m. in a virtual meeting, to consider a request for permission by Mass. Electric Company (National Grid) and Verizon New England Inc. to install a new pole (P 11-5) to be located at 25 School Street. The meeting may be viewed by the public through a link located at https://www.southboroughtown.com/remotemeetings

Southborough Board of Selectmen September 21, 2021

Town Copy

nationalgrid

Town of Southborough
Board of Selectmen
17 Common St
Southborough, MA 01772



September 10, 2021

To whom it may concern:

Enclosed please find a petition of NATIONAL GRID and VERIZON NEW ENGLAND INC., covering joint NATIONAL GRID-VERIZON NEW ENGLAND pole locations

If you have any questions regarding this permit, please contact Wendy Paluch:

401-784-4267
wendy.paluch@nationalgrid.com
280 Melrose Street 3rd Floor, Providence, RI 02907

Please notify Ms. Paluch of the hearing date / time.

If this petition meets with your approval, please return an executed copy to each of the above-named Companies.

Very truly yours,

Robert Leonida

Robert Leonida, Engineering
Supervisor, Distribution Design

Enclosures

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

August 11, 2021

To the Board of Selectmen
of the Town of Southborough, Massachusetts

MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC.
request permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary to be owned and used in common by your petitioners, in the following public way or ways:

School St

National Grid to install new Pole P11-5

Wherefore they pray that after due notice and hearing as provided by law, it be granted joint or identical locations for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as they may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked: **MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC.**

Plan No. **30342023** Dated: **7/30/2021**

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

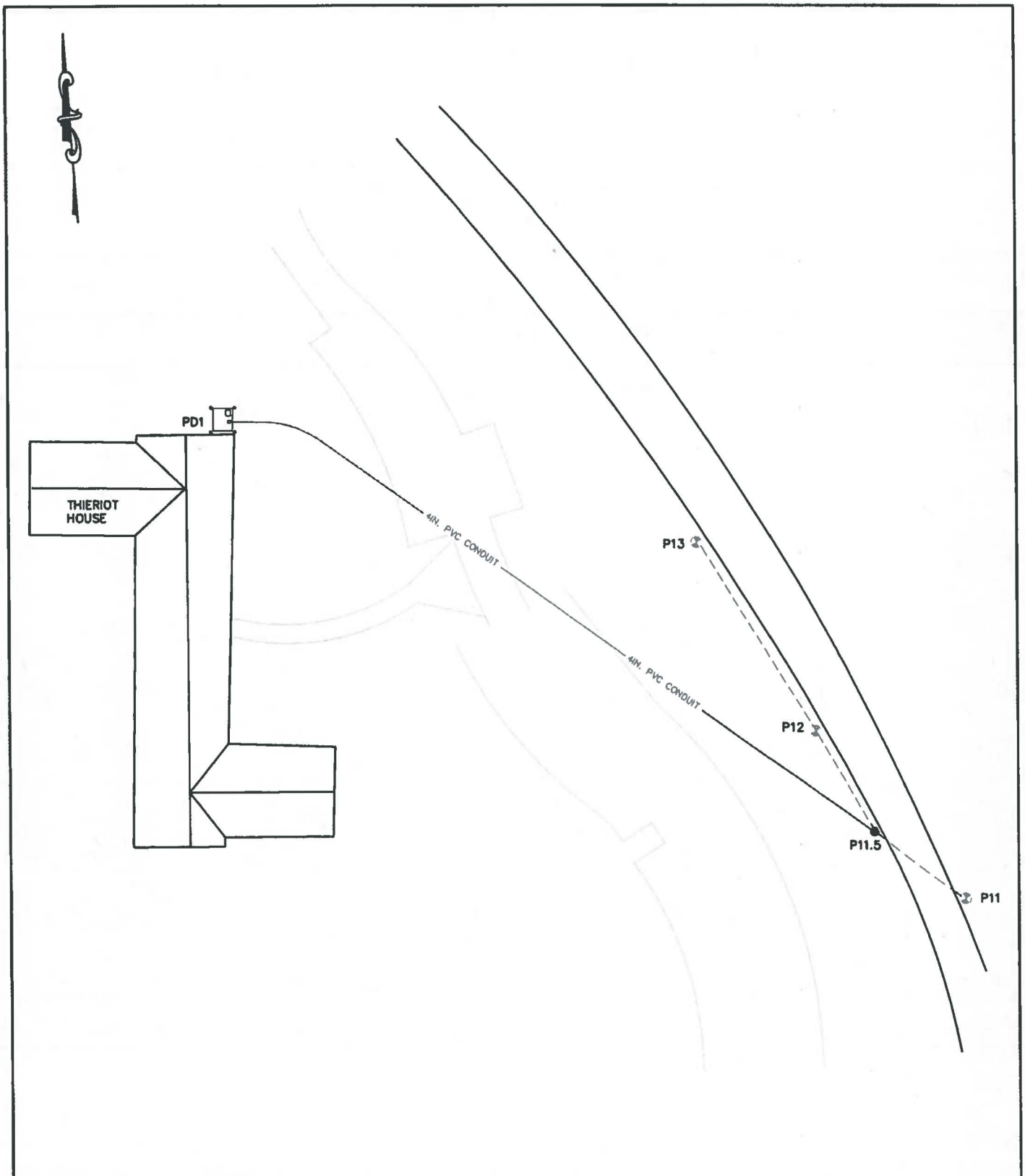
Your petitioners agree to reserve space for one cross arm at a suitable point on each of said poles for the fire, police, telephone and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

MASSACHUSETTS ELECTRIC COMPANY

By: Robert Leonicka
Manager of Distribution Design

VERIZON NEW ENGLAND, INC.

Albert C. Bessette
By: _____
Manager, R.O.W.



LEGEND

- PROPOSED J/O POLE
- EXISTING J/O POLE
- 3 PHASE TRANSFORMER PAD
- BALLARD
- 4IN. PVC CONDUIT — 4IN. PVC CONDUIT
- OVERHEAD CONDUCTOR

ST. MARK'S SCHOOL
PETITION

25 SCHOOL ST. SOUTHBORO, MA.

SHEET 1 OF 2

Date 7/30/2021
Designer D.L.
W/R 30342023

nationalgrid

Legal Notices

25 SCHOOL STREET
LEGAL NOTICE
of
POLE HEARING
Town of Southborough

The Southborough Board of Selectmen shall hold a public hearing on Tuesday, October 5, 2021 at 7:00 p.m. in a virtual meeting, to consider a request for permission by Mass. Electric Company (National Grid) and Verizon New England Inc. to install a new pole (P 11-5) to be located at 25 School Street. The meeting may be viewed by the public through a link located at https://www.southboroughtown.com/remotemeetings

Southborough Board of Selectmen

AD#13984560
MWDN 9/21/21

---

190 BOSTON POST ROAD W
LEGAL NOTICE
Public Notice of Site Plan Submission

A proposed site plan has been submitted for the following project and is available for public inspections during regular business hours 9:00 am – 5:00 pm at the Conservation Office, Marlborough City Hall Basement Level 140 Main Street, Marlborough, MA 01752 Tel 508-460-3768.

Date of Meeting 9/21/21

Project Name and Type or Use Bank of America - Retail Bank (Use B)

Project Street Address 190 Boston Post Road W, Marlborough, MA 01752

Applicant's Name Matthew Silva

The City will accept public comments in written form until 14 days from the date of this publication. This notice is published in accordance with the City Code, Chapter 270-2 Site Plan Review and Approval.

AD#13984785
MWDN 9/21/21

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120 JEFFREY AVE.
LEGAL NOTICE
TOWN OF HOLLISTON
ZONING BOARD OF APPEALS

In accordance with the Town of Holliston Zoning By-Laws and MGL, c. 40A, the Board will hold a public hearing at 8:10 p.m. on Wednesday, September 29, 2021. The purpose of the hearing is to consider the Special Permit petition of applicants, David Dubin and Alex Buckler, for relief under the provisions of Sections III(D)(17) Commercial Uses and VI-E for operation of a gym. The locus is 120 Jeffrey Avenue in the Industrial (I) zoning district. Owner is D&B Real Estate Management, LLC.

The hearing is being held virtually and both meeting attendance instructions and application materials are available on the Zoning Board's calendar and upcoming hearings tab (https://www.townofholliston.us/zoning-board-of-appeals). All application materials are also available for review in the Town Clerk's Office during regular business hours. All interested parties are invited to attend virtually or submit written comments.

John Love
Chairman

AD# 13982971
MWDN 9/14, 9/21/2021

441R Washington St.
LEGAL NOTICE
TOWN OF HOLLISTON
ZONING BOARD OF APPEALS

In accordance with the Town of Holliston Zoning By-Laws and MGL c. 40A, the Board will hold a public hearing at 8:05 p.m. on Wednesday, September 29, 2021. The purpose of the hearing is to consider the Special Permit petition of applicant JD Automotive Service LLC, d/b/a Boudreau's Automotive for relief under the provisions of Sections III(E)(1 & 4) and VI-E for repair and car sales. The locus is 441R Washington Street in the Commercial (C-1) zoning district. Owner is Sardinha Family Ltd. Partnership.

PB BYLAW AMENDMENT
LEGAL NOTICE
Town of Hudson
Public Notice of Hearing

In accordance with the provisions of M.G.L. Chapter 40A, Section 5, the Hudson Planning Board will hold a public hearing on October 5, 2021 fully remote Pursuant to the Chapter 20 of the Acts of 2021 Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, on whether the Town will vote to amend the Zoning Protective By Laws to delete, in their entirety, the existing Zoning By-law, including the Zoning Map and substitute a new document entitled "Town of Hudson Protective Zoning By-laws" and new Zoning Maps.

New components have been added to the By-laws to not only enhance the user experience, but help the Building Commissioner with zoning enforcement issues, and reflect new land uses over the past 60 years. New components include the following:

- updated land-use definitions
- a solar by-law,
- a drive-through by-law,
- updated parking requirements by land-use
- a table of land uses by zoning district,
- the consolidation of zoning districts
- the digitization of the Zoning Maps and;
- clarity to the section on non-conforming uses and structures.

A new updated and reformatted zoning booklet has been created, which looks different from the current zoning booklet used today. It should be noted that there are no substantive changes being proposed as part of the By-laws update. All zoning district and overlay district regulations will remain exactly the same as they are today. One district boundary tweak is being proposed for the Downtown Zoning district to include 31 and 35 Washington Street, Map 29 Parcel 272 and Parcel 274, 32 Washington Street Map 29 Parcel 235 and two minor boundary corrections are being proposed for consistency purposes.

The text of these proposed amendments and any related maps are on file with the Town Clerk and the Department of Planning and Community Development at 78 Main Street, Hudson, MA and may be reviewed during business hours. For more information contact the Department of Planning and Community Development at (978) 562-2989. All persons interested or wishing to be heard relative to the proposed zoning amendment should appear at the time and place designated above.

Hudson Planning Board Chair Robert D'Amelio

A Public Hearing will be held on said petition via remote participation with instructions to be posted on the Planning Board meeting agenda 7:00 PM, Tuesday October 5, 2021.

AD#13984359
MWDN 9/21, 9/28/21

MECHANICAL, ELECTRICAL AND PLUMBING ON-CALL SERVICES
LEGAL NOTICE
NOTICE TO CONTRACTORS

MECHANICAL, ELECTRICAL AND PLUMBING ON-CALL SERVICES

The City of Marlborough, the Awarding Authority by its Department of Public Works- Facilities Division invites SEALED BIDS from qualified contractors to provide on-call services for maintenance, testing, routine repairs emergency repairs, troubleshooting and operation, and installation of new equipment relating to mechanical electrical and plumbing trades ("MEP") Contract No. PF 2022-01 MEP. A one-year contract will be awarded in each of the following three (3) trades: **Trade: 1 – Mechanical / HVAC Controls; Trade: 2 - Electrical; Trade: 3 - Plumbing at various City locations.**

Legal Notices

You know that noise your heart makes when you work out?

IT'S CALLED APPLAUSE.

Think of each beat as your heart's way of cheering you on for staying physically active. Want a standing ovation? Try keeping your diet low in cholesterol and saturated fat too. For more ways to lower your risk of heart attack and stroke, visit www.americanheart.org or call 1-800-AHA-USA1

SPECIAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Special Town Meeting
on

Monday, November 1, 2021
7:00PM

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10. Amend Town Code – Zoning – Downtown District xx

DRAFT 211001

Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions.

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

DRAFT 1001

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Introduction to the Rules of Town Meeting (continued)

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Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it's substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

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Introduction to the Rules of Town Meeting (continued)

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

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FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that...(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

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TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS

ANNUAL TOWN MEETING

Worcester, ss. October 5, 2021

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

Monday, November 1, 2021

at ***7:00 p.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at November 1, 2021 Fall Town Meeting]

This bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through G ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

* * *

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

POSITION TITLE	**PAY GRADE**
DEPARTMENT HEADS & MANAGEMENT STAFF	
Superintendent of Public Works*	9
Finance Director/Treasurer-Collector*	
Assistant Town Administrator	8
Director of Facilities	
Library Director	
Building Commissioner	

IT Manager	
Police Lieutenant	
Town Accountant*	
Director, Council on Aging	
Principal Assessor*	
Conservation Agent	7
Director, Youth & Family Services	
Director of Recreation	
Town Planner	
Senior IT Specialist	

SUPERVISORS & TECHNICAL STAFF	
Assistant Town Clerk	6
Assistant Director, Youth & Family Services	
Outreach Coordinator	
Assistant Library Director	
Police Business Administrator	
Program Manager, COA	
Business Administrator II	5
Children's Librarian	
Staff Engineer	
Executive Assistant to the Board of Selectmen	
Program Coordinator	
Deputy Assessor	
Business Administrator I	4
Maintenance Technician	
Assistant Treasurer/Collector	
Assistant Town Accountant	
ADMINISTRATIVE & SUPPORT STAFF	
Administrative Assistant	3
Senior Library Assistant	
Library Assistant	2
Maintenance Mechanic	
Maintenance Custodian	1

*when not under contract

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Rates for Full-Time Positions

Grade	Minimum		Midpoint		Maximum	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
1	$39,236	$18.86	$45,149	$21.71	$51,063	$24.55
2	$42,178	$20.28	$48,505	$23.32	$54,832	$26.36
3	$45,341	$21.80	$52,143	$25.07	$58,945	$28.34
4	$50,446	$24.25	$59,274	$28.50	$68,103	$32.74
5	$54,230	$26.07	$63,719	$30.63	$73,209	$35.20
6	$58,297	$28.03	$68,498	$32.93	$78,700	$37.84
7	$70,063	$33.68	$84,077	$40.42	$98,089	$47.16
8	$82,325	$39.58	$98,790	$47.50	$115,255	$55.41
9	$96,731	$46.51	$116,077	$55.81	$135,424	$65.11

; or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees. The position "Senior IT Specialist" is being added to Grade 7 of the Classification Schedule, which will support the funding request that was approved by Town Meeting in May 2021.*

ARTICLE 2: To see if the Town will vote to amend the Town's General and Zoning Bylaws by changing the term "Board of Selectmen" to "Select Board" in all mentions of the same throughout the entirety of the General and Zoning Bylaws, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The name change is to promote inclusion and diversity in Southborough's town government. The board will remain under the current confines of the Board of Selectmen authority. Over 100 towns in the Commonwealth have already adopted the name change.*

ARTICLE 3: To see if the Town will vote to amend Article 7 of the May 22nd, 2022 Annual Town Meeting as follows:

Budget 542 - Board of Health FY22	Original Vote	Proposed Amended Amount	*Change*
51000-51990 Personal Services	132,068	201,291	*69,223*
52000-58990 Other Charges & Expenses	70,624	70,624	-
TOTAL	**202,692**	**271,915**	***69,223***
Budget 910 - Employee Benefits FY22			
910-51720 Health Insurance	5,283,905	5,303,302	*29,397*
910-51780 Dental Insurance	248,964	250,026	*1,062*

And to increase the Total raise and appropriate FY22 budget by $99,682;

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And further to amend Article 8 of the May 22, 2022 Annual Town Meeting as follows:

Water Enterprise Fund 6161		Original Vote	Proposed Amended Amount	*Change*
400-450-56940	Mass Water Resources- Water	1,420,000	1,270,000	*-150,000*

, or act or do anything in relation thereto.

Proposed by: BOARD OF HEALTH and BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The BOH is requesting an increase for the Public Health Director and Public Health Nurse salary and benefits line items. This was not brought forward at annual town meeting to allow for the town to take advantage of FEMA and CARES funding. The incremental is to cover the remainder of FY22 that is not budgeted for. In addition, the Board of Selectmen is looking to reduce the line item for the MWRA water assessment in the Water Enterprise Fund. It has been determined that the amount voted in May can be reduced as the MWRA water assessment figures have been refined.*

ARTICLE 4: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	**Request**	**Levy**	**Other Funds**
A.	Engineering/Capital Feasibility Studies	$ 30,000	$ 30,000	
B.	IT: Server replacements	$ 85,000	$ 85,000	

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:
A. This item will allow the Capital Planning Committee along with numerous other town Boards, Committees, and Department Heads to continue exploration and any other preliminary design in developing a comprehensive capital plan related to the building needs of all town departments currently located in the Town House, Cordaville Hall, South Union School, DPW Facility, Library and School Administration space. Any proposed funds to be spent with this article will only be allowed after a presentation to and authorization by the Board of Selectmen.
B. This item will replace our 3 physical servers and upgrade our licensing. The current set up of servers have reached their end-of-life support. Also, the current configuration is insufficient for the number of virtual servers (VM's) that are currently set up. Memory on all of the host servers is approaching maximum utilization and storage has also reached its capacity. We currently have 14 VM's that reside on 3 host (physical) servers, 9 of which are critical for all town services including public safety. Servers that are on-premise currently need to remain that way to support the public safety complex and internal domain resources. Domain resources include print server, domain controller and file server.

ARTICLE 5: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $25,000 for the purpose of funding a comprehensive traffic study for the Town of Southborough that will determine the most optimal routes for heavy commercial vehicles travelling through Town, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The Board of Selectmen has received requests for truck exclusions on various roads. Due to requirements from Mass DOT, alternative routes must be determined in order to put new exclusions in place. This study will be used to determine the best routes for trucks to travel through Southborough.*

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ARTICLE 6: To see if the Town will vote to amend the provisions of the Southborough Code, Section 9.8 and 9.12 thereof, as follows:

§ 9-8 Establishment; membership; residence requirements. [Amended 4-12-1999 STM by Art. 1; 10-21-2002 STM by Art. 7; 4-15-2008 ATM by Art. 34]
There shall be an Advisory Committee, which shall consist of ~~nine~~ seven voters of the Town. No member shall be appointed who is a Town officer, employee or member of another Town committee, appointed or elected; provided, however, that an Advisory Committee member may belong to one ad hoc committee that is appointed by an elected board or official, or one other committee appointed by the Moderator under the following restrictions:

A. The Advisory member's participation is approved by majority vote of the Advisory Committee excluding the member desiring to participate in the above committees.

B. The Advisory member may not vote or be counted for purposes of a quorum during Advisory meetings when matters subject to the jurisdiction of the above other committees are presented to the Advisory Committee.

§ 9-12. Appointment of Chairman and Secretary.
Said Committee shall choose from its membership a Chairman, a Vice-Chairman and a Secretary.

, or act or do anything in relation thereto.

Proposed by: ADVISORY COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The proposed article makes the following changes to the current Advisory by-law:*
§ 9-8 - Proposed article (1) reduces the number of members on the Advisory committee from nine to seven.
§ 9-12 –Proposed article adds the office of Vice-Chairman.

ARTICLE 7: To see if the Town will vote to amend the provisions of the Southborough Code, Chapter 41-2 entitled Notice of Town Meetings by appending the following language to the section:

"and fourteen days, at least, before the time appointed for a Special Town Meeting."

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This language clarifies the existing bylaw so it complies with G.L. Ch 39, S 10.*

ARTICLE 8: To see if the Town will vote to amend the provisions of the Southborough Code, by creating a new section §41-2.1 entitled Location of Town Meeting by adding the following:

§ 41-2.1 Location of Town Meeting
Due to reasons such as a lack of physical capacity in a suitable auditorium or other facility in Southborough, or an emergency, the Board of Selectmen may specify in a warrant for an annual or special town meeting that the meeting is to be held or in any town contiguous to Southborough. Town meeting may also vote to adjourn to such a facility if it deems appropriate.

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article would give the Board of Selectmen the option to direct that a town meeting be held in any of the towns contiguous to Southborough. For example, a town meeting could be held at Algonquin Regional High*

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School if the town were unable to hold the meeting in Southborough due to a lack of physical capacity or an emergency.

ARTICLE 9: To see if the Town will vote to amend the provisions of the Southborough Code, by renaming Article III to "Annual Report", by deleting section 41-26 in its entity, and creating a new section 41-26.1 entitled "Availability of Annual Report", as follows:

§ 41-26.1 Availability of Annual Report
No later than seven days before an annual town meeting, the Selectmen shall make copies of the Annual Town Report available to the public by placing it on the town website and at the Southborough Town House.

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article would correct the conflicting language in Southborough Town Code sections 41-2 and 41-26.*

ARTICLE 10: To see if the Town will vote to amend the Town Zoning Bylaw as follows:

Part 1. Amend Article I, Miscellaneous Provisions, **§ 174-2** Definitions, by adding the following new terms and definitions in appropriate alphabetical order.

BED AND BREAKFAST

Bed and breakfast is an establishment on owner-occupied property offering transient lodging accommodations to the general public, with not more than four guest rooms and food service limited to breakfast for guests.

CO-WORK CENTER

A building or portion thereof used for flexible work spaces offering short-term, monthly, or longer lease periods for self-employed people or people working for different employers, and typically providing shared furnishings, equipment, and business support services.

ESTABLISHMENT

An institutional, business, commercial, or industrial activity that occupies all or a portion of a building; a place of business.

FAÇADE

The external faces of a building.

FRONTAGE OCCUPANCY

The percent of a lot's street frontage that is occupied by a building between the minimum and maximum front setback range.

LANDSCAPED GREEN SPACE

Land that is covered with grass, trees, shrubs, or other vegetation and may include a pervious walkway that meets accessibility standards.

MICROBREWERY

A microbrewery is a licensed establishment that produces and distributes beer, ale, or other malt beverages, and which may include accessory uses such as tours of the microbrewery, retail sales, and a

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taproom for on-site consumption. In addition to selling beer at retail on the premises, a microbrewery may act as wholesaler for beer of its own production for off-site consumption if it has a valid pub brewery license from the Commonwealth of Massachusetts.

MIXED-USE DEVELOPMENT

A development that includes any combination of permitted nonresidential uses and one or more dwelling units within a single structure; provided, however, that the inclusion of two (2) or more dwelling units in a mixed-use development shall not be deemed a multifamily dwelling. The ground floor facing the street shall be used only for permitted nonresidential uses, and residential dwellings cannot exceed 40% of the gross floor area of the above ground level floor space of the building (no residential dwellings in the basement level).

Part 2. Amend Article II, Establishment of Districts, **§ 174-3 Districts enumerated,** by adding the following new district:

M. Downtown District, referred to as DD

Part 3. Amend Article III, Use Regulations, **§ 174-8.C.(2)** as follows (amendment shown in italics)

Not more than one principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a business district or Industrial Park District, or a mixed-use development in the Downtown District, shall be deemed to be in a single principal permitted use. . . .

Part 4. Amend **Article III, Use Regulations**, § 174-8, Schedule of Use Regulations, by adding the following new section:

§ 174-8.12 Downtown District

A. Permitted uses are as follows:

(1) All uses permitted in the residential districts (RA and RB).

(2) Mixed-use development, provided that each nonresidential use in the development is a permitted use under this Section 174-8.12(A) or Section 174-8.12(B) and provided that the number of dwelling units does not exceed three (3).

(3) Professional or business office, or bank, but not including a medical or dental office.

(4) Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsperson, or bakery.

(5) Bed and breakfast.

(6) Child care center.

(7) Co-work center.

B. Permitted uses, up to a maximum of 3,000 square feet per establishment.

(1) Retail sales and services.

(2) Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited).

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(3) Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive- through service is prohibited).

(4) Personal services such as barber shop, beauty salon, tailor, or shoe repair.

C. Permitted uses by special permit from the Planning Board are as follows:

(1) Any use listed in Subsection B exceeding 3,000 sq. ft. per establishment.

(2) Mixed-use development that includes a nonresidential use that is a permitted use under Section 174-8.12(A) or Section 174-8.12(B) but with four (4) or more dwelling units.

(3) Mixed-use development that includes a nonresidential use requiring a special permit under this Section 174-8.12.

(4) Microbrewery.

(5) Veterinarian, animal hospital, or animal clinic.

(6) Medical or dental office.

(7) Multifamily dwelling, up to twelve units, not to exceed ten (10) units.

(8) Private garage or parking for more than three cars or more than one truck or other commercial vehicle.

(9) Indoor recreation, athletic or exercise facility.

D. Uses by special permit from the Zoning Board of Appeals are as follows:

(1) Accessory apartment.

(2) Conversion of a one-family house in existence for two years or longer to a two-family dwelling, on a lot with a minimum of 15,000 square feet.

(3) A mobile home or travel trailer used as a dwelling or business quarters for more than 30 days in a year.

E. Prohibited uses. All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations are prohibited.

F. Development standards are as follows:

(1) Minimum lot area: 5,000 square feet.

(2) Minimum frontage: 60 feet.

(3) Minimum setbacks:

(a) Front: 10 feet.

(b) Rear: 35 feet.

(c) Side: 10 feet; 25 feet if adjacent to a residential district.

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(d) Other street: 10 feet

(4) Maximum front setback: 20 feet unless waived by the Planning Board.

(5) Maximum Floor Area Ratio: 0.30 as of right, or a maximum of 0.50 by special permit from the Planning Board.

(6) Minimum landscaped green space: 20 percent. At least 50 percent of the landscaped green space shall be contiguous and located between the front building line and front lot line unless the Planning Board approves a different placement of the landscaped green space as part of Site Plan Review.

(7) Minimum Façade Buildout (% Lot Width) unless waived by the Planning Board.

(a) With less than 50 feet of frontage: N/A

(b) 50-80 feet of frontage: 60%

(c) Over 80-100 feet of frontage: 70%

(d) Over 100 feet of frontage: 75%

(8) Height regulations:

(a) Maximum building height: 35 feet and three stories,

(9) Residential dwellings. Single-family or two-family dwellings in the Downtown District shall comply with RB District standards.

G. Building Regulations

(1) The principal entrance(s) to the building shall be on the front façade, which shall face the street.

(2) The maximum distance between street-level entrances in a single building shall be 35 feet unless waived by the Planning Board.

(3) The maximum depth of street-level commercial spaces shall be the lesser of 30 feet or 60 percent of the depth of the building unless waived by the Planning Board.

(4) The maximum front setback in Section F(4) may be increased for purposes of amenities such as landscaping, a plaza, square, courtyard, recessed entrance, sidewalk, multi- use path, raised terrace, façade offsets, or outdoor dining, but not for vehicle use.

(5) Affordable housing. In any multifamily or mixed-use building with four or more units, at least 12.5 percent of the units shall be affordable housing that is eligible for the Chapter 40B Subsidized Housing Inventory (SHI) in accordance with the Chapter 40B regulations and Guidelines of the Massachusetts Department of Housing and Community Development (DHCD).

H. The operation of any marijuana establishment as defined in MGL c. 94C, § 1, including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough.

DRAFT 211001

Part 5. Amend Article III, Use Regulations, by adding the following new section, **§ 174-10.2 Downtown District plan approval.**

In the Downtown District, major site plan approval shall be by special permit from the Planning Board for any use requiring a special permit. In such cases, the procedural requirements and decision criteria of § 174-9, § 174-10, and 174-10.1(A) through (C) shall apply. The Planning Board may adopt design guidelines and apply them to major site plan approval applications regardless of whether a special permit is required. The Planning Board is authorized to promulgate design guidelines to carry forth the purpose and intent of these Bylaw provisions.

Part 6. Amend Article III, Use Regulations, § 174-12 **Parking and loading regulations**, by inserting the new Section F below and relabeling the existing Section F. Egress to Section G.

F. Exceptions in the Downtown District. Off-street parking requirements for development in the Downtown District shall comply with Section E above except for the off-street parking requirements for the following uses:

(1) Dwellings: two spaces for each dwelling unit, plus one space for each 80 square feet of floor area devoted to a customary home occupation or a professional use.

(2) Bed and breakfast: one space for each guest room plus two spaces for the owners of the premises.

(3) Restaurants and other places serving food or beverages: one space for each four seats.

(4) Mixed-use development: one space per dwelling unit and one space per 300 square feet of nonresidential floor area.

(5) Professional or business office: one space per 300 square feet for ground floor offices and one space per 350 square feet for offices above the first floor.

Part 7. Amend Article II, Establishment of District, § 174-4 **Zoning Map**, by adding the new *Downtown District* to the Southborough zoning map.

; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The purpose of this article is to revitalize Southborough's historic downtown district, while promoting small scale mixed-use development, diversity in housing, and connectivity. This is achieved by updating permitted uses, allowing mix-use development which entail both commercial/retail and residential in one building, and by allowing by right development which allows for approval or issuance of a building permit with no additional permits required. The last major change to our Downtown zoning was the creation of the Business Village District in 1993.*

DRAFT 21-001

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this fifth (5th) day of October, 2021.

_____

Lisa M. Braccio, Chair

_____

Chelsea M. Malinowski, Vice-Chair

_____

Martin F. Healey

_____

Sam Stivers

_____

Andrew R. Dennington

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH

Attest:

_____

Kenneth M. Paulhus, Constable

DRAFT 211001

RECEIVED
By kbattles at 11:25 am, Nov 18, 2021

Board of Selectmen
Executive Session Meeting Minutes
Tuesday, October 5, 2021
Virtual Meeting through Zoom

Present: Lisa Braccio, Marty Healey, Chelsea Malinowski, Andrew Dennington, Sam Stivers and Assistant Town Administrator Vanessa Hale.

Executive Session

At 6:00 P.M. the Board voted to enter into Executive Session per M.G.L. Chapter 30A, Section 21, and returning to Open Session – to discuss strategy with respect to litigation for the below listed items (Exemption 2), as the Chair declares that an open meeting may have a detrimental effect on the Board's position:

(1) to discuss contract negotiations for the Town Administrator and the Fire Chief (Exemption 2) as the Chair has determined that an open meeting may have a detrimental effect on the Town's negotiating position; and (2) to review and approve the August 17, 2021 Executive Session minutes.

Meeting Minutes: The Board discussed suggested edits to the meeting minutes of the August 17, 2021 Executive Session. There was a motion to approve the meeting minutes, as amended. The Board voted by roll call: On a motion made by Mr. Healey, seconded by Mr. Stivers and voted by roll call all in favor, Braccio, aye; Malinowski, aye; Dennington, aye; Stivers, aye; Healey, aye.

Fire Chief Contract: Chief Achilles was admitted to the virtual meeting room. During a discussion with the Board, he illustrated that his current contract states he shall maintain certification at Paramedic level. He noted that for many years he has held this certification but rarely would have to fill that role when he worked in a larger department. In Southborough, it is a much smaller department and he is concerned that he cannot be both the Incident Commander [as Fire Chief] and provide necessary medical care to a patient as a Paramedic, if one is not readily available. He feels if both roles conflicted, it could be a concern for the Town.

Certification paperwork is due in December, so although his contract has not expired yet, he wanted to have the discussion with the Board now so as to avoid going through the recertification process if he was not going to serve as the highest ranking paramedic on medical calls. He and the Board members agreed that in his role as Chief, he should review the service, not perform it. Ms. Malinowski added she'd like to hear from Town Counsel whether the two roles should not co-exist. Chief Achilles informed the Board that the regulations would allow him to lower his status [remove certification as a Paramedic, but maintain basic EMT status] if the Board felt he should focus on the role of Incident Commander. Mr. Healey said the issue is that the contract lists the Paramedic requirement, not the public safety regulations. Mr. Stiver's commented that the Board would be modifying, not waiving, the paramedic requirement since the Fire Chief would still have EMT qualifications. Mr. Dennington agreed. After being prompted by Chair Braccio, Chief Achilles said this topic has come up now because renewal paperwork would be due this Spring and he felt he should be divested of this conflict of roles before much more time passes. Although his certification is in place until March 31, 2022, he could request the lower level designation before then. Ms. Malinowski advocated again for a legal opinion on the dual roles [and when acting as a paramedic rises above serving as an Incident Commander]. She also inquired if this situation can be resolved without opening the employment contact of the Fire Chief. Ms. Hale will contact Labor Counsel Feodoroff for her analysis. The Board will amend their October 7, 2021 agenda to take tis matter up again if Labor Counsel can respond by then.

Mr. Dennington questioned if this matter needed to be discussed in Executive Session. Chief Achilles said he was amenable to the matter being handled in public session whenever the Board determined. Mr. Healey moved that the ensuing discussion be discussed in open session, after an opinion has been sought by Labor Counsel. Mr. Stivers seconded. The Board voted unanimously by roll call vote. Braccio, aye; Malinowski, aye; Dennington, aye; Stivers, aye; Healey, aye. Chief Achilles departed the virtual meeting room.

At 6:40 p.m., Town Administrator Mark Purple joined the virtual meeting room.

Town Administrator contract renewal: The Board then met with Mr. Purple to continue discussions regarding his contract renewal, which Chair Braccio and Selectman Malinowski collaborated on with him.

Salary

- no increase in Year 1, salary determined based on completion of goals identified by the Board.
- Percentage increase will be paid into deferred comp?
- Will receive SAP percentage increase to base salary on 7/1
- Chelsea based it on 8.5 months
- Change to October 15 instead of mid-October
- Change long term insurance to "shall contribute"
- Add addendum of mutually agreed goals
- Holidays: mirror SAP
- Add name of new labor counsel
- Capitalize "Board" throughout

Mr. Stivers felt the goals were too vague. Under "Death during office" he felt that a life insurance policy would be more cost effective than an undetermined liability as it is currently worded. Mr. Stivers also noted he was not prepared to vote in favor of renewing the contract and would leave the details to the rest of the Board. Mr. Dennington questioned the amount of rollover of sick days; Mr. Purple then explained the parameters of this come from the personnel bylaw [SAP].

Mr. Dennington advised that Mr. Purple not participate too heavily in the recommendation of the percentage with the Personnel Board since he would also receive that. Mr. Healey inquired on the status of review by Labor Counsel and recommended the Board approve the final version of the contract in open session on Thursday October 7, 2021 if possible. He also spoke to changing the date of execution of the contract.

The Board voted on the changes illustrated this evening, contingent upon approval by Labor Counsel. On a motion made by Mr. Healey, seconded by Ms. Malinowski and voted by roll call: Braccio, aye; Malinowski, aye; Dennington, aye; Stivers, nay; Healey, aye.

On a motion made by Mr. Healey, seconded by Mr. Stivers and voted by roll call all in favor, Braccio, aye; Malinowski, aye; Shea, aye; Stivers, aye; Healey, aye, Executive Session was closed at 7:00 P.M. and the Board convened the open session for the regular meeting.

Respectfully submitted by Vanessa Hale, Assistant Town Administrator

RECEIVED
By kbattles at 11:51 am, Nov 04, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Thursday, October 7, 2021, 7:00 P.M.
Location: Zoom Meeting (virtual)
Present: Board of Selectmen: Lisa Braccio, Chelsea Malinowski, Marty Healey, Sam Stivers, Andrew Dennington, Town Administrator Mark Purple
Advisory Committee: Kathy Cook, Andrew Pfaff, Marci Jones, Eric Fernandez, Tom Wilson, Tim Martel, Adam Nodiff

I. **Call Meeting to Order –** Chairperson Braccio called the meeting to order at 7:05PM. All members are present. Advisory called their meeting to order at the same time.

II. Scheduled Appointments (Board may vote)

A. Joint Meeting with Advisory Committee – Ms. Braccio said that the purpose of the meeting is to hear from the article presenters on their warrant articles, and for both boards to get their questions answered.

a. Presentation of warrant articles for November 1, 2021 Special Town Meeting

i. Articles 7, 8 and 9 – Notice/Location of Town Meeting; Availability of Annual Reports
Town Clerk Jim Hegarty was present to discuss the articles. Article 7 is a housekeeping article to bring the Town into compliance with State law. Article 8 gives the Selectmen the ability to hold a town meeting in another Town contiguous to Southborough. If this were available, we could have held the November Special Town Meeting in the much larger gym at Algonquin. Article 9 is a cleanup article regarding the distribution of the Annual Report, but no other significant changes. There were no questions from Advisory or Selectmen members. Advisory will support these articles, but is not taking positions an any of the articles tonight.

ii. Article 1 – Amend Personnel Bylaw – The article was solely to create the Senior IT Technician position in the SAP bylaw that was funded in the FY22 budget in May. No one had any issues with the article. The Board felt there was strong support for this article.

iii. Article 5 – Traffic Study for HCV routes – Ms. Braccio said that this is for funding to conduct a traffic study to see where truck traffic is best suited in Town. Mr. Purple explained why it was being done. Ms. Braccio provided the history from the Flagg Road article at the May 2021 Town Meeting. She noted that it was better to address the traffic issue overall, rather than by individual street or neighborhood. Ms. Malinowski added that the Board has expressed concern about the Flagg Road safety issues and doesn't want to create a similar issue elsewhere in Town. Andrew Pfaff questioned whether or not it should be in a Selectmen's budget or in a capital article. Marci Jones questioned the scope of the study and whether it will give us the information we are looking for. Marty Healey said that this is not going to be a counting exercise; it will determine where the truck traffic is coming from and where they are going to. It is also determining how other roads will be impacted if certain streets receive truck exclusions. Mr. Purple confirmed that this is a firm bid. Ms. Cook said that the consultant's recommendations will still need to be approved by the Selectmen. Mr. Stivers said that he is hoping that we get information from the study to take a global look at routing the traffic without the current exclusions. Mr. Healey said the engineers doing the study also did the Main Street project. Eric

Fernandez was curious of the proposed start and completion dates, and also to see the scope of services. Mr. Purple will send out the scope to everyone. Adam Nodiff was also worried about the requested funding not being enough to complete the projected scope. He also was worried about the domino effects of the truck exclusions on streets and neighborhoods. Ms. Braccio said that MassDOT has not rescinded any truck exclusions in recent memory, but the process is the same as putting a truck exclusion in place. She also discussed that additional signage on Route 9 before Flagg Road will direct trucks to use the 495 cloverleaf to change direction. Ms. Malinowski asked Mr. Pfaff what the difference would be as to where the funding would reside. She thinks that this would be an evaluation of how the funding would work. Tom Wilson asked for the difference between heavy trucks and delivery vehicles. Mr. Pfaff said that it is any vehicle over 5,000 pounds, but excludes many delivery type vehicles such as Amazon.

iv. Article 6 – Advisory membership – Ms. Cook said that this article is a reconsideration of the article from the May 2021 ATM. The article is looking to reduce the membership from 9 to 7 members, and add a Vice-Chair position. They will look to consider Advisory members sitting on other committees at a later date. Mr. Healey said that his memory of town meeting was that voters opposed the article pretty strongly, and asked if Ms. Cook had spoken with anyone who opposed the article. Ms. Cook said that she did speak with Whitney Beals and Tim Litt, and hoped that a clearer article and better explanation would give a better result.

v. Article 2 – Select Board – Ms. Malinowski said this article had been under consideration for several years. It will update the name of the Board, which over 100 towns in MA have already done. She said that the change would be more inclusive with the times. Mr. Healey said that he is supporting, but that the name is dumb; he would prefer "Selectmen and Selectwomen" to be more historically accurate. Mr. Stivers said he agrees in part with Mr. Healey, but noted that the MMA changed the Selectmen's Association to the Select Board Association last year. Ms. Cook said that she agrees with Mr. Healey, as did several other Advisory members.

vi. Article 3 – Amend FY2022 Budget – Ms. Malinowski invited Dr. Heather Alker, Public Health Director, and Dr. Safdar Medina to join the discussion, and introduced Dr. Medina to the group as the newest Board of Health member. With their being a quorum, Ms. Malinowski called the Board of Health meeting to order at 7:44PM. She reviewed how the Nurse and Health Director positions were budgeted at the May 2021 meeting in order to take advantage of CARES and FEMA grant funding for COVID-19 related hours. The requested funding of $99,682 will close the gap of the employee contracts, salary and benefits, from November 1 through the end of FY22. Dr. Medina said the COVID-19 work continues as we are still in the middle of our pandemic; our case numbers are higher now than at this time last year. Booster clinics are already planned. Ms. Malinowski also discussed the benefits of the Shared Services grant for food and housing establishment inspections and regional grant applications, and also the potential for establishing more regional approaches for health moving forward. Ms. Cook said that Advisory will be having a discussion about this issue next Wednesday, and gave her version of the history of the issue. Advisory tried to separate COVID needs versus what the health department should look like long term. The FY22 budget was done as a bridge to evaluate the two enhanced positions before making a long-term commitment. Advisory had said that they would backstop the Health Director and Nurse positions for those things not covered by CARES and FEMA for reimbursement. Ms. Cook also wants to read Dr. Fazen's

report. She needs more time before making a recommendation on the article to Town Meeting. Ms. Malinowski said that the Board of Health discussed this, came up with various funding options, and chose to fully fund both positions and alleviate any Reserve Fund Transfer requests to Advisory later in the year. Mr. Pfaff questioned whether we need to add money to benefits or if line item will cover and Mr. Purple explained the limitations of the current benefits budget. Ms. Cook will send out a copy of Dr. Fazen's report to all Advisory members, and a memo on the history of the FY22 budgeting for Board of Health. Mr. Dennington asked about the joint sponsorship of the article, and Mr. Purple explained. Mr. Purple also explained the need for the change to the water enterprise line item for MWRA assessment. Ms. Malinowski adjourned the Board of Health meeting at 8:06PM, unanimous roll call vote, 2-0-0 (Medina – aye; Malinowski – aye).

vii. Article 10 – Zoning – Downtown District – Ms. Braccio gave a presentation on the proposed changes and benefits of the article to the Downtown. Ms. Cook asked what we hoped to have the bylaw change achieve. Ms. Braccio said that the hope was to open up our downtown to development and diversity in housing. Ms. Braccio said that the bylaw gives additional incentives to revitalize and options to upgrade downtown. She discussed the by-right uses without a special permit. She talked about the public outreach and the Planning Board public hearing process; everyone had a seat at the table. Planning Board is supporting the article, and that is a very positive thing. Ms. Braccio explained that FAR only affects the use inside of the building. The bylaw lessens some of the restrictions for parking. She also discussed the map for the new district. Ms. Braccio also acknowledged some of the existing concerns of the EDC regarding the proposed bylaw; she hopes that some of these concerns can be addressed through the Planning Board hearing process, which is still open. Ms. Cook asked what could be overridden by special permit. Mr. Dennington commented on the FAR being requested by EDC; that it is not a reduction to the current FAR because it does not currently exist in the bylaw. Ms. Braccio concurred, that when the BV district was established in 1993, there was no FAR assigned. Ms. Braccio reviewed the changes to the bylaw made at the Planning Board meeting and approved by the Selectmen. Ms. Cook said that there is clearly still a lack of consensus on this article; currently only unanimous Planning Board support and BOS support, with EDC meeting this evening. Mr. Martel is appreciative of the mixed-use approach, but doesn't think the bylaw is ready for town meeting. He has concerns about the permitted uses, including multifamily dwelling. Ms. Luttrell explained the inclusion of the use from the Planning Board perspective, and the protection by making it by special permit instead of by-right. She said that SHOPC requested its inclusion. Mr. Healey discussed the development process of the bylaw, and that EDC was driven by increasing mixed use. He feels that goal was undercut if the sentiment is that it might never happen. Ms. Cook asked if Mr. Healey supports the article. He said he supports it going on the warrant, and that EDC can make an argument to go back to what was agreed upon for a bylaw at the start of the process. Mr. Healey said that he supports the article because it includes a number of provisions that are long overdue for addressing the downtown, but is unsure if it will actually do anything. Ms. Luttrell said that any changes happened through the hearing process; you can't go into the hearing process with a finished product that doesn't encourage public input. Ms. Braccio said that she appreciates the time that Planning Board put into the process on the bylaw. Ms. Cook questioned what will happen at town meeting if there is split support. Mr. Dennington said that he agrees that the

changes are long overdue, but that the actual impacts are unknown. He asked when the next date is for the Plannning Board hearing on the bylaw (October 18), and suggested that it may be beneficial for Advisory members to attend. Mr. Stivers echoed the comments of Mr. Dennington in terms of educating people and generating support. Ms. Cook asked if EDC would attend the next Planning Board hearing date to try and come to some consensus, and Ms. Braccio said that she hoped so. Mr. Pfaff thanked everyone for their efforts, and said we are close on consensus. He thinks the 40% should be 50%, thinking about a two-story building with storage on the third floor. He thinks more should be done by right to attract the interest of developers. Mr. Pfaff thinks the allowable dwelling units under Section A2 should be four, instead of three. He thinks Section C2 should allow five dwelling units. He thinks .35 for FAR is a better number. Ms. Jones said its hard for Advisory to know what it is discussing since EDC is not in agreement with the bylaw right now; it doesn't feel like she is looking at a finished product. She would like a cost benefit analysis on the development as allowed under this bylaw; there is no data to show what the Town will have to pay for these improvements and how we will pay for it. Ms. Jones asked if any conversations with developers took place to get their opinion on the proposed bylaw. Mr. Healey said that this is a zoning article, and is cost neutral. A developer will have to come up with a plan that address the sewage or lack thereof, and any impact on the Town would have to be decided by the Selectmen and town meeting. Mr. Martel looks at Ms. Davis' comments in terms of economic opportunity costs. Ms. Cook said that she would also take out Section C7. She feels that some of the Planning Board changes were arbitrary. Mr. Fernandez shares similar concerns with Sections A2, C2, and C7, and would like to see more as of right uses. Ms. Cook said that Advisory's role isn't to change the article, it is to take a position on what is in front of them. Too many amendments will kill the article at town meeting, and she hopes that EDC and Planning Board can find common ground before town meeting. Mr. Pfaff said that there is time to do just that, and does not support the current version. Mr. Healey implored Planning Board to revisit the FAR issue. Ms. Braccio said that too many amendments will make it likely to indefinitely postpone the article at town meeting. Mr. Healey said that changing a few numbers won't overwhelm people, and that consensus amongst the boards is the most important thing for passing the article. Ms. Cook said that amendments can be made, so long as everyone supports them. Mr. Stivers said that it is a challenge at town meeting without visual aids to help people, but that is not insurmountable if people agrees on the changes. Mr. Dennington supports the article, amended or not, and hopes that people can galvanize around the article. Mr. Dennington supports the need for Section C7 in the bylaw. Ms. Braccio thanked Advisory for their input, and appreciated the discussion in anticipation of the next Planning Board hearing date on 10/18.

viii. <u>Article 4 – Capital Budget</u> - Jason Malinowki, Capital Planning Committee Chair, and Jason Montijo, IT Manager, joined the meeting. Mr. Malinowski discussed the two articles. He said that the Capital Feasibility article will provide funding to plan and do preliminary work for capital projects for all town departments. He discussed the current space needs study, which was funded through a similar article in 2020. This funding is needed now because funds may be needed in the next several months to keep any results of the School-Capital Subcommittee discussions moving forward to the March town meeting. Presentations on use of funds will be done publicly to determine if the use is appropriate and get Selectmen approval to spend. Mr.

Malinowski hopes that this funding will support a comprehensive capital approach, rather than individual projects from various departments. Mr. Dennington is questioning how Capital arrived at the requested amount. Mr. Malinowski said that it was based on some of the feedback received during the consultant RFP process for the space needs study. The funding is not designated for a particular use yet. Mr. Dennington asked if the School-Capital Subcommittee has a work product to review yet, and if the Senior Center improvement has been discussed. Mr. Malinowski said that more information is forthcoming from the School Supt. later this month. Mr. Healey said that this makes a lot of sense, and may be the basis for an ongoing fund to use for these purposes. Ms. Cook is concerned with the amount of financial items on this warrant, and that it will push the tax increase over 4%. Ms. Cook questioned whether any needs of this nature should be funded through the Reserve Fund. Mr. Nodiff was concerned about setting a precedent with this item for future articles. Mr. Malinowski said that this was a one-time item. Mr. Purple explained the omission of the IT server funding from the May 2021 town meeting, as well as the other funding opportunities through CARES and Community Compact grant. Mr. Purple said that we would not move forward with the project until after we hear on the alternative funding options. Mr. Montijo talked about the current state of the Town's servers and the need for replacement. Mr. Malinowski said that Capital did vote unanimously to bring forward if the other funding opportunities don't work out. Tim Martel asked about the redundancy of the servers, and Mr. Montijo talked about upgrading the VMWare for better capabilities. Ms. Cook asked why the $40K from May increased to $85K now. Mr. Montijo didn't have any input into the $40K number; that figure was reduced by MTC from the original capital request of the former IT Manager, Tom Laflamme. Mr. Montijo said that conversations with vendors over the past few weeks supports the requested number, and technology equipment is expensive. Ms. Cook asked about moving as much as we could to the cloud, and why we need three new servers. Mr. Montijo said that our current setup doesn't give us the option of being completely cloud-based; some of our servers are already in the cloud. Our infrastructure needs redundancy with our internet services that we don't have yet. VMWare requires three servers for redundancy to migrate the servers in the event of a failure. Mr. Montijo said that we are trying to get any additional financial assistance to fund these upgrades; town funds are the last resort. Ms. Cook asked if there are any issues with the current IT budget, and Mr. Montijo said that he will know more after he is able to hire his second person. Ms. Cook asked if MTC has weighed in on this proposal. Mr. Montijo said that he discussed this with MTC at their last meeting, but in terms of CARES funding. He had further conversations with the MTC Chair about current approach, and he was on the same page. He will have another discussion with them at their October meeting. Mr. Pfaff asked about the internet provider going down, and if that matters if servers are located at Public Safety. Mr. Pfaff is calculating a $40K saving in employee funds, and another $9K in expenses, so he thinks there may be room to accommodate the new servers in the IT budget in part. Mr. Fernandez asked about our capacity if a server went down. Mr. Montijo said that we could accommodate for a limited period with the remaining two. Mr. Montijo discussed the recent outage that affected the phones; we did not have any impact to our 9-1-1 phones. Mr. Healey said that he is concerned with too many cooks in the kitchen on IT. Mr. Montijo was hired for a reason, and we should trust his approach and reasoning. The remaining Board

members were supportive of Mr. Montijo's approach, and thanked him for his expertise.

b. Take positions on individual warrant articles

Article 1 – Mr. Dennington made a motion to support the article, seconded by Mr. Stivers; unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Article 2 – Mr. Dennington made a motion to support the article, seconded by Mr. Stivers; unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Article 3 – Mr. Dennington said that he needs more time to review, and is concerned with a permanent increase to the tax base. Ms. Malinowski said that the increase is not necessarily permanent, as the contracts are only through June 30, and the Board of Health needs to discuss the future of the department. Mr. Dennington asked if the Health Director position would continue to be contracted; Ms. Malinowski said that she can't answer that right now, but that there could be a regional approach in the future. Dr. Fazen's report discusses regionalization, but BOH needs to discuss timing and extent. The Board agreed to list their support for the article in the warrant as "At Town Meeting".

Article 4 – Mr. Stivers made a motion to support the article, seconded by Ms. Malinowski; unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Article 5 – Mr. Stivers made a motion to support the article, seconded by Ms. Malinowski; unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Article 6 – Mr. Stivers made a motion to support the article, seconded by Ms. Malinowski; unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Article 7 – Mr. Stivers made a motion to support the article, seconded by Ms. Malinowski; unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Article 8 – Mr. Stivers made a motion to support the article, seconded by Ms. Malinowski; unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Article 9 – Mr. Stivers made a motion to support the article, seconded by Ms. Malinowski; unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Article 10 – Mr. Dennington made a motion to support, seconded by Ms. Malinowski. Mr. Healey said that he would prefer to wait to see what is going to happen on October 18 and list the article in the warrant as "At Town Meeting". Ms. Braccio said that if we aren't going to support, then why are we bringing it to town meeting. Mr. Stivers said that the Board voted previously to support sending this to the Planning Board. Motion was approved unanimously, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye). Mr. Healey said that he is cautiously optimistic that a consensus can be achieved on 10/18.

III. Other Matters (Board may vote)

A. Consideration of amendment to Fire Chief contract, RE: Paramedic certification – Ms. Braccio said that we did not hear back from Labor Counsel today, so we will table that until the next regular meeting on 10/19. The Board concurred with that approach.

B. Appointment of Special Counsel for Tax Title – Mr. Purple explained the process and Town Counsel's recommendation for appointment. Mr. Dennington asked what Attorney Condon's

rate was, and Mr. Purple said that he couldn't remember off the top of his head, and would send that information to the Board in the morning. Normally, the costs are recovered during the legal process, and deposited into the general fund to be certified as Free Cash the following year. Mr. Stivers made a motion to approve the appointment, seconded by Ms. Malinowski, unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

IV. **Public Comment –** None. Advisory voted to adjourn their meeting at 10:27PM. Approved by roll call vote, 6-0-1 (Cook – aye; Pfaff – aye; Martel – aye; Fernandez – aye; Nodiff – aye; Jones – aye; Wilson – abstain).

V. **Adjournment –** Mr. Stivers made a motion to adjourn the meeting at 10:44PM, second by Ms. Malinowski, unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Respectfully submitted,

Mark J. Purple, Town Administrator

<u>List of Documents referred to at the October 7, 2021 BOS Meeting:</u>

- November 1, 2021 Special Town Meeting warrant
- Lisa Braccio presentation on Article 10
- Memo from Town Counsel, RE: Appointment of Special Counsel for Tax Title

Downtown District

An update to the zoning code

Some of the major updates to the current code

- Minimum lot area updated to 5,000 sq ft – to bring nonconforming lots into conformity
- Mixed- use Development
- By-right Floor Area Ratio - .30 by right and up to .50 by special permit from the Planning Board
- Updated uses By-right and by Special Permit
- Updated from up 2000 sq feet per building to 3000 sq feet per establishment by right
- Current code does not have an allowance for greenspace – the Downtown District requires 20%
- The addition of affordable housing units in the mixed use triggered by 4th unit by special permit at a rate of 12.5%
- A reduction in parking requirements for Dwellings, Bed & Breakfast, Restaurant as well as Mixed-use development

Current composition of the Downtown District

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Year built	Parcel #	Address	FAR	Gross Floor	Lot Size	Stories	Current use
1972	54-29	11 Main Street	0.425	29617	69734	2	Office
1963	54-39	9 Main Street	0.127	2544	20050	1	Office
	54-40	Main Street			72745		N Grid Lot
1927	54-41	5 Main Street	0.131	4698	35764	2	Sboro House
1875	54-42	1 & 3 Main Street	0.277	2767	10000	1.5	Lodge/Cleaner
	54-43	2 East Main Street	0.328	6500	19765	3	Office
1890	54-46	6 Newton Street	0.097	2220	22830	2.5	2 Family
1890	54-47	8 Newton Street	0.555	3628	6534	2	3 Family
1920/1960	54-48	10 Newton Street	0.477	6221	13019	1.5	Home/Repair Shop
1978	54-57	Newton Street			13504		Bank Parking
1978	54-58	6 East Main Street	0.128	2403	18752	2	Bank
1915	54-62	1 Boston Road	0.271	3208	11847	1	Retail
	54-62A	Boston Road			31363		Vacant
1946	54-63	2 Main Street	0.161	1797	11150	1.5	Mauro's Café
1925	54-64	4 Main Street	0.577	2225	3859	1.5	Mauro's Market
1820	54-65	6 Main Street	0.348	2612	7495	2	2 Family
1850	54-66	2 Park Street	0.171	1346	7897	2	Business/Apt.
	54-67	4 Park Street			19776		Vacant
1950	54-68	5 Park Street	0.246	7823	31788	1.5	Auto Repair
1860	54-85	14 Main Street	0.219	3297	15034	2	Office
1900	55-90	29 Boston Road	0.092	1300	14153	1	Gas Station
1899	55-91	21 Boston Road	0.267	5408	20249	2	Office
Parcels				22			
	Historic			11			
	Below .30			12			
	Last proposed						
Vacant				4			
Parking lot				1			

What does non-conforming mean?

- A legally existing building, lot, location of building on a lot or use of buildings or land which does not conform to the zoning regulations for the district in which it is located.

Mixed-use Development – proposed definition

- **MIXED-USE DEVELOPMENT**

  •A development that includes any combination of permitted nonresidential uses and one or more dwelling units within a single structure; provided, however, that the inclusion of two (2) or more dwelling units in a mixed-use development shall not be deemed a multifamily dwelling. The ground floor facing the street shall be used only for permitted nonresidential uses, and residential dwellings cannot exceed 40% of the gross floor area of the above ground level floor space of the building (no residential dwellings in the basement level).

- Currently our code does not allow for residential units in a mixed-use building
- Also our code currently does not allow for multi-family housing except for elderly or in a Major Residential development which is 8 or more lots or construction of 8 or more dwelling units.

By right uses: without a special permit

§ 174-8.12 Downtown District

A. Permitted uses are as follows:

All uses permitted in the residential districts (RA and RB).

Mixed-use development, provided that each nonresidential use in the development is a permitted use under this Section 174-8.12(A) or Section 174-8.12(B) and provided that the number of dwelling units does not exceed three (3).

Professional or business office, or bank, but not including a medical or dental office.

Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsperson, or bakery.

Bed and breakfast.

Child care center.

Co-work center.

Permitted uses, up to a maximum of 3,000 square feet per establishment.

Retail sales and services.

Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited).

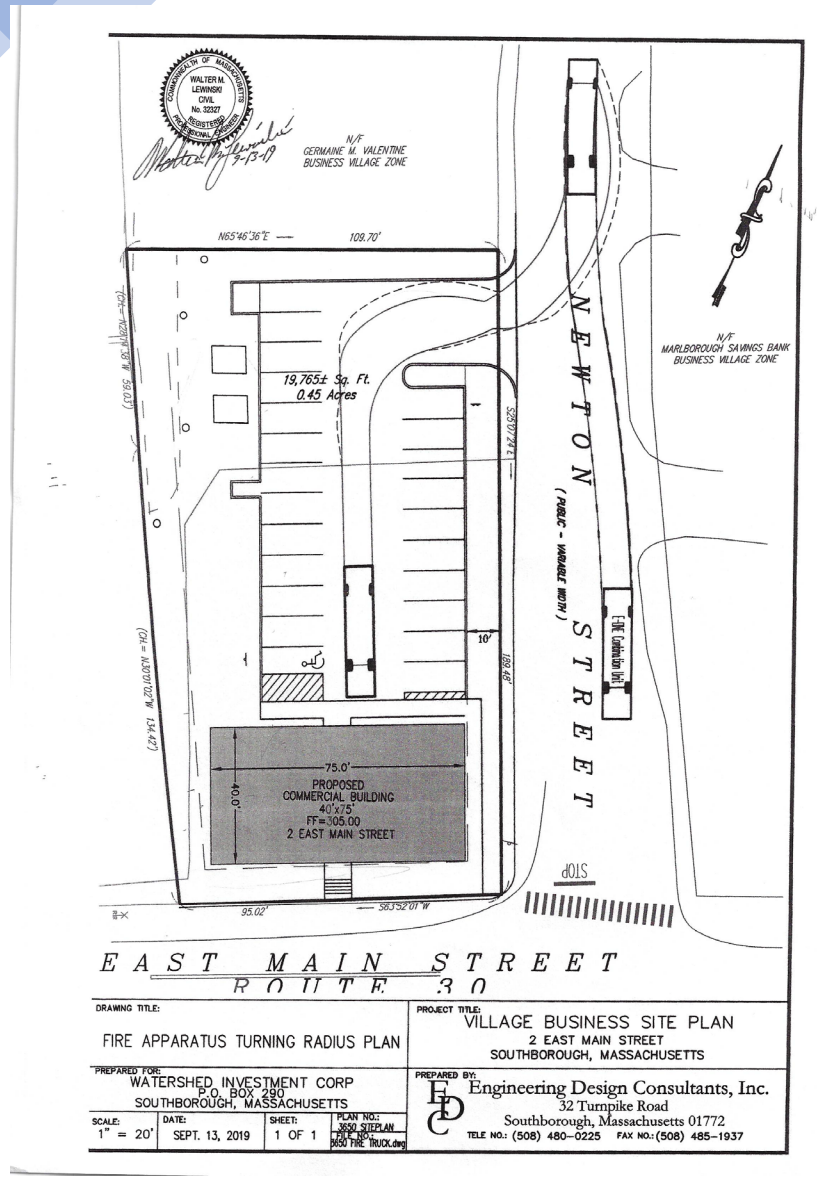
Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive- through service is prohibited).

Personal services such as barber shop, beauty salon, tailor, or shoe repair.

By right Floor Area Ratio (FAR)

- FLOOR AREA, GROSS
  The aggregate horizontal area, in square feet, of all floors of a building or several buildings on the same lot, measured from the interior faces of walls enclosing each building, exclusive of stair and elevator wells, garages, basement and other areas used only for storage or for services incidental to the operation and maintenance of such a building or buildings. In the absence of information as to what portion of the building will be used for such storage and services, 80% of the aggregate floor area shall be deemed to be the floor area for the purposes of computing the required off-street parking and loading spaces.

- FLOOR AREA RATIO
  The ratio of the aggregate gross floor area of all floors of a building or buildings on a lot to the total lot area. The gross floor area shall not include unenclosed porches, cellars, attics or garages not used for human occupancy.



To better understand an FAR:

The FAR only governs the uses within the building.

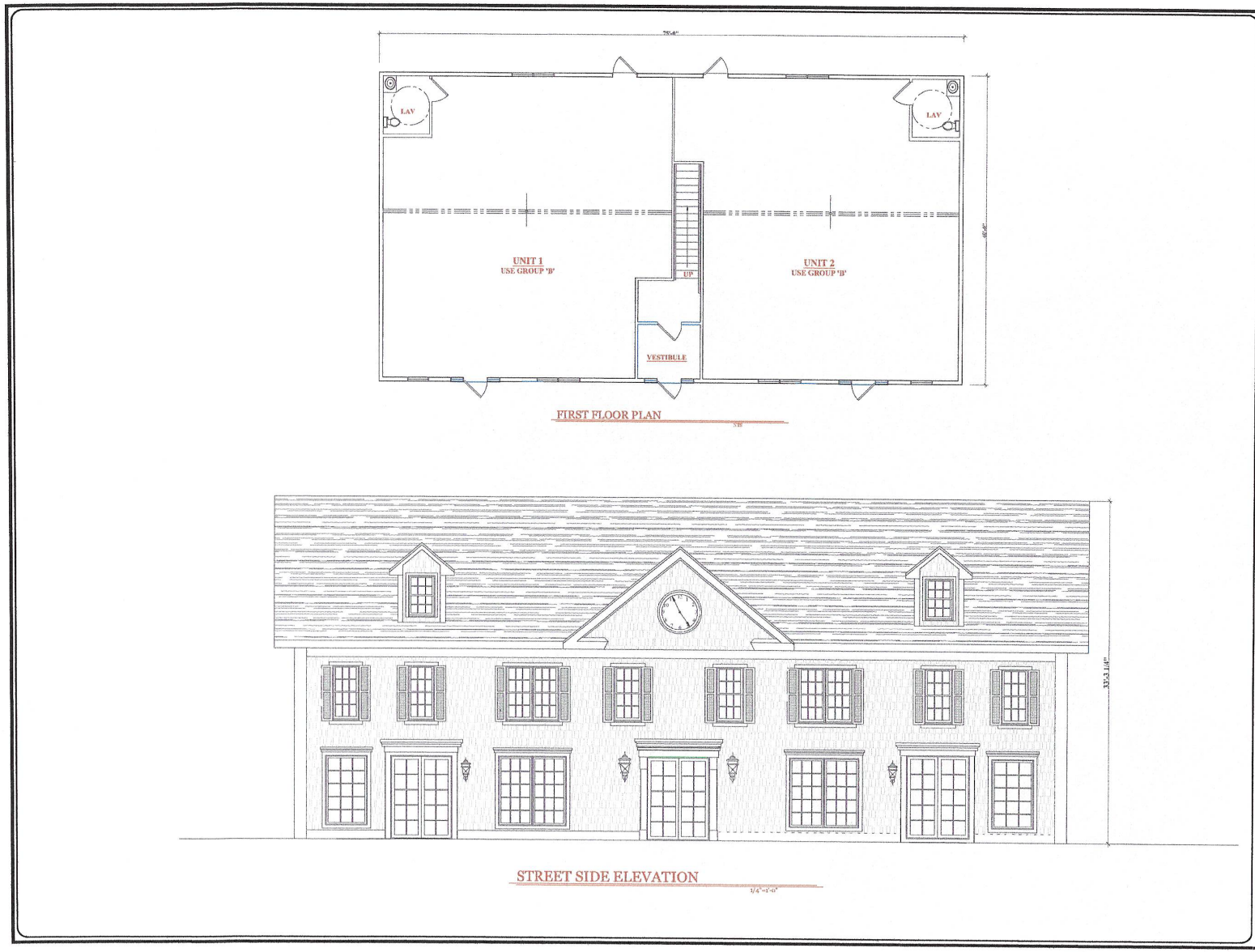
This parcel has been referenced through the last 2 years in discussions and renderings as a prior proposed site. When this was originally submitted the FAR was just over .35 due to parking regulations/requirements among other things it was reduced to .328. The building size did not change only the usable space within.

From the definition prior it is exclusive of stair and elevator wells, garages, basement and other areas used only for storage or for services incidental to the operation and maintenance of such a building or buildings.

An FAR does not mean the building can only be .30 of the lot it can be smaller or larger depending on how it mets the other requirements of the bylaw and the allowed building uses.

These next 4 pictures show how the size of the building did not change just the usable space inside.

The first 2 slides are from 6/19 and the next two from changes made 9/19.



2

SHEET 1 OF 2

DATE: 6/26/19
SCALE: AS NOTED
DRAWN BY: RCS
CHECKED BY: RCS

MULTIUSE BUILDING
2 EAST MAIN STREET
SOUTHBOROUGH, MA

BUILDING LAYOUT

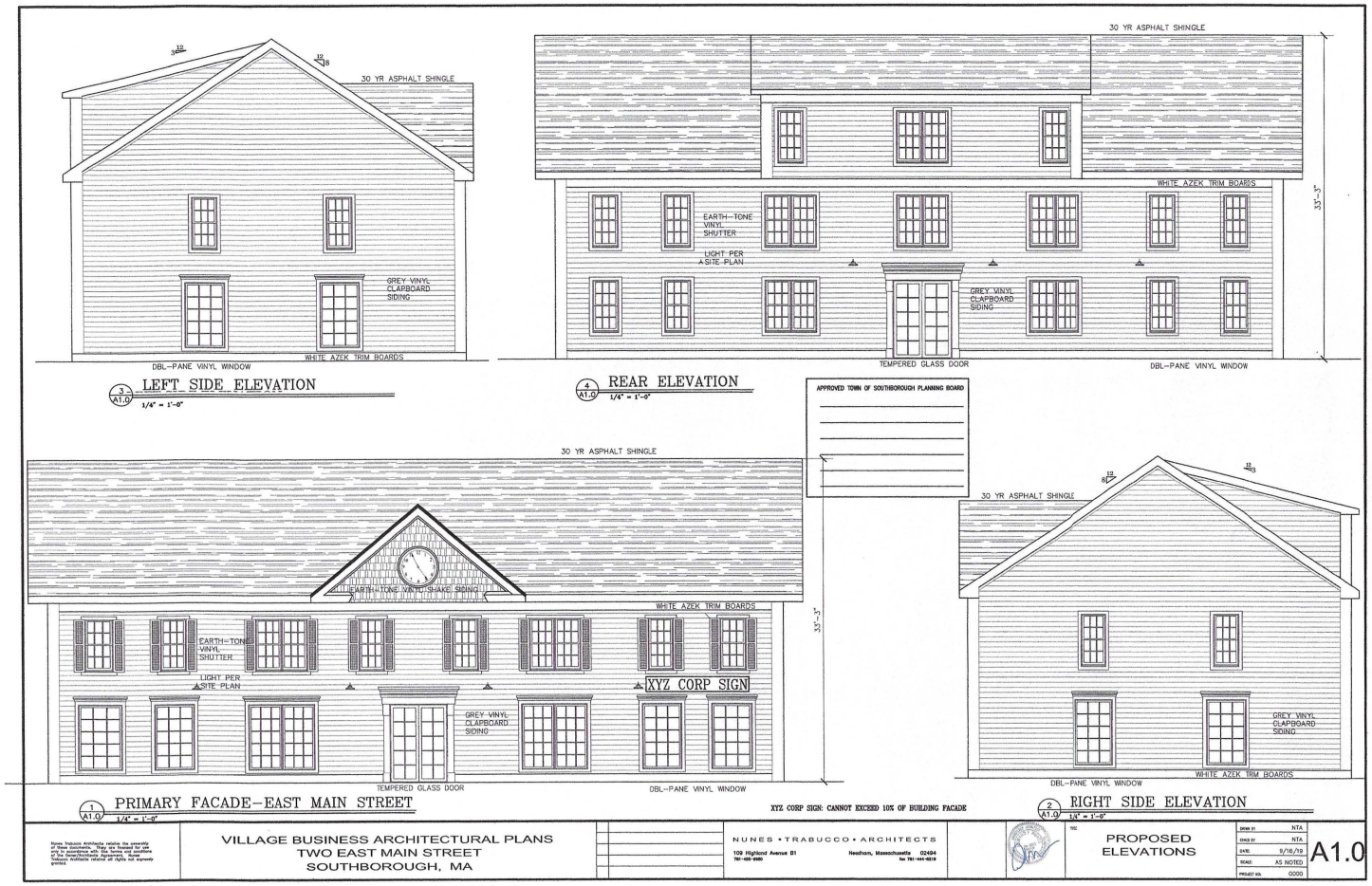
R.C. Searles Associates
Exclusive Home Designers
Design / Build
Phone No. (508) 466-3202
17 Glenwood St.
Holden Ma.

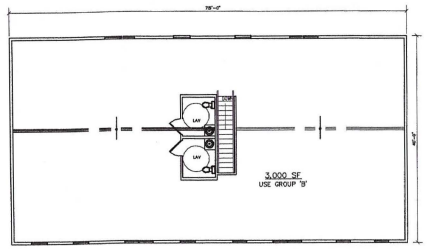
NOTICE OF COPYRIGHT
Pursuant to the Federal Copyright Act, these plans whether a preliminary layout or sketch, full construction set, partial set, bidding set, study set or extra prints, contain the copyright notice and are duly registered with Library of congress- property reserving all rights for R.C. Searles Associates. These plans may be used only once, unless a signed written agreement between this office and client is approved. Any re-drawing, tracing, reproduction, re-use or formation of derivative work is expressly prohibited and any violations will be prosecuted to the fullest extent of the law.

ARCHITECT
OF RECORD
J. THOMAS REARDON
7 SUNSET DR
NORTHBOROUGH, MA

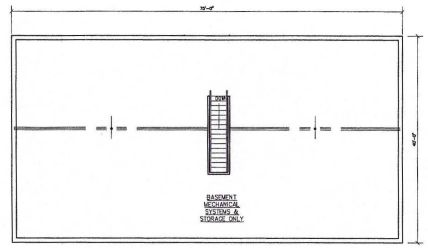
NOTES:

WWW.RCSEARLES.COM

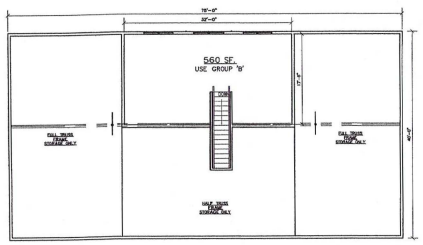

30 YR ASPHALT SHINGLE
GREY VINYL CLAPBOARD SIDING
DBL-PANE VINYL WINDOW
WHITE AZEK TRIM BOARDS
LEFT SIDE ELEVATION
1/4" = 1'-0"
30 YR ASPHALT SHINGLE
WHITE AZEK TRIM BOARDS
EARTH-TONE VINYL SHUTTER
LIGHT PER SITE PLAN
GREY VINYL CLAPBOARD SIDING
TEMPERED GLASS DOOR
DBL-PANE VINYL WINDOW
33'-3"
REAR ELEVATION
1/4" = 1'-0"
APPROVED TOWN OF SOUTHBOROUGH PLANNING BOARD
30 YR ASPHALT SHINGLE
EARTH-TONE WITH SHAKE SIDING
WHITE AZEK TRIM BOARDS
EARTH-TONE VINYL SHUTTER
LIGHT PER SITE PLAN
XYZ CORP SIGN
GREY VINYL CLAPBOARD SIDING
TEMPERED GLASS DOOR
DBL-PANE VINYL WINDOW
33'-3"
PRIMARY FACADE-EAST MAIN STREET
1/4" = 1'-0"
XYZ CORP SIGN: CANNOT EXCEED 10% OF BUILDING FACADE
30 YR ASPHALT SHINGLE
GREY VINYL CLAPBOARD SIDING
DBL-PANE VINYL WINDOW
WHITE AZEK TRIM BOARDS
RIGHT SIDE ELEVATION
1/4" = 1'-0"
VILLAGE BUSINESS ARCHITECTURAL PLANS
TWO EAST MAIN STREET
SOUTHBOROUGH, MA
NUNES • TRABUCCO • ARCHITECTS
109 Highland Avenue S1
Needham, Massachusetts 02494
PROPOSED ELEVATIONS
DRWN BY NTA
CHKD BY NTA
DATE 9/16/19
SCALE AS NOTED
PROJECT NO. 0000
A1.0



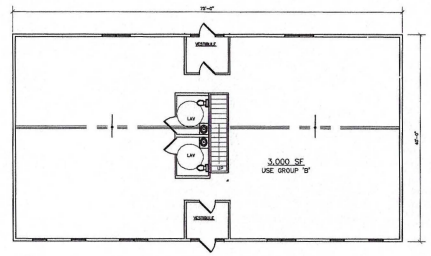
3 A2.0 SECOND FLOOR PLAN
1/8" = 1'-0"



1 A2.0 BASEMENT PLAN
1/8" = 1'-0"



4 A2.0 THIRD FLOOR PLAN
1/8" = 1'-0"



2 A2.0 FIRST FLOOR PLAN
1/8" = 1'-0"

APPROVED TOWN OF SOUTHBOROUGH PLANNING BOARD

USE GROUP B: OFFICE USE

Nunes Trabucco Architects retains the ownership of these documents. They are released for use by the owner only for the purposes stated in the Owner/Architects Agreement. Nunes Trabucco Architects retains all rights not expressly granted.

VILLAGE BUSINESS ARCHITECTURAL PLANS
TWO EAST MAIN STREET
SOUTHBOROUGH, MA

NUNES • TRABUCCO • ARCHITECTS
109 Highland Avenue B1
781-409-9999
Needham, Massachusetts 02494
fax 781-444-8218

TITLE
PROPOSED PLANS

DRWN BY	NTA
CHKD BY	NTA
DATE:	9/16/19
SCALE:	AS NOTED
PROJECT NO:	0000

A2.0

PB recommended DD boundary Map (excludes all split lots and railroad parcel) 09.20.21 **(DRAFT)**



PB recommended DD boundary Map (excludes all split lots and railroad parcel) 09.20.21 **(DRAFT)**

Closing thoughts



The ability for mixed-use development as a tool to revitalize our Downtown will create new opportunities for business, diversity in housing and a much-needed change to a zoning code that has not seen any substantial updates in over 20+ years.



By right uses and the FAR will allow for a less restrictive process but still has guidelines put in place that the Planning Board has recommended.



The Downtown District was drafted with input from public forums, public hearings (in the Spring and late Summer), the EDC, Planning Board, Board of Selectman, SHOPC and assisted by Consultants over the course of 2 years.

Where we are today….

- The Economic Development Committee (EDC) still has 3 specific concerns:

1) The restriction of mixed-use to require that residential units not comprise more than 40% of a building, makes no sense and negates the original intent of adding by-right mixed-use.

2) The sharp reduction in the number of residential units permitted in a mixed-use development, from eight units to three units, is overly restrictive, undermines the intent of encouraging mixed-used development, and was proposed arbitrarily with almost no discussion or reasoning.

3)The reduction of the Floor Area Ratio from 0.35 to 0.30 is (i) contrary to months of agreed upon discussion, (ii) against the recommendation of the zoning and planning experts hired by the Town, and (iii) significantly lower than the current Floor Area Ratio permitted in the Downtown Business Village District, which is currently 0.50for commercial buildings (see Schedule of Dimensional Regulations).

Where we hope to be….

- The Planning Board has one additional public hearing before Town Meeting. With all sides coming together one final time the hope and goal would be to once again collaborate and bring a fully supported article from the Board of Selectman, EDC and the Planning Board forward.

- We would hope Advisory will be supportive as we continue to move forward.

Mead, Talerman & Costa, LLC
Attorneys at Law

730 Main Street, Suite 1F
Millis, MA 02054
Phone 508.376.8400

www.mtclawyers.com

MEMORANDUM

TO: Mark Purple, Brian Ballantine
FROM: Jay Talerman, Town Counsel
RE: Tax-Title Counsel
DATE: October 7, 2021

Mark, Brian: You have inquired about my recommendation regarding the potential appointment of David Condon and his firm, Louison, Costello, Condon & Pfaff, as the Town's Tax-Title Counsel. I have worked with Attorney Condon and his firm for many years on a variety of matters, including tax-title matters. In my opinion, they provide excellent and expedient tax-title services and I highly recommend them.

Please let me know if you have any additional questions regarding this matter.

Sincerely,

Jason R. Talerman

Newburyport Office
30 Green Street
Newburyport, MA 01950
Phone 978.463.7700
Fax 978.463.7747

SPECIAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Special Town Meeting
on

Monday, November 1, 2021
7:00PM

Contents

Page No.

Town Finance Terminology 3
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Articles

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8. Amend Town Code – Location of Town Meeting 12
9. Amend Town Code – Availability of Annual Report 13
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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions.

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Introduction to the Rules of Town Meeting (continued)

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it's substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Introduction to the Rules of Town Meeting (continued)

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that...(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS

ANNUAL TOWN MEETING

Worcester, ss. October 5, 2021

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

Monday, November 1, 2021

at ***7:00 p.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to accept the following change to the Personnel Bylaw Entitled "The Salary Administration Plan," as specified in Chapter 31 of the Code of the Town of Southborough entitled PERSONNEL: include a position titled "Senior IT Specialist" in Section 20, Schedule A at Grade 7.

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at November 1, 2021 Fall Town Meeting]

This bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through G ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

* * *

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

POSITION TITLE	**PAY GRADE**
DEPARTMENT HEADS & MANAGEMENT STAFF	
Superintendent of Public Works*	9
Finance Director/Treasurer-Collector*	
Assistant Town Administrator	8
Director of Facilities	
Library Director	
Building Commissioner	

IT Manager	
Police Lieutenant	
Town Accountant*	
Director, Council on Aging	
Principal Assessor*	
Conservation Agent	7
Director, Youth & Family Services	
Director of Recreation	
Town Planner	
Senior IT Specialist	

SUPERVISORS & TECHNICAL STAFF	
Assistant Town Clerk	6
Assistant Director, Youth & Family Services	
Outreach Coordinator	
Assistant Library Director	
Police Business Administrator	
Program Manager, COA	
Business Administrator II	5
Children's Librarian	
Staff Engineer	
Executive Assistant to the Board of Selectmen	
Program Coordinator	
Deputy Assessor	
Business Administrator I	4
Maintenance Technician	
Assistant Treasurer/Collector	
Assistant Town Accountant	
ADMINISTRATIVE & SUPPORT STAFF	
Administrative Assistant	3
Senior Library Assistant	
Library Assistant	2
Maintenance Mechanic	
Maintenance Custodian	1

*when not under contract

Rates for Full-Time Positions

Grade	Minimum		Midpoint		Maximum	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
1	$39,236	$18.86	$45,149	$21.71	$51,063	$24.55
2	$42,178	$20.28	$48,505	$23.32	$54,832	$26.36
3	$45,341	$21.80	$52,143	$25.07	$58,945	$28.34
4	$50,446	$24.25	$59,274	$28.50	$68,103	$32.74
5	$54,230	$26.07	$63,719	$30.63	$73,209	$35.20
6	$58,297	$28.03	$68,498	$32.93	$78,700	$37.84
7	$70,063	$33.68	$84,077	$40.42	$98,089	$47.16
8	$82,325	$39.58	$98,790	$47.50	$115,255	$55.41
9	$96,731	$46.51	$116,077	$55.81	$135,424	$65.11

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees. The position "Senior IT Specialist" is being added to Grade 7 of the Classification Schedule, which will support the funding request that was approved by Town Meeting in May 2021.*

ARTICLE 2: To see if the Town will vote to amend the Town's General and Zoning Bylaws by changing the term "Board of Selectmen" to "Select Board" in all mentions of the same throughout the entirety of the General and Zoning Bylaws, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *The name change is to promote inclusion and diversity in Southborough's town government. The board will remain under the current confines of the Board of Selectmen authority. Over 100 towns in the Commonwealth have already adopted the name change.*

ARTICLE 3: To see if the Town will vote to amend Article 7 of the May 22nd, 2022 Annual Town Meeting as follows:

Budget 542 - Board of Health FY22	Original Vote	Proposed Amended Amount	*Change*
51000-51990 Personal Services	132,068	201,291	*69,223*
52000-58990 Other Charges & Expenses	70,624	70,624	-
TOTAL	**202,692**	**271,915**	***69,223***
Budget 910 - Employee Benefits FY22			
910-51720 Health Insurance	5,283,905	5,303,302	*29,397*
910-51780 Dental Insurance	248,964	250,026	*1,062*

And to increase the Total raise and appropriate FY22 budget by $99,682;

And further to amend Article 8 of the May 22, 2022 Annual Town Meeting as follows:

Water Enterprise Fund 6161		Original Vote	Proposed Amended Amount	*Change*
400-450-56940	Mass Water Resources- Water	1,420,000	1,270,000	*-150,000*

, or act or do anything in relation thereto.

Proposed by: BOARD OF HEALTH and BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *The BOH is requesting an increase for the Public Health Director and Public Health Nurse salary and benefits line items. This was not brought forward at annual town meeting to allow for the town to take advantage of FEMA and CARES funding. The incremental is to cover the remainder of FY22 that is not budgeted for. In addition, the Board of Selectmen is looking to reduce the line item for the MWRA water assessment in the Water Enterprise Fund. It has been determined that the amount voted in May can be reduced as the MWRA water assessment figures have been refined.*

ARTICLE 4: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	**Request**	**Levy**	**Other Funds**
A.	Engineering/Capital Feasibility Studies	$ 30,000	$ 30,000	
B.	IT: Server replacements	$ 85,000	$ 85,000	

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary:
A. This item will allow the Capital Planning Committee along with numerous other town Boards, Committees, and Department Heads to continue exploration and any other preliminary design in developing a comprehensive capital plan related to the building needs of all town departments currently located in the Town House, Cordaville Hall, South Union School, DPW Facility, Library and School Administration space. Any proposed funds to be spent with this article will only be allowed after a presentation to and authorization by the Board of Selectmen.
B. This item will replace our 3 physical servers and upgrade our licensing. The current set up of servers have reached their end-of-life support. Also, the current configuration is insufficient for the number of virtual servers (VM's) that are currently set up. Memory on all of the host servers is approaching maximum utilization and storage has also reached its capacity. We currently have 14 VM's that reside on 3 host (physical) servers, 9 of which are critical for all town services including public safety. Servers that are on-premise currently need to remain that way to support the public safety complex and internal domain resources. Domain resources include print server, domain controller and file server.

ARTICLE 5: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $25,000 for the purpose of funding a comprehensive traffic study for the Town of Southborough that will determine the most optimal routes for heavy commercial vehicles travelling through Town, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *The Board of Selectmen has received requests for truck exclusions on various roads. Due to requirements from Mass DOT, alternative routes must be determined in order to put new exclusions in place. This study will be used to determine the best routes for trucks to travel through Southborough.*

ARTICLE 6: To see if the Town will vote to amend the provisions of the Southborough Code, Section 9.8 and 9.12 thereof, as follows:

§ 9-8 Establishment; membership; residence requirements. [Amended 4-12-1999 STM by Art. 1; 10-21-2002 STM by Art. 7; 4-15-2008 ATM by Art. 34]
There shall be an Advisory Committee, which shall consist of ~~nine~~ seven voters of the Town. No member shall be appointed who is a Town officer, employee or member of another Town committee, appointed or elected; provided, however, that an Advisory Committee member may belong to one ad hoc committee that is appointed by an elected board or official, or one other committee appointed by the Moderator under the following restrictions:

A. The Advisory member's participation is approved by majority vote of the Advisory Committee excluding the member desiring to participate in the above committees.

B. The Advisory member may not vote or be counted for purposes of a quorum during Advisory meetings when matters subject to the jurisdiction of the above other committees are presented to the Advisory Committee.

§ 9-12. Appointment of Chairman and Secretary.
Said Committee shall choose from its membership a Chairman, a Vice-Chairman and a Secretary.

, or act or do anything in relation thereto.

Proposed by: ADVISORY COMMITTEE
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *The proposed article makes the following changes to the current Advisory by-law:*
§ 9-8 - Proposed article (1) reduces the number of members on the Advisory committee from nine to seven.
§ 9-12 –Proposed article adds the office of Vice-Chairman.

ARTICLE 7: To see if the Town will vote to amend the provisions of the Southborough Code, Chapter 41-2 entitled Notice of Town Meetings by appending the following language to the section:

"and fourteen days, at least, before the time appointed for a Special Town Meeting."

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *This language clarifies the existing bylaw so it complies with G.L. Ch 39, S 10.*

ARTICLE 8: To see if the Town will vote to amend the provisions of the Southborough Code, by creating a new section §41-2.1 entitled Location of Town Meeting by adding the following:

§ 41-2.1 Location of Town Meeting
Due to reasons such as a lack of physical capacity in a suitable auditorium or other facility in Southborough, or an emergency, the Board of Selectmen may specify in a warrant for an annual or special town meeting that the meeting is to be held or in any town contiguous to Southborough. Town meeting may also vote to adjourn to such a facility if it deems appropriate.

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *This article would give the Board of Selectmen the option to direct that a town meeting be held in any of the towns contiguous to Southborough. For example, a town meeting could be held at Algonquin Regional High*

School if the town were unable to hold the meeting in Southborough due to a lack of physical capacity or an emergency.

ARTICLE 9: To see if the Town will vote to amend the provisions of the Southborough Code, by renaming Article III to "Annual Report", by deleting section 41-26 in its entity, and creating a new section 41-26.1 entitled "Availability of Annual Report", as follows:

§ 41-26.1 Availability of Annual Report
No later than seven days before an annual town meeting, the Selectmen shall make copies of the Annual Town Report available to the public by placing it on the town website and at the Southborough Town House.

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *This article would correct the conflicting language in Southborough Town Code sections 41-2 and 41-26.*

ARTICLE 10: To see if the Town will vote to amend the Town Zoning Bylaw as follows:

Part 1. Amend Article I, Miscellaneous Provisions, **§ 174-2** Definitions, by adding the following new terms and definitions in appropriate alphabetical order.

BED AND BREAKFAST

Bed and breakfast is an establishment on owner-occupied property offering transient lodging accommodations to the general public, with not more than four guest rooms and food service limited to breakfast for guests.

CO-WORK CENTER

A building or portion thereof used for flexible work spaces offering short-term, monthly, or longer lease periods for self-employed people or people working for different employers, and typically providing shared furnishings, equipment, and business support services.

ESTABLISHMENT

An institutional, business, commercial, or industrial activity that occupies all or a portion of a building; a place of business.

FAÇADE

The external faces of a building.

FRONTAGE OCCUPANCY

The percent of a lot's street frontage that is occupied by a building between the minimum and maximum front setback range.

LANDSCAPED GREEN SPACE

Land that is covered with grass, trees, shrubs, or other vegetation and may include a pervious walkway that meets accessibility standards.

MICROBREWERY

A microbrewery is a licensed establishment that produces and distributes beer, ale, or other malt beverages, and which may include accessory uses such as tours of the microbrewery, retail sales, and a

taproom for on-site consumption. In addition to selling beer at retail on the premises, a microbrewery may act as wholesaler for beer of its own production for off-site consumption if it has a valid pub brewery license from the Commonwealth of Massachusetts.

MIXED-USE DEVELOPMENT

A development that includes any combination of permitted nonresidential uses and one or more dwelling units within a single structure; provided, however, that the inclusion of two (2) or more dwelling units in a mixed-use development shall not be deemed a multifamily dwelling. The ground floor facing the street shall be used only for permitted nonresidential uses, and residential dwellings cannot exceed 40% of the gross floor area of the above ground level floor space of the building (no residential dwellings in the basement level).

Part 2. Amend Article II, Establishment of Districts, **§ 174-3 Districts enumerated,** by adding the following new district:

M. Downtown District, referred to as DD

Part 3. Amend Article III, Use Regulations, **§ 174-8.C.(2)** as follows (amendment shown in italics)

Not more than one principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a business district or Industrial Park District, or a mixed-use development in the Downtown District, shall be deemed to be in a single principal permitted use. . . .

Part 4. Amend Article III, Use Regulations, **§ 174-8, Schedule of Use Regulations**, by adding the following new section:

§ 174-8.12 Downtown District

A. Permitted uses are as follows:

(1) All uses permitted in the residential districts (RA and RB).

(2) Mixed-use development, provided that each nonresidential use in the development is a permitted use under this Section 174-8.12(A) or Section 174-8.12(B) and provided that the number of dwelling units does not exceed three (3).

(3) Professional or business office, or bank, but not including a medical or dental office.

(4) Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsperson, or bakery.

(5) Bed and breakfast.

(6) Child care center.

(7) Co-work center.

B. Permitted uses, up to a maximum of 3,000 square feet per establishment.

(1) Retail sales and services.

(2) Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited).

(3) Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive- through service is prohibited).

(4) Personal services such as barber shop, beauty salon, tailor, or shoe repair.

C. Permitted uses by special permit from the Planning Board are as follows:

(1) Any use listed in Subsection B exceeding 3,000 sq. ft. per establishment.

(2) Mixed-use development that includes a nonresidential use that is a permitted use under Section 174-8.12(A) or Section 174-8.12(B) but with four (4) or more dwelling units.

(3) Mixed-use development that includes a nonresidential use requiring a special permit under this Section 174-8.12.

(4) Microbrewery.

(5) Veterinarian, animal hospital, or animal clinic.

(6) Medical or dental office.

(7) Multifamily dwelling, not to exceed ten (10) units.

(8) Private garage or parking for more than three cars or more than one truck or other commercial vehicle.

(9) Indoor recreation, athletic or exercise facility.

D. Uses by special permit from the Zoning Board of Appeals are as follows:

(1) Accessory apartment.

(2) Conversion of a one-family house in existence for two years or longer to a two-family dwelling, on a lot with a minimum of 15,000 square feet.

(3) A mobile home or travel trailer used as a dwelling or business quarters for more than 30 days in a year.

E. Prohibited uses. All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations are prohibited.

F. Development standards are as follows:

(1) Minimum lot area: 5,000 square feet.

(2) Minimum frontage: 60 feet.

(3) Minimum setbacks:

(a) Front: 10 feet.

(b) Rear: 35 feet.

(c) Side: 10 feet; 25 feet if adjacent to a residential district.

(d) Other street: 10 feet

(4) Maximum front setback: 20 feet unless waived by the Planning Board.

(5) Maximum Floor Area Ratio: 0.30 as of right, or a maximum of 0.50 by special permit from the Planning Board.

(6) Minimum landscaped green space: 20 percent. At least 50 percent of the landscaped green space shall be contiguous and located between the front building line and front lot line unless the Planning Board approves a different placement of the landscaped green space as part of Site Plan Review.

(7) Minimum Façade Buildout (% Lot Width) unless waived by the Planning Board.

(a) With less than 50 feet of frontage: N/A

(b) 50-80 feet of frontage: 60%

(c) Over 80-100 feet of frontage: 70%

(d) Over 100 feet of frontage: 75%

(8) Height regulations:

(a) Maximum building height: 35 feet and three stories,

(9) Residential dwellings. Single-family or two-family dwellings in the Downtown District shall comply with RB District standards.

G. Building Regulations

(1) The principal entrance(s) to the building shall be on the front façade, which shall face the street.

(2) The maximum distance between street-level entrances in a single building shall be 35 feet unless waived by the Planning Board.

(3) The maximum depth of street-level commercial spaces shall be the lesser of 30 feet or 60 percent of the depth of the building unless waived by the Planning Board.

(4) The maximum front setback in Section F(4) may be increased for purposes of amenities such as landscaping, a plaza, square, courtyard, recessed entrance, sidewalk, multi- use path, raised terrace, façade offsets, or outdoor dining, but not for vehicle use.

(5) Affordable housing. In any multifamily or mixed-use building with four or more units, at least 12.5 percent of the units shall be affordable housing that is eligible for the Chapter 40B Subsidized Housing Inventory (SHI) in accordance with the Chapter 40B regulations and Guidelines of the Massachusetts Department of Housing and Community Development (DHCD).

H. The operation of any marijuana establishment as defined in MGL c. 94C, § 1, including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough.

Part 5. Amend Article III, Use Regulations, by adding the following new section, **§ 174-10.2 Downtown District plan approval.**

In the Downtown District, major site plan approval shall be by special permit from the Planning Board for any use requiring a special permit. In such cases, the procedural requirements and decision criteria of § 174-9, § 174-10, and 174-10.1(A) through (C) shall apply. The Planning Board may adopt design guidelines and apply them to major site plan approval applications regardless of whether a special permit is required. The Planning Board is authorized to promulgate design guidelines to carry forth the purpose and intent of these Bylaw provisions.

Part 6. Amend Article III, Use Regulations, **§ 174-12 Parking and loading regulations**, by inserting the new Section F below and relabeling the existing Section F. Egress to Section G.

F. Exceptions in the Downtown District. Off-street parking requirements for development in the Downtown District shall comply with Section E above except for the off-street parking requirements for the following uses:

(1) Dwellings: two spaces for each dwelling unit, plus one space for each 80 square feet of floor area devoted to a customary home occupation or a professional use.

(2) Bed and breakfast: one space for each guest room plus two spaces for the owners of the premises.

(3) Restaurants and other places serving food or beverages: one space for each four seats.

(4) Mixed-use development: one space per dwelling unit and one space per 300 square feet of nonresidential floor area.

(5) Professional or business office: one space per 300 square feet for ground floor offices and one space per 350 square feet for offices above the first floor.

Part 7. Amend Article II, Establishment of District, **§ 174-4 Zoning Map**, by adding the new *Downtown District* to the Southborough zoning map, said district being depicted on a map as voted by the Board of Selectmen on September 21, 2021 on file with the Town Clerk fourteen (14) days prior to Town Meeting.

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *The purpose of this article is to revitalize Southborough's historic downtown district, while promoting small scale mixed-use development, diversity in housing, and connectivity. This is achieved by updating permitted uses, allowing mix-use development which entail both commercial/retail and residential in one building, and by allowing by right development which allows for approval or issuance of a building permit with no additional permits required. The last major change to our Downtown zoning was the creation of the Business Village District in 1993.*

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; fourteen (14) days at least before the time appointed for such meeting.

Given under our hand this fifth (5th) day of October, 2021.

Lisa M. Braccio, Chair

Chelsea M. Malinowski, Vice-Chair

Martin F. Healey

Sam Stivers

Andrew R. Dennington

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH

Attest:

Kenneth M. Paulhus, Constable

RECEIVED
By kbattles at 12:24 pm, Nov 18, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Monday, October 18, 2021, 7:00 P.M.
Location: Zoom Meeting (virtual)
Present: Lisa Braccio, Sam Stivers, Marty Healey, Andrew Dennington, Town Administrator Mark Purple
Absent: Chelsea Malinowski

I. Chairwoman Braccio called the Selectmen meeting to order at 7:45 P.M.

II. Scheduled Appointments

Joint meeting with Planning Board – Downtown District bylaw.

Members of Advisory Committee were present (Kathy Cook, Chair, Andrew Pfaff, Vice-Chair, and Marci Jones) but did not have a quorum.

Mr. Anderson thanked the Planning Board and the Board for their efforts. He read a statement into the record. The EDC expressed concern regarding the 40% residential limit and proposed a 50% limit. The EDC felt the 3 By Right residential units should be increased to 4 units By Right to allow for an Affordable Housing component. The EDC also opposed the FAR proposal of .30 and requested it revert to .35.

Ms. Braccio asked the Board if they had any questions. Mr. Stivers and Mr. Healey supported the requests made by the EDC.

Mr. Morris asked the Planning Board for feedback. Mr. Mills continued to support the 40% residential limit to prioritize commercial rather than residential development. He also supported the 3 By Right units as proposed. Mr. Stein felt that going through the Special Permit process was not prohibitive but would "balance progress with preservation." He was open to discussion regarding the FAR pending public feedback. Ms. Luttrell asked if the EDC voted on the proposed increase to 4 By Right units. Mr. Anderson stated the EDC voted to voice their concerns regarding the three issues in the memo. Ms. Luttrell stated that at the June 22, 2021 joint meeting with the BOS and the Planning Board, the Planning Board agreed to open Public Hearings, listen to public feedback, and provide feedback. Ms. Luttrell stated the Planning Board did not make "11th hour changes" as indicated by the EDC. She felt the 40% restriction was intended to promote small scale commercial development and encourage mixed-use. She noted her support for commercial uses on upper floors to allow an ADA compliant residence on the first floor. She felt it would be onerous for the Building Commission to ensure Affordable Housing guidelines are met and felt the task was more appropriate under the purview of the Planning Board. Ms. Luttrell felt the goal of the Draft Bylaw was to encourage small scale commercial development and stated the average FAR in the downtown is .26, thus a FAR of .30 would keep properties within the "existing scale." Ms. Hoolahan supported the other Planning Board members and felt the feedback provided was still collaborative and an improvement. Mr. Stein suggested the "mixed use development definition" verbiage be edited to clarify that 4 units would be allowed via Special Permit. He supported the proposals as suggested by the Planning Board. Mr. Morris also supported the proposals put forth by the Planning Board. He emphasized that in order to achieve a 2/3 vote at Town Meeting, the Warrant Article should be kept simple and noted that Amendments tend to complicate the process for residents and historically result in an "indefinite postponement." He felt a unified approach provided residents with a comfort level. Mr. Morris felt the differences being proposed were not "show stoppers." He recommended that the Planning Board, the EDC, the BOS, and Advisory support what is written in the Warrant. Mr. Morris emphasized that mixed-

use would be allowed which was the original goal of the Bylaw and would encourage economic development.

Ray Hokinson, 10 Main Street, felt the input was valuable and agreed with the views of the Planning Board. Mr. Anderson noted the changes were small but significant for economic development. Mr. Wood emphasized 10% commercial development was not the original intent. He felt that 4 units By Right would be ideal and not prohibitive for the Building Commissioner to manage. Ms. Connelly agreed a united front was important but felt the outstanding issues were critical and felt the original intent was not being accomplished based on the recommendations made by the Planning Board. Ms. Connelly felt the recommendations "undermined the intent" of the Draft Bylaw. Mr. Anderson felt the EDC made significant compromises during the process but did not feel comfortable with the recommendations made by the Planning Board. Kathy Cook, Chair of Advisory, stated the role of Advisory would be to make a recommendation to Town Meeting. She felt the better argument was made by the EDC and felt they compromised more. She felt the Article would not pass if there was not consensus among the various Boards. Andrew Pfaff, member of Advisory, felt the recommendations made by the Planning Board were too restrictive and requested they reconsider their recommendations. Marci Jones, member of Advisory, expressed support for the recommendations made by the Planning Board. Mr. Dennington, member of the BOS, requested the Planning Board adjust the 40% limit to 50% for a two story building. Ms. Braccio stated the BOS would take an official vote at their meeting scheduled for October 19, 2021. Mr. Morris explained a proposal was previously made for 2 Main Street that did not pass. He asked if it would pass under the new Bylaw. Ms. Braccio stated the FAR on that proposal was .328. Mr. Morris stated that "if it is allowed, it will be built." Mr. Mills suggested he would support the changes if the 50% residential limit was restricted to a two story building and 40% for a three story building. Mr. Healey, member of the BOS, stated there has been no new development since 1978 and stated the current Zoning is "not working." He felt there was an "anti-housing" bias which prevented diversity of housing. He felt housing on a second and third level should be encouraged. He implored the Planning Board to reconsider their recommendations. Mr. Morris took offense to the argument that the recommendations made by the Planning Board were "anti-housing." He stated it was a Zoning Article and as it was represented should focus on economic development or it should be changed to a Housing Bylaw to be clear to the public of the intent of the proposed bylaw. Ms. Luttrell stated the mixed-use goal was to encourage commercial development but opined that as residential is "saleable," there can be a tendency by developers to leave commercial space vacant, therefor the intent to advocate for stricter thresholds for residential component. She noted the EDC has not taken a formal vote since June 22, 2021 on the specific issues. She felt there was a lack of consensus among the EDC. Mr. Anderson stated on September 24, 2021 the EDC voted to support the EDC Coordinator's memo and on October 5, 2021, the EDC voted to not accept the three changes recommended by the Planning Board. Ms. Luttrell responded that the EDC had voted on concerns but not on what the actual revisions recommended by the EDC would be. Ms. Luttrell stated she would support the increase to 50% but felt the other 2 issues should stand. Ms. Connelly argued that a developer would not leave the first floor empty because it would not be "economically viable." She felt the 4 units By Right would encourage Affordable Housing. Mr. Robbins implored people to compromise and felt the EDC was representing what the community asked for. Mr. Morris explained the Planning Board scheduled an additional meeting specifically dedicated to the Downtown District Draft Bylaw and provided their recommendations. The recommendations were then unanimously approved by the BOS to move forward with the proposed language in the Warrant. Ms. Braccio supported the efforts of the Planning Board and stated they attended joint meetings, held an additional Public Hearing, listened to resident feedback, and provided their recommendation to the BOS well in advance of Town Meeting. She stated she highly respected the Planning Board and personally would not support Amendments made on the floor of Town Meeting. Mr. Healey proposed the By Right units be increased from 3 to 4. The EDC voted to support a 50% residential limit for a two story building and 40% for a three story building, an

increase from 3 to 4 By Right units, and a .30 FAR. Mr. Dennington shared draft language for the mixed use development definition which the EDC approved. Ms. Braccio anticipated BOS to vote on revisions tomorrow. Mr. Mills clarified that if the increase to 4 By Right units passes, the 4th unit must be Affordable Housing, Mr. Anderson confirmed accurate per draft bylaw language. Mr. Stein supported the proposed changes. Ms. Luttrell expressed concern that if the 4th unit is deemed affordable that the Building Inspector would be able to take on the requirements. Ms. Hoolahan supported the proposed recommendations. Ms. Braccio will distribute an amendment to the Warrant Article.

MOTION by Mr. Mills to support the language as proposed by Mr. Dennington for the definition of mixed use as well as the allowance of 4 residential By Right units. **Seconded** by Mr. Stein. **ROLL CALL: Morris-Yes, Mills-Yes, Stein-Yes, Luttrell-Yes, Hoolahan-Yes. VOTE to Approve: Yes-5, No-0.**

Paul Cimino, Town Moderator, expressed hope for a successful Town Meeting and thanked everyone for their time and the cooperative discussions.

Mr. Morris stated that the Town Clerk intended to send a mailing regarding Special Town Meeting (STM) including the revised Zoning map for resident review. He then asked who would present the article at STM. Ms. Braccio stated the BOS would make that determination at their meeting on October 19, 2021.

The EDC adjourned their meeting at 9:45 PM.

III. On a motion made by Mr. Stivers, seconded by Mr. Healey and voted all in favor by roll call vote 4-0-0, the Board of Selectmen meeting was adjourned at 9:46 P.M. Roll Call: Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Upcoming Meetings
October 19, 2021
November 1, 2021 (Special Town Meeting)

Respectfully submitted,

Mark J. Purple, Town Administrator

List of Documents referred to at the September 20, 2021 BOS Meeting:

- None

RECEIVED
By kbattles at 11:43 am, Nov 12, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

October 19, 2021 6:30P.M.
VIRTUAL ZOOM MEETING

May be watched or may participate in the meeting remotely with the meeting link at
https://www.southboroughtown.com/remotemeetings

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

Present:

Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

I. Call Meeting to Order

Chairwoman Braccio called the meeting to order at 6:32P.M.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. Scholarship Committee update

The Scholarship Committee update will be rescheduled, as they in the process of gathering information.

b. Nick McEvoy – Presentation for Eagle Scout Aqueduct project

Mr. McEvoy presented his proposed Eagle Scout project to the Board. He is working in partnership with the Southborough Trails Committee, represented by Kathryn McKee. The location of the proposed project is off Pine Hill Road and will connect the Aqueduct Trail to the Bay Circuit Trail Connector. The land is MWRA-owned and the Southborough Trails Committee is working to secure permits for the project. Once the 8M permit has been amended, work will begin on the project. Expected completion date is by March 2022. Mr. McEvoy said the trail is approximately 1 meter wide and can accommodate two people side-by-side and added that there are no wetlands and said Dig Safe will need to be contacted prior because there is a gas line near Pine Hill Road. Ms. Braccio asked Ms. McKee for an update on the permitting process with the MWRA. Ms. McKee said the MWRA has given permission to move this project in parallel with the permitting process for the Peninsula Trail. She stated the MWRA has all the information it needs to move forward with amending the 8M permit and the process is moving forward. Ms. Malinowski asked Mr. McEvoy how he would be fundraising for the project. He stated this hasn't been determined as yet but it will potentially involve providing or stacking firewood for Southborough residents. He anticipates that total fundraising budget to be $150. The board wished Mr. McEvoy success in this project. Mr. Stivers moved to accept the Eagle Scout Aqueduct project. Mr. Healey seconded the motion. The motion passed unanimously (5-0-0) by roll call, Ms. Malinowski, aye; Mr. Stivers, aye; Mr. Healey, aye; Mr. Dennington, aye; Ms. Braccio, aye.

IV. Reports

a. Chairwoman's Report

i. Proposed redistricting

Ms. Braccio reported she had a conversation with Rep. Dykema regarding the issue of redistricting. As of November 2022, Rep. Dykema will no longer represent the current district. The new district will be redrawn to include 2 precincts in Northborough, approximately 80% of Westborough and all of Southborough. New maps are being released. Ms. Braccio expressed her sadness that Rep. Dykema will no longer represent Southborough and thanked her for her support of the community and its concernn. Post redistricting, Rep. Dykema offered any assistance to the Town that might be helpful.

ii. Heritage Day

Ms. Bracccio reported the day was a great success and was well attended.

b. Members' Reports

i. Update on Regional Dispatch Study kickoff meeting

Ms. Malinowski reported the meeting was held on October 13th with representatives from all 6 participating towns in attendance. The funding cycle for the next regional dispatch center is as follows: guidelines are released in January, grants applications are due at the beginning of March and grants will be awarded in June. Next steps for the study include interviews with key stakeholders in each community, site visits and cost assessments, both current and potential. Each town is in its own unique situation relative to this issue. The grant will cover radio systems, interoperability, inside infrastructure, potential building purchase, records management, renovations, portable radios, station alerting, tower site and radio connections for gaps in coverage.

ii. COVID-19 case update

Ms. Malinowski reported cases for the latest two-week period. There have been 17 new cases, occurring this week with 13 of those in isolation. Cases appear to have plateaued out for both the Town and schools.

iii. Golf Course update

Mr. Stivers reported there is a good committee in place that is interested in further growth for the club. The golf course is experiencing record activity and financial performance. Use in 2021 is expected to be approximately 20,000 rounds for the year. The committee will be submitting a letter to the Board requesting support for fencing along Lattisquamma Road. Other matters currently being discussed by the committee include renewal of the Golf Company management agreement, additional food and beverage service in the clubhouse, paving the road and parking lot, irrigation options for fairways and greens and additional marketing activities to increase usage. Mr. Healey suggested a discussion of a liquor license to enhance food and beverage service. Mr. Stivers reported the Club has a beer and wine license. The clubhouse serves limited food but the committee is exploring ways to increase food and beverage service.

c. Town Administrator Report

i. ALS One golf tournament

Mr. Purple reported it is nice to see the reinvigoration of the golf course. He reminded the Board that should the committee come forward with a request for fencing or other improvements, there is a Golf Revolving Fund, which contains revenue generated by the golf course and can only be used for the course. Mr. Stivers inquired about the current balance in the Fund. Mr. Purple believes there is approximately $40,000 in the Fund. Mr. Purple stated increased usage of the course has resulted in an increased the balance in the fund. Mr. Purple reported the ALS One weekend was a success. This

annual event held in honor of John Wilson and Brian Shiffrin, generated $5,074, which was a 19% increase over last year. Mr. Purple thanked Former Selectman Brian Shea and Jen DiMartino from ALS One for their efforts in making the event a success.

ii. Update on Mooney lights

Mr. Purple has reached out to Bob Moran, our customer service representative at National Grid to identify a time for them to electrify the lights before the ground freezes for winter. The project is being scheduled but there is no firm date for completion.

iii. Community Compact IT grant application

Mr. Purple reported a grant has been submitted for the servers and an upgrade to the licenses for the servers through the Community Compact. A decision is expected some time between Thanksgiving and Christmas. Mr. Purple will reach out to legislators and the Department of Revenue in an effort to secure funding. He recognized IT Manager Jay Montijo along with Finance Director Brian Ballantine, for their efforts in the grant application.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: September 8, 2021; October 7, 2021

Mr. Stivers, Mr. Dennington and Ms. Malinowski asked to hold agenda item "a." Mr. Stivers added the following revisions to the October 7th minutes: line 77-Safdar; line 78-there; line 165-Miss Jones; and line 180-agree. Mr. Dennington requested clarification on the October 7th minutes: line 75. Regarding Article 2, Mr. Dennington believed the Advisory Board supported the change to Select Board. Ms. Braccio and Mr. Stivers shared Ms. Cook doesn't believe Select Board is the best term but it is the best choice and supported it. Ms. Malinowski asked to add the following language to the October 7th minutes: line 5-"Ms. Malinowski asked Mr. Pfaff what the difference would be as to where the funding would reside." Mr. Stivers moved to approve Open Session Meeting Minutes of September 8, 2021 and October 7, 2021, as amended. Ms. Malinowski seconded the motion. The motion was approved unanimously (5-0-0) by roll call vote Ms. Stivers, aye; Mr. Healey, aye; Mr. Dennington, aye; Ms. Malinowski, aye; Ms. Braccio, aye.

b. Appoint Board of Selectmen Executive Assistant position
c. Promote Julia Fontana to Probationary Police Officer, effective October 22, 2021
d. Open warrant for March 26, 2022 Annual Town Meeting
e. Declare Fire boat surplus for purposes of disposition

Mr. Stivers moved to approve Consent Agenda items b, c, d and e. Ms. Malinowski seconded the motion. The motion was approved unanimously (5-0-0) by roll call vote Mr. Stivers, aye; Mr. Healey, aye; Mr. Dennington, aye; Ms. Malinowski, aye; Ms. Braccio, aye.

VI. Other Matters *(Board may vote)*

a. Consideration of amendment to Fire Chief contract, RE: Paramedic certification

Ms. Braccio stated this discussion is a continuation of a discussion that took place in Executive Session and everyone agreed that it should be brought into Open Session. Ms. Braccio stated she is looking for clarification as to whether the amendment specifies minimum certification for the Fire Chief at the EMT-A level or EMT-B level. Chief Achilles responded he believes the Fire Chief should hold a minimum licensure at the EMT-B level. Ms. Braccio asked if the recommendation was two levels below the Paramedic level. Chief Achilles responded yes. Ms. Malinowski commented that she is clear on the value Chief Achilles adds to the Fire Department and is grateful for his leadership. She stated she is uncomfortable amending the current Fire Chief contract from the paramedic certification requirement to an EMT-B certification requirement. She noted that currently, all lieutenants in the Fire Department have a minimum of an EMT-A certification. Mr. Healey is fine with

the proposal and appreciates Attorney Feodoroff's concise explanation as to how to move forward. Mr. Stivers and Mr. Dennington are in agreement with the proposal. Ms. Braccio shares Ms. Malinowski's concerns. She noted we are currently a paramedic-driven department. Also, having been a part of the negotiation of the prior contract, Ms. Braccio is mindful of how important this issue is. Mr. Stivers moved to amend the Fire Chief's contract regarding certification from requiring paramedic certification to EMT-B certification. Mr. Healey seconded the motion. The motion passed (3-2-0) by roll call vote Mr. Stivers, aye; Ms. Malinowski, no; Mr. Healey, aye; Mr. Dennington, aye; Ms. Braccio, no. Mr. Purple will follow up with Town Counsel to draft the amendment.

b. Requests from Capital Committee

i. SHOPC subcommittee makeup

Ms. Braccio stated Mr. Pfaff's resignation reduces the number of members on the subcommittee to four. The Capital Committee discussed whether another member wished to fill the vacancy on the subcommittee. At this time, no one has stepped forward. Mr. Pfaff has expressed an interest in remaining on the subcommittee. Ms. Braccio has two concerns around this matter. First, the charge of the subcommittee would need to be amended to accommodate this situation. Additionally, Ms. Braccio has concerns around the disposition of Town property. She feels it may be a potential conflict of interest for either a member of BOS or Advisory to serve at the subcommittee level. Mr. Healey shares her concern and asked if there is any harm in not filling the vacancy immediately. Ms. Braccio said no. Mr. Stivers and Ms. Malinowski concur with Mr. Healey. Ms. Braccio tabled the discussion for a later date.

ii. Reduce committee membership from seven to five

Ms. Braccio stated the Board is revisiting this issue. Presently, there are 5 members on the Capital Committee. The Committee has discussed a request to the Board to change the charge so there will be no issues maintaining a quorum. Ms. Braccio stated the Capital Committee is engaged in several projects, including the space needs plan, discussions with the School Committee and upcoming subcommittee feedback. Mr. Healey stated the request by the Committee is reasonable. For purposes of stability for the Committee and its work, he suggested changing the charge to reflect the number for a quorum be based on the number of members at any given time, rather than on the potential number of members. Mr. Purple will seek clarification from Town Counsel. Ms. Braccio stated the Board would revisit at the November 3rd meeting.

c. Update on Downtown District bylaw public hearing on 10/18

Ms. Braccio thanked everyone for participation in the 10/18 meeting. She is grateful the Planning Board, the Board of Selectmen, the EDC and, hopefully, Advisory are able to come to Town Meeting with consensus on this matter. Ms. Braccio shared for ease and clarity at Town Meeting, Mr. Hegarty will print the newly amended article on blue paper and will distribute to attendees upon check-in. When the article comes to the floor, the Board will move the article, as amended, on the blue paper rather than the article as written in the Warrant. Mr. Stivers asked if the blue paper version would have markups to show the changes. Mr. Healey shared a conversation he had with Mr. Hegarty where Mr. Hegarty indicated a clean version would be easier for attendees to follow. Mr. Purple or Ms. Braccio will follow up with Mr. Hegarty to clarify. Mr. Stivers moved to adopt Version 9 of the Downtown District article with the three changes approved by the Planning Board and the EDC on October 18, 2021. Ms. Malinowski seconded the motion. The motion passed unanimously (5-0-0) by roll call vote Mr. Stivers, aye; Mr. Healey, aye; Mr. Dennington, aye; Ms. Malinowski, aye; Ms. Braccio, aye.

Ms. Braccio opened discussion as to who will present the Downtown District article at Town Meeting on behalf of the Board. Mr. Anderson shared he thought Ms. Connelly would be available to present on behalf of the EDC. It was decided Mr. Healey would introduce the article and turn the remainder

of the presentation over to Ms. Connelly. Mr. Healey will coordinate the presentation with Ms. Connelly. Ms. Braccio stated it is important that the blue sheet for Town Meeting contain the votes of the Planning Board, the EDC, the Board and Advisory. Ms. Braccio suggested sharing the red lined version with the public ahead of Town Meeting to clarify the changes. After discussion, it was decided to share the red lined version via the Town website and blog.

d. Special Town Meeting logistics: handouts, presentation of articles, reconsideration of votes to support; financial impact.

It was decided the following Board members would present the following articles at Special Town Meeting: Article Two-Ms. Braccio; Article Three-Ms. Malinowski; Article Five-Mr. Dennington and Article Ten-Mr. Healey.

Financial Impact. Ms. Malinowski had asked the finance team to prepare information on the tax impact, should all articles pass at Special Town Meeting. After viewing the information, Ms. Malinowski thinks there is a need to understand how values are assessed and communicate that information clearly. Ms. Braccio shared Mr. Purple has reached out to Mr. Cibelli, Assessor and he will be attending the November 3rd Board meeting. Ms. Braccio noted the certified Free Cash number is higher than anticipated. Mr. Purple believes Mr. Ballantine and Ms. McCauliffe would concur with a one-time use of Free Cash for capital items but would not approve of such use for operating expenses. Mr. Purple stated the Board may wish to use Free Cash for some capital items and engineering studies to keep those projects moving forward. Should Southborough be awarded the Community Compact grant for the servers, those allocated funds can simply be returned to Free Cash at next year's Annual Town Meeting. Mr. Stivers would like to revisit other Board approvals to ascertain if there are other funding sources. Mr. Healey stated that as much lead time as possible should be built into systems so we don't find ourselves in the situation again. When possible, he thinks it is important to return money to the taxpayers. The Board recommended allocating Free Cash to pay for the servers and the engineering study. This will be done through a specific motion in Article Four at Special Town Meeting.

Ms. Braccio introduced Melanie Otsuka to the Board. Ms. Otsuka has been hired as the new Executive Assistant to the Board of Selectmen.

VII. Public Comment

There was no public comment.

VIII. Adjournment

Mr. Healey moved to adjourn the meeting. Mr. Stivers seconded the motion. The motion passed unanimously (5-0-0) by roll call vote Mr. Healey, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Ms. Braccio, aye. The meeting was adjourned at 7:44 P.M.

Upcoming Meetings	
November 1, 2021 (Special Town Meeting)	*November 3, 2021*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the October 19, 2021 BOS Meeting:

- Eagle Project Proposal - Aqueduct Connector Trail
- Draft Regular Session Minutes, September 8, 2021
- Regular Session Minutes, October 7, 2021
- Memo from Vanessa Hale to BOS dated 10.14.21
- Letter from Chief Paulhus to BOS dated 10.14.21
- Letter from Chief Achilles to Mark Purple dated 3.17.21
- Letter from Chief Achilles to Lisa Braccio and Mark Purple 10.4.21
- Letter from Attorney Feodoroff to Vanessa Hale 10.13.21
- Letter from Brian Ballantine to BOS and Mark Purple 10.15.21
- Special Town Meeting Warrant November 1, 2021
- Update on Downtown District bylaw public hearing on 10/18

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, September 8, 2021 6:30 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

I. Chairwoman Braccio called the meeting to order at 6:34 P.M.

II. **Public Comment**
None

III. **Scheduled Appointments**
Volunteer Interviews

i. Trails Committee – Tony Schoener

Mr. Schoener explained he was one of the original Trails Committee members and gave a background on his professional and town experience. Mr. Healey stated he felt Mr. Schoener would be a great fit for the Committee. Chairwoman Braccio thanked Mr. Schoener for attending and informed him that this appointment will be discussed later in the meeting.

ii. Noise Bylaw Ad Hoc Committee

Chairwoman Braccio updated the Board that they previously interviewed six volunteers and one has since withdrawn. She added that another seven volunteers have stepped forward. She instructed the Board they will conduct interviews, discuss the committee charge and then vote on appointments. The interviews are below:

a. Krishna Kandarpa

Dr. Kandarpa gave background of his work at Brigham and Women's Hospital and explained his vision for a noise bylaw for the Town of Southborough. He explained how noise can impact the public's health and his experience on committees in his professional career. The Board thanked him for his time and informed him that appointments will be made later in the meeting.

b. Timothy Fling

Mr. Fling explained that he does his own property maintenance and was in opposition to the previously proposed bylaw. He explained his background in acoustics and his hourly limitation approach to a noise bylaw. The Board thanked him for his time and informed him that appointments will be made later in the meeting.

c. Shawn Rose

Mr. Rose explained his professional background and that he is new to Southborough. He explained that he does his own yardwork and also hires contractors. He outlined his vision for a balanced bylaw and his focus on researching other town's bylaws. The Board thanked him for his time and informed him that appointments will be made later in the meeting.

d. Joao (John) Melo

Mr. Melo explained his history managing acoustic projects and his engineer background. He told the Board his wife manages the MySouthborough blog and outlined his thoughts regarding a minimal and less intrusive bylaw. The Board thanked him for his time and informed him that appointments will be made later in the meeting.

e. Patrick Stanton

Mr. Stanton described his professional background and how he felt the previously proposed bylaw was too restrictive and unenforceable. There was discussion regarding noise measurement and hour restrictions. The Board thanked him for his time and informed him that appointments will be made later in the meeting.

f. Lee Perrin

Mr. Perrin explained his career as an anesthesiologist at St. Elizabeth's Medical Center and his background on various boards and committees in Town. He summarized his vision for a noise bylaw which would include hour restrictions and receiving input from boards, committees and residents. The Board thanked him for his time and informed him that appointments will be made later in the meeting.

g. Peter Goodney

Mr. Goodney described his professional background as police sergeant and his experience dealing with noise complaints. He outlined his experience on Town board and committees including the Public Safety Study and Building Committees. He gave an outline of his vision for a noise bylaw which included restrictions by district and duration and frequency of noise. The Board thanked him for his time and informed him that appointments will be made later in the meeting.

<u>Kathryn McKee, Trails Committee – Update on Aqueduct Trail Connector project; revisions to Committee charge</u>

Ms. McKee described the potential Eagle Scout project to expand the Aqueduct Trail Connector off of Pine Hill Road. She explained that the Committee needs to conduct outreach regarding this project through MWRA and abutters to the trail. She added that they must also survey the lot.

Ms. McKee described the revisions proposed to the Trails Committee charge and reasons for the request to expand the number of members. There was discussion regarding forming a "Friends of the Trails" committee. Ms. Malinowski outlined her concerns regarding expanding the committee and potential Open Meeting Law issues. Mr. Healey asked if Town Counsel had opined. Mr. Purple responded that Attorney Talerman stated he had some concerns regarding the creation of associate members and suggested additional members become ad-hoc. Chairwoman Braccio stated she is in support of expansion but also has concerns with the addition of associate members. Ms. McKee explained her request for additional non-voting members. There was discussion regarding alternates and comparisons to the Zoning Board of Appeals. Ms. McKee agreed to investigate other towns who have done this and will report back to the Board at their first meeting in October.

<u>Jennifer Thompson, CSS – Update on ARPA consulting services</u>

Chairwoman Braccio explained that the Board signed a contract with CSS at a previous meeting to review Federal and State funds relate to COVID funding; specifically, ARPA, FEMA and CARES. Ms. Thompson introduced herself and outlined the services CSS provides. She explained her collaboration with Town Accountant Carla McAuliffe, Treasurer/Collector Brian Ballantine and Town

Administrator Mark Purple. There was discussion regarding a CSS collaboration with department heads to identify avenues for State and Federal funding. Ms. Thompson explained their focus on compliance and their ability to produce monthly expenditure and reimbursement reports. Chairwoman Braccio recognized Ms. Malinowski for her work to bring CSS onboard.

IV. Reports

Chairwoman's Report

i. Update on Swap Shop

Chairwoman Braccio stated she spoke with Linda David regarding a complaint to the DPW Superintendent on work volunteers were conducting there. Chairwoman Braccio stated the volunteers were doing work to organize the Swap Shop but Superintendent Galligan was not aware of the work taking place there. Ms. Galligan was concerned that she was not aware of the volunteers or their work and the liability and legal issues this could cause. There was discussion regarding the creation of an official volunteer group.

ii. Update for Downtown District

Chairwoman Braccio updated the Board on the status of the review of the design guidelines with the Historical Commission, Planning Board, Economic Development Committee, Sarah Hoecker from the Planning Department and contractor Judi Barrett. She stated the goal is to meet again to review the bylaw language.

iii. Office hours

Chairwoman Braccio stated that Ms. Malinowski and she will host the first Office Hours in September over Zoom. She outlined the schedule through January.

Members' Reports

i. Summer Nights

Ms. Malinowski thanked the Recreation Commission, Friends of Recreation, Police and Fire Departments, Health Department, Tim Davis and all the sponsors for supporting a successful Summer Nights. Mr. Stivers stated the band and food trucks were great. Chairwoman Braccio reminded the public that the Rotary Club's first Food Truck Festival is this coming Wednesday at St. Mark's.

Town Administrator Report

i. ALS fundraiser at Southborough Golf Club

Mr. Purple informed the public that the Southborough Golf Club will be holding their annual fundraiser for ALS One in memory of John Wilson and Brian Shifrin over Columbus Day Weekend. He stated a portion of fees will go to ALS One and Brian Shea is coordinating on behalf of the Town to hold the event Friday, Saturday and Sunday of Columbus Day weekend.

ii. 9/11 Ceremony

Mr. Purple informed the public that the ceremony will be held at 9:55 A.M. at the Public Safety Building. He invited all to attend.

iii. Update on Flagg Road HCVE request

Mr. Purple outlined the proposal from VHB as supplied in the packet for a truck circulation study. He informed the Board the total cost would be $22,000 to conduct and report on the study which would need to be approved at Town Meeting. He suggested the Board request $25,000 for contingencies.

Mr. Purple asked the Board if they wanted this included on the Special Town Meeting warrant. The Board discussed and agreed to move forward with this as an article for Special Town Meeting.

iv. Consent Agenda

a. Mr. Stivers held agenda item "a." Mr. Stivers outlined revisions from the July 13th meeting minutes on line 45 and 318. Mr. Dennington outlined revisions on line 86 and 322 and had a question on line 290. Ms. Malinowski outlined revisions on line 332 and 336. Mr. Stivers outlined revisions from the August 25th meetings on lines 33, 37, 34 and 45. Mr. Stivers made a motion to approve Open Session Meeting Minutes: July 13, 2021, August 25, 2021 as revised. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

b. Mr. Stivers made a motion to approve Executive Session Meeting Minutes: July 13, 2021. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

c. Mr. Stivers made a motion to appoint Program Coordinator for Recreation Department. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

d. Mr. Stivers made a motion to appoint Business Assistant for Zoning Board of Appeals. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

e. Mr. Stivers made a motion appoint David Joyner to Youth Commission, term 6/30/24. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

f. Mr. Stivers made a motion to appoint Jake Murphy as PT Telecommunications Officer, start date September 9, 2021. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

g. Mr. Stivers made a motion to appoint Martin Healey to SHOPC/Selectmen's Rep., term 6/30/24 Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

h. Mr. Stivers made a motion to reappoint Cultural Arts Council Members:
   i. Mary Piekarcz – term 10/3/21 – 10/2/23
   ii. Kimberly D. Galbraith – term 10/3/21 – 10/2/23
   iii.Catherine M. Weber – term 10/15/21 – 10/14/23

Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

i. Mr. Healey held agenda item "i. - approve five (5) 1-day Alcohol License applications for Chestnut Hill Farm "Fall Fun on the Farm" events: October 3, October 10, October 17, October 24, October 31." Mr. Healey reminded the Board that the same applications were submitted last year and the Board denied them on the basis that the serving of alcohol was not an appropriate use based on the Conservation Restriction and the Management Plan for the property. He stated he was still opposed to the same request specifically because it was described as an educational event. Mr. Healey asked that Town Counsel review the Conservation Restriction and request. Mr. Stivers stated he is in support of these events. The Board agreed to have Town Counsel review and submit an opinion for the September 21st meeting. Mr. Purple agreed to reach out to the Trustees to inform them of next steps.

v. Other Matters Properly Before the Board

<u>Board/Committee updates</u>

Chairwoman Braccio stated that this will be a new line item moving forward and asked Mr. Stivers to update the Board on his items from meetings he has attended. He stated that at their last meeting, the ADA Committee spoke to concerns regarding the recent consultant report and the little amount of input received from departments, committees and the Town. He stated that they spoke about attending a Board meeting to discuss this and the potential for ADA review of building permits and work done through the Facilities Department, Conservation Commission, Planning Board and other various departments and committees to apply ADA requirements before work is started.

Mr. Stivers stated he had a conversation with the Golf Course Committee and they are looking into ways to better utilize the Golf Course which included adding an irrigation system, paving the parking lot and driveway, food and beverage upgrades and adding screening on Latisquama Road.

Mr. Stivers stated the Historical Commission had concerns regarding the condition of the Old Burial Ground and that he will inform Ms. Galligan of these concerns.

Review of proposed policy on Remote Work

Chairman Braccio stated Ms. Hale has been doing a tremendous amount of work to create the policy as the pandemic has demonstrated that Town employees can work effectively from home. Mr. Purple stated his concerns regarding consistency and the need for the Town to implement a policy such as this. Ms. Hale described the questions she received regarding a remote work policy while conducting interviews and felt it was good for morale. Mr. Stivers outlined his concerns which included the approval authority of elected boards and the length of time to needed to rescind a work from home setting that was not working. Mr. Dennington was in support of the document and felt there should be clarity on who the approving authority is for each department and that office coverage was paramount. Ms. Hale stated she would solicit feedback from departments heads. Mr. Stivers agreed to send his revisions to Ms. Hale. The Board agreed to add this item to a future agenda to sign and approve.

Noise bylaw Ad-Hoc Committee

The Board discussed increasing the membership from five to seven. Mr. Stivers made a motion to change the charge of the Noise bylaw Ad-Hoc Committee to consist of seven at large members. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

The Board discussed the applicants to the Noise bylaw Ad-Hoc Committee. The Board voted for members as follows:

Ms. Malinowski: Peter Goodney, Lee Perrin, John Melo, Lisa Dunderdale, Peter LaPine, Timothy Fling and Patrick Stanton.

Mr. Healey: Peter Goodney, Lee Perrin, John Melo, Lisa Dunderdale, Patrick Stanton, Timothy Fling and Krishna Kandarpa.

Mr. Stivers: Peter LaPine, Cynthia Foster, Jake Hashash, Lee Perrin, Peter Goodney and John Melo.

Mr. Dennington: Peter LaPine, Cynthia Foster, Doris Cahill, John Melo, Timothy Fling, Peter Goodney and Lee Perrin.

Chairwoman Braccio: Peter LaPine, Lisa Dunderdale, Cynthia Foster, Krishan Kandarpa, Timothy Fling, John Melo and Peter Goodney.

Mr. Stivers made a motion to appoint Peter Goodney, Lee Perrin, John Melo, Timothy Fling, Cynthia Foster, Lisa Dunderdale and Peter LaPine to the Noise bylaw Ad-Hoc Committee, terms 6/30/22. Ms. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Chairwoman Braccio informed the candidates that the decision was difficult for the Board and encouraged those not appointed to volunteer for the Town in the future.

Discussion of traffic concerns on Oak Hill Road

Andrew Pfaff (50 Oak Hill Road) shared his screen and walked the Board through his presentation regarding speeding and traffic concerns on Oak Hill Road. He introduced his neighbor, Eric Fernandez (26 Oak Hill Road) who stated he spoke with residents on Oak Hill Road who were all in favor of lowering the speed limits to make this road safer. He reviewed request made to the DPW, MASSDOT and the Board and described his concerns and recent accidents on this road. Mr. Healey said he felt this conversation ties in with the study that needs to be conducted on all roads in Southborough. He added that the accident shown to the Board may have more to do with distracted driving rather than speeding. Mr. Stivers added that he has witnessed speeding on Oak Hill Road and felt radar speed and jake brake signage would be beneficial in the short-term. Mr. Dennington agreed that there are reasonable solutions that could be done at a low cost. Ms. Malinowski stated she would like to hear from Chief Paulhus regarding the referenced accident to clarify if speed was a factor. There was discussion regarding the requests for sidewalks at Oak Hill Road and other neighborhoods in Town. Chairwoman Braccio stated she would like to hear from Chief Paulhus and DPW Superintendent Karen Galligan regarding these issues at Oak Hill Road and throughout Southborough. Mr. Fernandez described concerns regarding an increase in children and their safety in the Oak Hill Road neighborhood, limited sidewalks, increase in accidents and change in demographics.

Jonas Linden (39 Flagg Road) stated that there has been a lot of similar requests and concerns brought to the Board and little action. He urged the Board to ask Ms. Galligan to implement some of these requests. Chairwoman Braccio stated she will be having a conversation with Ms. Galligan to get feedback on these issues.

Roger Challen (29 Oak Hill Road) stated that he hopes that the Board does not fail to look into these speed and traffic concerns due to the fact that many other neighborhoods have the same issues. Chairwoman Braccio replied that the Board is very receptive to listening to concerns and coming to a solution. There was discussion regarding adding crosswalks to Oak Hill Road. Ms. Malinowski clarified that she felt that the requests regarding traffic safety need to be balanced and responded to appropriately and consistently. Chairwoman Braccio thanked the Oak Hill Road residents for their presentation and participation and stated this topic will be on a future agenda once more information is collected.

vi. Public Comment

Jonas Linden (39 Flagg Road) asked that truck decibel levels be included into a noise bylaw for the Town. He stated that Flagg Road qualifies for a truck exclusion per MGL and asked that the Board move forward with this instead of adding a $22,000 cost to tax payers. Chairwoman Braccio stated

she has received calls from residents on Main Street who are opposed to lifting the truck exclusion. She added that the traffic study proposed will be global and fair to tax payers.

Tim Fling (18 Main Street) asked if the funds from the DPW road repair line item could be used to fund the traffic study. Mr. Purple stated he will inquire with Ms. Galligan.

vii. On a motion made by Mr. Stivers seconded by Mr. Healey and voted all in favor by roll call vote, the meeting was adjourned at 10:14 P.M. Roll call: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Upcoming Meetings
September 21, 2021
October 5, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the September 8, 2021 BOS Meeting:

- Citizen Activity Form, Tony Schoener
- Citizen Activity Form, Krishna Kandarpa
- Citizen Activity Form, Tim Fling
- Citizen Activity Form, Patrick Stanton
- Citizen Activity Form, Lee Perrin
- Southborough Trails Committee – Aqueduct Connector Trail Construction Plan 2021
- Trails Committee Charge Update Request 9.1.21
- Trails Committee Charge 3.13.13
- Regular Session Minutes 7.13.21
- Regular Session Minutes 8.25.21
- Memo from Vanessa Hale to BOS 9.2.21
- Citizen Activity Form, David Joyner
- Letter from Chief Paulhus 8.30.21
- Draft Town of Southborough Remote Work Policy
- Noise Bylaw Ad-hoc Committee Charge
- Citizen Activity Form, Peter LaPine
- Citizen Activity Form, Doris Cahill
- Citizen Activity Form, Jake Hashash
- Citizen Activity Form, Lisa Dunderdale
- Citizen Activity Form, Cynthia Foster
- Oak Hill Road Traffic Studies and Current and Past Police Logs

Eagle Project Proposal: Aqueduct Connector Trail

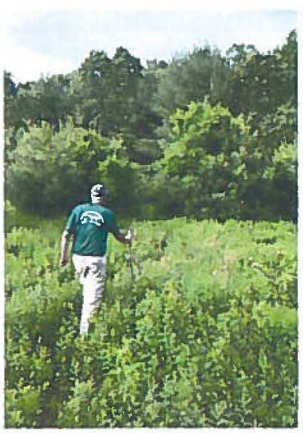
Nick McEvoy, and The Southborough Trails Committee

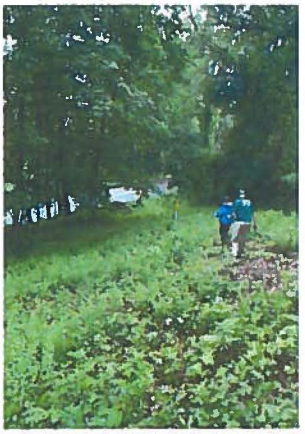
Location

The location for the approximately 500 yard trail will be off Pine Hill Road in Southborough.

One end of the trail will connect to the road and the other will connect the Bay Circuit Trail Connector.

In the images to the right you can see that the path we want the trail to take has a variety of terrain and plantlife. Near the Pine Hill road section of trail there is a hill that will require us to have a switch back and will force us to alter the path of the trail. The Property is owned by MWRA, and the Southborough Trails Committee is currently in the process of getting the appropriate permits.









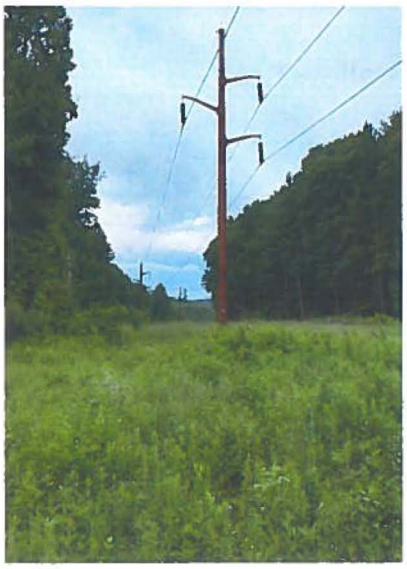
Property Abutters

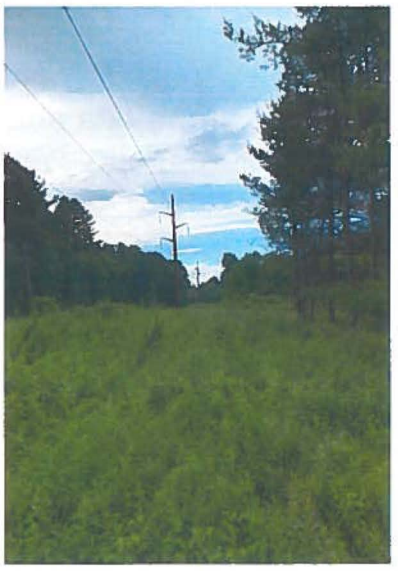
The Proposed Trail in yellow has three properties abuting the land, therefore a survey will be necessary to locate property lines. The Southborough Trails Committee Has been working to reach out to the abutters to answer and questions and concerns about people wandering off the trail. The trail will not be able to support parking, the road is narrow and there is not a very big shoulder.



Weeds

As seen in these images there is a section where the trail crosses underneath power lines. There is a long stretch of weeds that are waist high in some places. We will need to clear path by removing existing ground cover, small shrubs, branches, tree limbs, and protruding rocks. Tread maintenance will require the removal of top layer of organic matter, roots, and rocks. Near the Pine Hill Road section of the trail there is quite a substantial amount of poison Ivy. We will take precautions for the volunteers.





Fund Raising

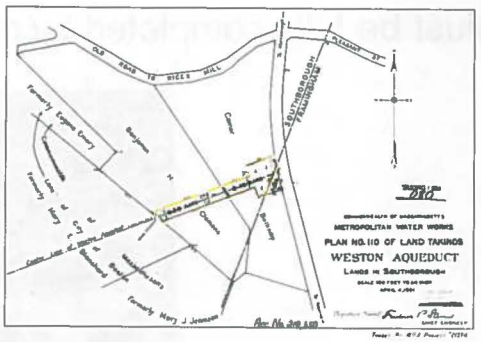
Due to the nature of the project tools will be supplied by Trails. An estimate of $150 will be needed for:

- Trail signs at both ends, where it intersects with the Bay Circuit Trail and with pine hill road
- Work gloves, masks, eye protection

A re-survey of the work area will be required. Mr. Glenn Odone of Odone Survey & Mapping has agreed to provide this service (*gratis*), as he has had previous involvement with Troop 92.

ODONE SURVEY & MAPPING

SURVEYING ~ MAPPING ~ PLANNING & CONSULTING



Timeline

Once the existing 8(m) permit has been amended to include this parcel of land (MWRA's easement), and the easement boundary has been clearly defined, the trail work can begin. Desired timeline for trail construction execution is Fall 2021 to be completed by December 2021.

Must be fully completed by mid-March 2022.





Manpower, Tools & Safety Issues

- Manpower
  - Eagle Scout candidate Nick McEvoy will lead the project
  - Southborough Trails Committee will oversee the project (Kathryn McKee, Ch.)
  - Scouts from Troop 92
  - Adults and adult supervisors (Eagle project Coach) from Troop 92
  - Trails committee members and affiliates
- Tools required
  - Hand/bow saws
  - Pick axe
  - Sickle/scythe
  - Brush whip
- Safety issues
  - BSA COVID-19 precautions and rules will be strictly adhered to
    - Masking where necessary
    - Distancing as appropriate
    - Hand sanitizer use
  - First Aid kit to hand
  - Safety goggles when working with saws, pick axe, scythes, whips
  - Work gloves
  - Long pants and long sleeves for working in areas with poison ivy

Mark Purple

From: Kate Feodoroff <kate@mtclawyers.com>
Sent: Wednesday, October 13, 2021 4:33 PM
To: Vanessa Hale
Cc: Mark Purple; Jay Talerman
Subject: RE: Fire Chief Paramedic status

Follow Up Flag: Follow up
Flag Status: Flagged

[EXTERNAL]

Dear Vanessa,

Thank you for the tickle. I apologize for the late response. As a matter of general course, there is no conflict. As the incident commander, he would be responsible for direction and control of the scene to ensure personnel is properly and most efficiently responding to various needs during an emergency situation. As a paramedic, he has the highest level of medical training to respond to medical emergencies and could oversee the operations with a full medical understanding of the scene which would inform his decision making as to managing the response operation. Frankly, I don't see that as being an inherent conflict because the fact that his incident commander status at the scene supersedes his ability to respond as a paramedic is not unusual, instead it is simply a way to manage limited resources.

However, in reading his email, it seems that his concern is a personal one in that he is not comfortable with the practical skills because he is not called on them to perform on a routine enough basis because there are, from what I can glean from the email, lower level employees responding to medical incidents (EMT-Bs or EMT-As). Since he is technically a paramedic (or was), he would be required to respond at that skill level or risk legal liability. Failure to adhere to the standard meeting that level would be dangerous and create exposure. Though it is not impossible to maintain those skills, I would defer to his experience as to time-management, etc... given that the Chief's position is a full time and difficult job.

It is possible to modify this requirement. The cleanest way would be a simple amendment, which would not open his entire contract, but would address this requirement. It could also, though not recommended, that the board simply vote to waive this requirement. The only reason why I don't recommend it is because I want to ensure a full paper trail to protect everyone's interests.

Let me know if you need more information.

Kate

Katherine M. Feodoroff *(she. her. hers)*
Mead, Talerman & Costa, LLC
730 Main Street Suite 1F Millis, Massachusetts 02054
Phone 774.993.5002
Mobile 508.415.1021
kate@mtclawyers.com www.mtclawyers.com

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If you have received the above transmittal in error, please delete the message and any attachment(s) hereto from your e-mail system and notify us immediately.

Think before you print.

From: Vanessa Hale <vhale@southboroughma.com>
Sent: Wednesday, October 13, 2021 3:38 PM
To: Kate Feodoroff <kate@mtclawyers.com>
Cc: Mark Purple <mpurple@southboroughma.com>; Jay Talerman <jay@mtclawyers.com>; Vanessa Hale <vhale@southboroughma.com>
Subject: RE: Fire Chief Paramedic status

HI Kate-
Just checking in on this request. Please let Mark or myself know if you need additional details, as well as when we can expect a response. We'll be posting the 10/19 agenda tomorrow and the BOS is waiting for a status report.

Thanks.

From: Vanessa Hale
Sent: Wednesday, October 6, 2021 12:26 PM
To: Kate Feodoroff <kate@mtclawyers.com>
Cc: Mark Purple <mpurple@southboroughma.com>; Vanessa Hale <vhale@southboroughma.com>; Jay Talerman <jay@mtclawyers.com>
Subject: Fire Chief Paramedic status

Good Morning Kate-

Last night the BOS met in Executive Session with Chief Achillies to discuss an issue related to his paramedic certification. His contract requires that he maintain this and he feels this is in conflict with his need to fill the role of Incident Commander. His contract does not expire until 4/28/22. Both parties are interested in renewing his contract but did not start discussions yet. He would need to start the recertification process in December, but he could request a voluntary step down to basic EMT level in advance of his contract being renewed. Questions for you:

1. Whether the dual roles of serving as an Incident Commander [as Fire Chief] and providing medical care as a Paramedic can co-exist. The Board is interested in determining when acting as a paramedic rises above serving as an Incident Commander or vice-versa.
2. Additionally, please advise if this question can be resolved without opening the employment contract of the Fire Chief

The Selectmen plan to address this at a special meeting tomorrow night [they would amend the currently posted agenda]. I will be away tomorrow for the rest of the week, so please contact Mark to let him know if you can be respond in that time frame.

Thanks.

TOWN OF SOUTHBOROUGH

FINANCE DIVISION: TREASURER AND COLLECTOR

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 x3010 · FAX (508) 480-0161 · bballantine@southboroughma.com

DATE: October 15, 2021

TO: Honorable Board of Selectmen
Mark Purple, Town Administrator

Cc: Advisory Committee, Town Accountant, Town Assessor

From: Brian Ballantine, Finance Director T/C BP.B

RE: Status of FY22 Budget

As the Board is aware, Annual Town Meeting was held on May 22nd, 2021. At the time, the tax increase on an average residential home was 3.19%. As many of you are aware, the tax rate increase estimates are based on what was voted at the Town Meeting, with several other estimates intermingled. These other estimates are typically state aid, local receipt revenue, total town valuation, projected new household valuations, debt expenses, and other minor items such as overlay reserve expenses and tax title expenses to be raised. As Special Town Meeting is quickly approaching, it is a good time to note changes that have occurred in the past 5 months and the updated estimate we now have.

Please see the attached sheet detailing the changes with the associated change of amount. Of note the average house value was estimated as a robust 2.9% value increase but ended up even higher at an increase of 4.4%. Conversely total Town value was estimated at a 4% change and ended up as 3.8%. Unfortunately these value changes can swing the tax rate in either direction depending on final determined amounts. It should be noted the total Town value has a relatively minor impact on the change – the average house value has the larger impact on the change. At the present time heading into Special Town Meeting the proposed tax increase is 4.92%.

Special Town Meeting has several proposed new items to consider. These total $199,682 (note that the IT article for $40,000 was in the estimates for the May TM but was not acted on and is now being proposed for $85,000). This, and the other handful of changes now in the data reflect a 5.46% estimated increase, up from 3.19%. The only other items to be determined before the tax rate is set is the overlay amount and the actual amounts for items passed at STM.

Should you have any further questions please do not hesitate to contact myself by e-mail or phone.

TOWN OF SOUTHBOROUGH
BUDGET CHANGES FY23

UPDATES SINCE MAY 2021	May 2021 TM Amount	Prior to Special Town Meeting	Updated STM Amount	CHANGE MAY 2021 - UPDATED STM AMOUNT
EXEMPT DEBT	3,314,401	3,315,181	3,315,181	(780)
LOCAL RECEIPTS	3,703,000	3,712,525	3,712,525	(9,525)
SHORT TERM INT DEBT	-	16,658	16,658	(16,658)
TAX TITLE RAISED	5,000	4,306	4,306	694
BOH/BENEFITS BUDGET	-	-	99,682	(99,682)
NEW ARTICLES (IT 40K May - STM 85K)	40,000	-	140,000	(100,000)
AVERAGE RESIDENTIAL HOUSE VALUE	679,728	690,027	690,027	(10,299)
NEW GROWTH	450,000	628,456	628,456	(178,456)
VALUE (BILLION)	2,862,077	2,855,528	2,855,528	6,549
EST Tax Rate Inc at TM	3.19%	4.92%	5.46%	2.27%

TAX RATE IMPACT BY ARTICLE

Art 3 - BOH/BENEFITS = $99,682	0.23%
Art 4 - IT/ENGINEERING = $115,000	0.26%
Art 5 - TRAFFIC STUDY = $25,000	0.06%

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

ADMINISTRATION

DATE: October 4, 2021

TO: Lisa Braccio, Board of Selectmen Chair
Mark Purple, Town Administrator

FROM: Steven Achilles, Fire Chief

RE: Fire Chief Contract Amendment Request

I am requesting that Section I. Functions and Duties of the Fire Chief be amended prior to the expiration of the contract; specifically the requirement to maintain paramedic certification throughout the term of the agreement. My requested amendment is to maintain Emergency Medical Technician (EMT) certification.

After serving as the Fire Chief for over two (2) years, there have been a number of incidents in which I had the duty to act as the primary paramedic while at the same time the duty and responsibility to act as the ranking chief officer. These and future occasions may create a conflict of duties and primary responsibility to act as the Fire Chief.

I am prepared to discuss the requested amendment at your earliest convenience.

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

ADMINISTRATION

DATE: March 17, 2021

TO: Mark Purple, Town Administrator

FROM: Steven Achilles, Fire Chief

RE: Request to Declare Boat, Motor, and Trailer as Surplus

The fire department is requesting that the following be declared as surplus for the purposes of placing out to bid:

(1) 2014 12' North Atlantic RIB Boat with estimated value under $500.00
(1) 2015 Tide Boat Trailer with estimated value of $500.00
(1) 2015 20 hp Mercury Outboard Motor with estimated value between $2,000.00 and $2,500.00

I am prepared to discuss further as required.

KENNETH M. PAULHUS
CHIEF OF POLICE

TOWN OF SOUTHBOROUGH
POLICE DEPARTMENT

32 Cordaville Road
Southborough, Massachusetts 01772

Emergency: 9-1-
All Other: (508)485-212
Business: (508)485-214
Fax: (508)485-463
kpaulhus@southboroughma.cor

To: Honorable Board of Selectmen

From: Chief Kenneth M. Paulhus

Subject: Officer Julia Fontana/Pay Status/Student Officer to Probationary Officer

Date: October 14, 2021

Dear Board of Selectmen:

I am requesting approval to move Student Officer Julia Fontana to Probationary Officer status (one year) upon her graduation from MPTC Reading Academy on October 22nd.

Her pay status will change from $700.00 per week to PS-7, Step 1, $1,008.87 per week, (Local 167 contract).

Please contact me with any questions you might have.

Kenneth M. Paulhus
Chief of Police

Protecting Our Community...Together!

MEMORANDUM

TO: BOARD OF SELECTMEN
FROM: VANESSA D. HALE, ASSISTANT TOWN ADMINISTRATOR
SUBJECT: STAFF RECOMMENDATION
DATE: OCTOBER 14, 2021

On behalf of the Town Administrator and myself, I would respectfully request the Board of Selectmen appoint Melanie Otsuka as the new Executive Assistant to the Board of Selectmen. This position is classified under Schedule A, Grade 5 in the Salary Administration Plan.

We are both pleased to recommend Ms. Otsuka for this position. She is available to commence employment on November 8, 2021. She brings a strong set of administrative management skills from nearly five years in the City Clerk's Office in Framingham and an excellent customer service demeanor. Added to that, Ms. Otsuka has a breadth of experience in departmental licensing requirements, open meeting law, notary public services and financial reporting requirements. Her past experience in the private sector has allowed her to acquire knowledge in client relations, inventory management and social media - all of which will be put to use immediately.

Ms. Otsuka has been vetted by an interview panel which included Chief Achilles, Finance Director Brian Ballantine, Mark and myself. Additionally, the three finalists that were brought forward had a site visit here in the Selectmen's Office and had an orientation with Administrative Assistant Katie Barry. The panel wholeheartedly agreed with this recommendation.

Thank you for your consideration.

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Thursday, October 7, 2021, 7:00 P.M.
Location: Zoom Meeting (virtual)
Present: Board of Selectmen: Lisa Braccio, Chelsea Malinowski, Marty Healey, Sam Stivers, Andrew Dennington, Town Administrator Mark Purple
Advisory Committee: Kathy Cook, Andrew Pfaff, Marci Jones, Eric Fernandez, Tom Wilson, Tim Martel, Adam Nodiff

I. **Call Meeting to Order** – Chairperson Braccio called the meeting to order at 7:05PM. All members are present. Advisory called their meeting to order at the same time.

II. **Scheduled Appointments (Board may vote)**

A. **Joint Meeting with Advisory Committee** – Ms. Braccio said that the purpose of the meeting is to hear from the article presenters on their warrant articles, and for both boards to get their questions answered.

a. **Presentation of warrant articles for November 1, 2021 Special Town Meeting**

i. Articles 7, 8 and 9 – Notice/Location of Town Meeting; Availability of Annual Reports
Town Clerk Jim Hegarty was present to discuss the articles. Article 7 is a housekeeping article to bring the Town into compliance with State law. Article 8 gives the Selectmen the ability to hold a town meeting in another Town contiguous to Southborough. If this were available, we could have held the November Special Town Meeting in the much larger gym at Algonquin. Article 9 is a cleanup article regarding the distribution of the Annual Report, but no other significant changes. There were no questions from Advisory or Selectmen members. Advisory will support these articles, but is not taking positions an any of the articles tonight.

ii. Article 1 – Amend Personnel Bylaw – The article was solely to create the Senior IT Technician position in the SAP bylaw that was funded in the FY22 budget in May. No one had any issues with the article. The Board felt there was strong support for this article.

iii. Article 5 – Traffic Study for HCV routes – Ms. Braccio said that this is for funding to conduct a traffic study to see where truck traffic is best suited in Town. Mr. Purple explained why it was being done. Ms. Braccio provided the history from the Flagg Road article at the May 2021 Town Meeting. She noted that it was better to address the traffic issue overall, rather than by individual street or neighborhood. Ms. Malinowski added that the Board has expressed concern about the Flagg Road safety issues and doesn't want to create a similar issue elsewhere in Town. Andrew Pfaff questioned whether or not it should be in a Selectmen's budget or in a capital article. Marci Jones questioned the scope of the study and whether it will give us the information we are looking for. Marty Healey said that this is not going to be a counting exercise; it will determine where the truck traffic is coming from and where they are going to. It is also determining how other roads will be impacted if certain streets receive truck exclusions. Mr. Purple confirmed that this is a firm bid. Ms. Cook said that the consultant's recommendations will still need to be approved by the Selectmen. Mr. Stivers said that he is hoping that we get information from the study to take a global look at routing the traffic without the current exclusions. Mr. Healey said the engineers doing the study also did the Main Street project. Eric

Fernandez was curious of the proposed start and completion dates, and also to see the scope of services. Mr. Purple will send out the scope to everyone. Adam Nodiff was also worried about the requested funding not being enough to complete the projected scope. He also was worried about the domino effects of the truck exclusions on streets and neighborhoods. Ms. Braccio said that MassDOT has not rescinded any truck exclusions in recent memory, but the process is the same as putting a truck exclusion in place. She also discussed that additional signage on Route 9 before Flagg Road will direct trucks to use the 495 cloverleaf to change direction. Ms. Malinowski asked what the difference would be as to where the funding would reside. She thinks that this would be an evaluation of how the funding would work. Tom Wilson asked for the difference between heavy trucks and delivery vehicles. Mr. Pfaff said that it is any vehicle over 5,000 pounds, but excludes many delivery type vehicles such as Amazon.

iv. Article 6 – Advisory membership – Ms. Cook said that this article is a reconsideration of the article from the May 2021 ATM. The article is looking to reduce the membership from 9 to 7 members, and add a Vice-Chair position. They will look to consider Advisory members sitting on other committees at a later date. Mr. Healey said that his memory of town meeting was that voters opposed the article pretty strongly, and asked if Ms. Cook had spoken with anyone who opposed the article. Ms. Cook said that she did speak with Whitney Beals and Tim Litt, and hoped that a clearer article and better explanation would give a better result.

v. Article 2 – Select Board – Ms. Malinowski said this article had been under consideration for several years. It will update the name of the Board, which over 100 towns in MA have already done. She said that the change would be more inclusive with the times. Mr. Healey said that he is supporting, but that the name is dumb; he would prefer "Selectmen and Selectwomen" to be more historically accurate. Mr. Stivers said he agrees in part with Mr. Healey, but noted that the MMA changed the Selectmen's Association to the Select Board Association last year. Ms. Cook said that she agrees with Mr. Healey, as did several other Advisory members.

vi. Article 3 – Amend FY2022 Budget – Ms. Malinowski invited Dr. Heather Alker, Public Health Director, and Dr. Safar Medina to join the discussion, and introduced Dr. Medina to the group as the newest Board of Health member. With their being a quorum, Ms. Malinowski called the Board of Health meeting to order at 7:44PM. She reviewed how the Nurse and Health Director positions were budgeted at the May 2021 meeting in order to take advantage of CARES and FEMA grant funding for COVID-19 related hours. The requested funding of $99,682 will close the gap of the employee contracts, salary and benefits, from November 1 through the end of FY22. Dr. Medina said the COVID-19 work continues as we are still in the middle of our pandemic; our case numbers are higher now than at this time last year. Booster clinics are already planned. Ms. Malinowski also discussed the benefits of the Shared Services grant for food and housing establishment inspections and regional grant applications, and also the potential for establishing more regional approaches for health moving forward. Ms. Cook said that Advisory will be having a discussion about this issue next Wednesday, and gave her version of the history of the issue. Advisory tried to separate COVID needs versus what the health department should look like long term. The FY22 budget was done as a bridge to evaluate the two enhanced positions before making a long-term commitment. Advisory had said that they would backstop the Health Director and Nurse positions for those things not covered by

CARES and FEMA for reimbursement. Ms. Cook also wants to read Dr. Fazen's report. She needs more time before making a recommendation on the article to Town Meeting. Ms. Malinowski said that the Board of Health discussed this, came up with various funding options, and chose to fully fund both positions and alleviate any Reserve Fund Transfer requests to Advisory later in the year. Mr. Pfaff questioned whether we need to add money to benefits or if line item will cover and Mr. Purple explained the limitations of the current benefits budget. Ms. Cook will send out a copy of Dr. Fazen's report to all Advisory members, and a memo on the history of the FY22 budgeting for Board of Health. Mr. Dennington asked about the joint sponsorship of the article, and Mr. Purple explained. Mr. Purple also explained the need for the change to the water enterprise line item for MWRA assessment. Ms. Malinowski adjourned the Board of Health meeting at 8:06PM, unanimous roll call vote, 2-0-0 (Medina – aye; Malinowski – aye).

vii. Article 10 – Zoning – Downtown District – Ms. Braccio gave a presentation on the proposed changes and benefits of the article to the Downtown. Ms. Cook asked what we hoped to have the bylaw change achieve. Ms. Braccio said that the hope was to open up our downtown to development and diversity in housing. Ms. Braccio said that the bylaw gives additional incentives to revitalize and options to upgrade downtown. She discussed the by-right uses without a special permit. She talked about the public outreach and the Planning Board public hearing process; everyone had a seat at the table. Planning Board is supporting the article, and that is a very positive thing. Ms. Braccio explained that FAR only affects the use inside of the building. The bylaw lessens some of the restrictions for parking. She also discussed the map for the new district. Ms. Braccio also acknowledged some of the existing concerns of the EDC regarding the proposed bylaw; she hopes that some of these concerns can be addressed through the Planning Board hearing process, which is still open. Ms. Cook asked what could be overridden by special permit. Mr. Dennington commented on the FAR being requested by EDC; that it is not a reduction to the current FAR because it does not currently exist in the bylaw. Ms. Braccio concurred, that when the BV district was established in 1993, there was no FAR assigned. Ms. Braccio reviewed the changes to the bylaw made at the Planning Board meeting and approved by the Selectmen. Ms. Cook said that there is clearly still a lack of consensus on this article; currently only unanimous Planning Board support and BOS support, with EDC meeting this evening. Mr. Martel is appreciative of the mixed-use approach, but doesn't think the bylaw is ready for town meeting. He has concerns about the permitted uses, including multifamily dwelling. Ms. Luttrell explained the inclusion of the use from the Planning Board perspective, and the protection by making it by special permit instead of by-right. She said that SHOPC requested its inclusion. Mr. Healey discussed the development process of the bylaw, and that EDC was driven by increasing mixed use. He feels that goal was undercut if the sentiment is that it might never happen. Ms. Cook asked if Mr. Healey supports the article. He said he supports it going on the warrant, and that EDC can make an argument to go back to what was agreed upon for a bylaw at the start of the process. Mr. Healey said that he supports the article because it includes a number of provisions that are long overdue for addressing the downtown, but is unsure if it will actually do anything. Ms. Luttrell said that any changes happened through the hearing process; you can't go into the hearing process with a finished product that doesn't encourage public input. Ms. Braccio said that she appreciates the time that Planning Board put

into the process on the bylaw. Ms. Cook questioned what will happen at town meeting if there is split support. Mr. Dennington said that he agrees that the changes are long overdue, but that the actual impacts are unknown. He asked when the next date is for the Plannning Board hearing on the bylaw (October 18), and suggested that it may be beneficial for Advisory members to attend. Mr. Stivers echoed the comments of Mr. Dennington in terms of educating people and generating support. Ms. Cook asked if EDC would attend the next Planning Board hearing date to try and come to some consensus, and Ms. Braccio said that she hoped so. Mr. Pfaff thanked everyone for their efforts, and said we are close on consensus. He thinks the 40% should be 50%, thinking about a two-story building with storage on the third floor. He thinks more should be done by right to attract the interest of developers. Mr. Pfaff thinks the allowable dwelling units under Section A2 should be four, instead of three. He thinks Section C2 should allow five dwelling units. He thinks .35 for FAR is a better number. Ms. Jones said its hard for Advisory to know what it is discussing since EDC is not in agreement with the bylaw right now; it doesn't feel like she is looking at a finished product. She would like a cost benefit analysis on the development as allowed under this bylaw; there is no data to show what the Town will have to pay for these improvements and how we will pay for it. Ms. Jones asked if any conversations with developers took place to get their opinion on the proposed bylaw. Mr. Healey said that this is a zoning article, and is cost neutral. A developer will have to come up with a plan that address the sewage or lack thereof, and any impact on the Town would have to be decided by the Selectmen and town meeting. Mr. Martel looks at Ms. Davis' comments in terms of economic opportunity costs. Ms. Cook said that she would also take out Section C7. She feels that some of the Planning Board changes were arbitrary. Mr. Fernandez shares similar concerns with Sections A2, C2, and C7, and would like to see more as of right uses. Ms. Cook said that Advisory's role isn't to change the article, it is to take a position on what is in front of them. Too many amendments will kill the article at town meeting, and she hopes that EDC and Planning Board can find common ground before town meeting. Mr. Pfaff said that there is time to do just that, and does not support the current version. Mr. Healey implored Planning Board to revisit the FAR issue. Ms. Braccio said that too many amendments will make it likely to indefinitely postpone the article at town meeting. Mr. Healey said that changing a few numbers won't overwhelm people, and that consensus amongst the boards is the most important thing for passing the article. Ms. Cook said that amendments can be made, so long as everyone supports them. Mr. Stivers said that it is a challenge at town meeting without visual aids to help people, but that is not insurmountable if people agrees on the changes. Mr. Dennington supports the article, amended or not, and hopes that people can galvanize around the article. Mr. Dennington supports the need for Section C7 in the bylaw. Ms. Braccio thanked Advisory for their input, and appreciated the discussion in anticipation of the next Planning Board hearing date on 10/18.

viii. Article 4 – Capital Budget - Jason Malinowki, Capital Planning Committee Chair, and Jason Montijo, IT Manager, joined the meeting. Mr. Malinowski discussed the two articles. He said that the Capital Feasibility article will provide funding to plan and do preliminary work for capital projects for all town departments. He discussed the current space needs study, which was funded through a similar article in 2020. This funding is needed now because funds may be needed in the next several months to

keep any results of the School-Capital Subcommittee discussions moving forward to the March town meeting. Presentations on use of funds will be done publicly to determine if the use is appropriate and get Selectmen approval to spend. Mr. Malinowski hopes that this funding will support a comprehensive capital approach, rather than individual projects from various departments. Mr. Dennington is questioning how Capital arrived at the requested amount. Mr. Malinowski said that it was based on some of the feedback received during the consultant RFP process for the space needs study. The funding is not designated for a particular use yet. Mr. Dennington asked if the School-Capital Subcommittee has a work product to review yet, and if the Senior Center improvement has been discussed. Mr. Malinowski said that more information is forthcoming from the School Supt. later this month. Mr. Healey said that this makes a lot of sense, and may be the basis for an ongoing fund to use for these purposes. Ms. Cook is concerned with the amount of financial items on this warrant, and that it will push the tax increase over 4%. Ms. Cook questioned whether any needs of this nature should be funded through the Reserve Fund. Mr. Nodiff was concerned about setting a precedent with this item for future articles. Mr. Malinowski said that this was a one-time item. Mr. Purple explained the omission of the IT server funding from the May 2021 town meeting, as well as the other funding opportunities through CARES and Community Compact grant. Mr. Purple said that we would not move forward with the project until after we hear on the alternative funding options. Mr. Montijo talked about the current state of the Town's servers and the need for replacement. Mr. Malinowski said that Capital did vote unanimously to bring forward if the other funding opportunities don't work out. Tim Martel asked about the redundancy of the servers, and Mr. Montijo talked about upgrading the VMWare for better capabilities. Ms. Cook asked why the $40K from May increased to $85K now. Mr. Montijo didn't have any input into the $40K number; that figure was reduced by MTC from the original capital request of the former IT Manager, Tom Laflamme. Mr. Montijo said that conversations with vendors over the past few weeks supports the requested number, and technology equipment is expensive. Ms. Cook asked about moving as much as we could to the cloud, and why we need three new servers. Mr. Montijo said that our current setup doesn't give us the option of being completely cloud-based; some of our servers are already in the cloud. Our infrastructure needs redundancy with our internet services that we don't have yet. VMWare requires three servers for redundancy to migrate the servers in the event of a failure. Mr. Montijo said that we are trying to get any additional financial assistance to fund these upgrades; town funds are the last resort. Ms. Cook asked if there are any issues with the current IT budget, and Mr. Montijo said that he will know more after he is able to hire his second person. Ms. Cook asked if MTC has weighed in on this proposal. Mr. Montijo said that he discussed this with MTC at their last meeting, but in terms of CARES funding. He had further conversations with the MTC Chair about current approach, and he was on the same page. He will have another discussion with them at their October meeting. Mr. Pfaff asked about the internet provider going down, and if that matters if servers are located at Public Safety. Mr. Pfaff is calculating a $40K saving in employee funds, and another $9K in expenses, so he thinks there may be room to accommodate the new servers in the IT budget in part. Mr. Fernandez asked about our capacity if a server went down. Mr. Montijo said that we could accommodate for a limited period with the remaining two. Mr. Montijo discussed the recent outage that affected the

phones; we did not have any impact to our 9-1-1 phones. Mr. Healey said that he is concerned with too many cooks in the kitchen on IT. Mr. Montijo was hired for a reason, and we should trust his approach and reasoning. The remaining Board members were supportive of Mr. Montijo's approach, and thanked him for his expertise.

b. Take positions on individual warrant articles

Article 1 – Mr. Dennington made a motion to support the article, seconded by Mr. Stivers; unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Article 2 – Mr. Dennington made a motion to support the article, seconded by Mr. Stivers; unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Article 3 – Mr. Dennington said that he needs more time to review, and is concerned with a permanent increase to the tax base. Ms. Malinowski said that the increase is not necessarily permanent, as the contracts are only through June 30, and the Board of Health needs to discuss the future of the department. Mr. Dennington asked if the Health Director position would continue to be contracted; Ms. Malinowski said that she can't answer that right now, but that there could be a regional approach in the future. Dr. Fazen's report discusses regionalization, but BOH needs to discuss timing and extent. The Board agreed to list their support for the article in the warrant as "At Town Meeting".

Article 4 – Mr. Stivers made a motion to support the article, seconded by Ms. Malinowski; unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Article 5 – Mr. Stivers made a motion to support the article, seconded by Ms. Malinowski; unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Article 6 – Mr. Stivers made a motion to support the article, seconded by Ms. Malinowski; unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Article 7 – Mr. Stivers made a motion to support the article, seconded by Ms. Malinowski; unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Article 8 – Mr. Stivers made a motion to support the article, seconded by Ms. Malinowski; unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Article 9 – Mr. Stivers made a motion to support the article, seconded by Ms. Malinowski; unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Article 10 – Mr. Dennington made a motion to support, seconded by Ms. Malinowski. Mr. Healey said that he would prefer to wait to see what is going to happen on October 18 and list the article in the warrant as "At Town Meeting". Ms. Braccio said that if we aren't going to support, then why are we bringing it to town meeting. Mr. Stivers said that the Board voted previously to support sending this to the Planning Board. Motion was approved unanimously, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye). Mr. Healey said that he is cautiously optimistic that a consensus can be achieved on 10/18.

III. Other Matters (Board may vote)

A. Consideration of amendment to Fire Chief contract, RE: Paramedic certification – Ms. Braccio said that we did not hear back from Labor Counsel today, so we will table that until the next regular meeting on 10/19. The Board concurred with that approach.

B. Appointment of Special Counsel for Tax Title – Mr. Purple explained the process and Town Counsel's recommendation for appointment. Mr. Dennington asked what Attorney Condon's rate was, and Mr. Purple said that he couldn't remember off the top of his head, and would send that information to the Board in the morning. Normally, the costs are recovered during the legal process, and deposited into the general fund to be certified as Free Cash the following year. Mr. Stivers made a motion to approve the appointment, seconded by Ms. Malinowski, unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

IV. **Public Comment** – None. Advisory voted to adjourn their meeting at 10:27PM. Approved by roll call vote, 6-0-1 (Cook – aye; Pfaff – aye; Martel – aye; Fernandez – aye; Nodiff – aye; Jones – aye; Wilson – abstain).

V. **Adjournment** – Mr. Stivers made a motion to adjourn the meeting at 10:44PM, second by Ms. Malinowski, unanimous roll call vote, 5-0-0 (Malinowski – aye; Healey – aye; Stivers – aye; Dennington – aye; Braccio – aye).

Respectfully submitted,

Mark J. Purple, Town Administrator

List of Documents referred to at the October 7, 2021 BOS Meeting:

- November 1, 2021 Special Town Meeting warrant
- Lisa Braccio presentation on Article 10
- Memo from Town Counsel, RE: Appointment of Special Counsel for Tax Title

DRAFT

SPECIAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Special Town Meeting
on

Monday, November 1, 2021
7:00PM

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions.

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Introduction to the Rules of Town Meeting (continued)

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it's substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Introduction to the Rules of Town Meeting (continued)

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that...(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS

ANNUAL TOWN MEETING

Worcester, ss. October 5, 2021

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

Monday, November 1, 2021

at ***7:00 p.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to accept the following change to the Personnel Bylaw Entitled "The Salary Administration Plan," as specified in Chapter 31 of the Code of the Town of Southborough entitled PERSONNEL: include a position titled "Senior IT Specialist" in Section 20, Schedule A at Grade 7.

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at November 1, 2021 Fall Town Meeting]

This bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through G ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

* * *

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

POSITION TITLE	PAY GRADE
DEPARTMENT HEADS & MANAGEMENT STAFF	
Superintendent of Public Works*	9
Finance Director/Treasurer-Collector*	
Assistant Town Administrator	8
Director of Facilities	
Library Director	
Building Commissioner	

IT Manager	
Police Lieutenant	
Town Accountant*	
Director, Council on Aging	
Principal Assessor*	
Conservation Agent	7
Director, Youth & Family Services	
Director of Recreation	
Town Planner	
Senior IT Specialist	

SUPERVISORS & TECHNICAL STAFF	
Assistant Town Clerk	6
Assistant Director, Youth & Family Services	
Outreach Coordinator	
Assistant Library Director	
Police Business Administrator	
Program Manager, COA	
Business Administrator II	5
Children's Librarian	
Staff Engineer	
Executive Assistant to the Board of Selectmen	
Program Coordinator	
Deputy Assessor	
Business Administrator I	4
Maintenance Technician	
Assistant Treasurer/Collector	
Assistant Town Accountant	
ADMINISTRATIVE & SUPPORT STAFF	
Administrative Assistant	3
Senior Library Assistant	
Library Assistant	2
Maintenance Mechanic	
Maintenance Custodian	1

*when not under contract

Rates for Full-Time Positions

Grade	Minimum		Midpoint		Maximum	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
1	$39,236	$18.86	$45,149	$21.71	$51,063	$24.55
2	$42,178	$20.28	$48,505	$23.32	$54,832	$26.36
3	$45,341	$21.80	$52,143	$25.07	$58,945	$28.34
4	$50,446	$24.25	$59,274	$28.50	$68,103	$32.74
5	$54,230	$26.07	$63,719	$30.63	$73,209	$35.20
6	$58,297	$28.03	$68,498	$32.93	$78,700	$37.84
7	$70,063	$33.68	$84,077	$40.42	$98,089	$47.16
8	$82,325	$39.58	$98,790	$47.50	$115,255	$55.41
9	$96,731	$46.51	$116,077	$55.81	$135,424	$65.11

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees. The position "Senior IT Specialist" is being added to Grade 7 of the Classification Schedule, which will support the funding request that was approved by Town Meeting in May 2021.*

ARTICLE 2: To see if the Town will vote to amend the Town's General and Zoning Bylaws by changing the term "Board of Selectmen" to "Select Board" in all mentions of the same throughout the entirety of the General and Zoning Bylaws, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *The name change is to promote inclusion and diversity in Southborough's town government. The board will remain under the current confines of the Board of Selectmen authority. Over 100 towns in the Commonwealth have already adopted the name change.*

ARTICLE 3: To see if the Town will vote to amend Article 7 of the May 22nd, 2022 Annual Town Meeting as follows:

Budget 542 - Board of Health FY22	Original Vote	Proposed Amended Amount	*Change*
51000-51990 Personal Services	132,068	201,291	*69,223*
52000-58990 Other Charges & Expenses	70,624	70,624	-
TOTAL	**202,692**	**271,915**	*69,223*
Budget 910 - Employee Benefits FY22			
910-51720 Health Insurance	5,283,905	5,303,302	*29,397*
910-51780 Dental Insurance	248,964	250,026	*1,062*

And to increase the Total raise and appropriate FY22 budget by $99,682;

And further to amend Article 8 of the May 22, 2022 Annual Town Meeting as follows:

Water Enterprise Fund 6161		Original Vote	Proposed Amended Amount	*Change*
400-450-56940	Mass Water Resources- Water	1,420,000	1,270,000	*-150,000*

, or act or do anything in relation thereto.

Proposed by: BOARD OF HEALTH and BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *The BOH is requesting an increase for the Public Health Director and Public Health Nurse salary and benefits line items. This was not brought forward at annual town meeting to allow for the town to take advantage of FEMA and CARES funding. The incremental is to cover the remainder of FY22 that is not budgeted for. In addition, the Board of Selectmen is looking to reduce the line item for the MWRA water assessment in the Water Enterprise Fund. It has been determined that the amount voted in May can be reduced as the MWRA water assessment figures have been refined.*

ARTICLE 4: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	Request	Levy	Other Funds
A.	Engineering/Capital Feasibility Studies	$ 30,000	$ 30,000	
B.	IT: Server replacements	$ 85,000	$ 85,000	

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary:
A. This item will allow the Capital Planning Committee along with numerous other town Boards, Committees, and Department Heads to continue exploration and any other preliminary design in developing a comprehensive capital plan related to the building needs of all town departments currently located in the Town House, Cordaville Hall, South Union School, DPW Facility, Library and School Administration space. Any proposed funds to be spent with this article will only be allowed after a presentation to and authorization by the Board of Selectmen.
B. This item will replace our 3 physical servers and upgrade our licensing. The current set up of servers have reached their end-of-life support. Also, the current configuration is insufficient for the number of virtual servers (VM's) that are currently set up. Memory on all of the host servers is approaching maximum utilization and storage has also reached its capacity. We currently have 14 VM's that reside on 3 host (physical) servers, 9 of which are critical for all town services including public safety. Servers that are on-premise currently need to remain that way to support the public safety complex and internal domain resources. Domain resources include print server, domain controller and file server.

ARTICLE 5: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $25,000 for the purpose of funding a comprehensive traffic study for the Town of Southborough that will determine the most optimal routes for heavy commercial vehicles travelling through Town, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *The Board of Selectmen has received requests for truck exclusions on various roads. Due to requirements from Mass DOT, alternative routes must be determined in order to put new exclusions in place. This study will be used to determine the best routes for trucks to travel through Southborough.*

ARTICLE 6: To see if the Town will vote to amend the provisions of the Southborough Code, Section 9.8 and 9.12 thereof, as follows:

§ 9-8 Establishment; membership; residence requirements. [Amended 4-12-1999 STM by Art. 1; 10-21-2002 STM by Art. 7; 4-15-2008 ATM by Art. 34]
There shall be an Advisory Committee, which shall consist of ~~nine~~ seven voters of the Town. No member shall be appointed who is a Town officer, employee or member of another Town committee, appointed or elected; provided, however, that an Advisory Committee member may belong to one ad hoc committee that is appointed by an elected board or official, or one other committee appointed by the Moderator under the following restrictions:

A. The Advisory member's participation is approved by majority vote of the Advisory Committee excluding the member desiring to participate in the above committees.

B. The Advisory member may not vote or be counted for purposes of a quorum during Advisory meetings when matters subject to the jurisdiction of the above other committees are presented to the Advisory Committee.

§ 9-12. Appointment of Chairman and Secretary.
Said Committee shall choose from its membership a Chairman, a Vice-Chairman and a Secretary.

, or act or do anything in relation thereto.

Proposed by: ADVISORY COMMITTEE
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *The proposed article makes the following changes to the current Advisory by-law:*
§ 9-8 - Proposed article (1) reduces the number of members on the Advisory committee from nine to seven.
§ 9-12 –Proposed article adds the office of Vice-Chairman.

ARTICLE 7: To see if the Town will vote to amend the provisions of the Southborough Code, Chapter 41-2 entitled Notice of Town Meetings by appending the following language to the section:

"and fourteen days, at least, before the time appointed for a Special Town Meeting."

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *This language clarifies the existing bylaw so it complies with G.L. Ch 39, S 10.*

ARTICLE 8: To see if the Town will vote to amend the provisions of the Southborough Code, by creating a new section §41-2.1 entitled Location of Town Meeting by adding the following:

§ 41-2.1 Location of Town Meeting
Due to reasons such as a lack of physical capacity in a suitable auditorium or other facility in Southborough, or an emergency, the Board of Selectmen may specify in a warrant for an annual or special town meeting that the meeting is to be held or in any town contiguous to Southborough. Town meeting may also vote to adjourn to such a facility if it deems appropriate.

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *This article would give the Board of Selectmen the option to direct that a town meeting be held in any of the towns contiguous to Southborough. For example, a town meeting could be held at Algonquin Regional High*

School if the town were unable to hold the meeting in Southborough due to a lack of physical capacity or an emergency.

ARTICLE 9: To see if the Town will vote to amend the provisions of the Southborough Code, by renaming Article III to "Annual Report", by deleting section 41-26 in its entity, and creating a new section 41-26.1 entitled "Availability of Annual Report", as follows:

§ 41-26.1 Availability of Annual Report
No later than seven days before an annual town meeting, the Selectmen shall make copies of the Annual Town Report available to the public by placing it on the town website and at the Southborough Town House.

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *This article would correct the conflicting language in Southborough Town Code sections 41-2 and 41-26.*

ARTICLE 10: To see if the Town will vote to amend the Town Zoning Bylaw as follows:

Part 1. Amend Article I, Miscellaneous Provisions, **§ 174-2** Definitions, by adding the following new terms and definitions in appropriate alphabetical order.

BED AND BREAKFAST

Bed and breakfast is an establishment on owner-occupied property offering transient lodging accommodations to the general public, with not more than four guest rooms and food service limited to breakfast for guests.

CO-WORK CENTER

A building or portion thereof used for flexible work spaces offering short-term, monthly, or longer lease periods for self-employed people or people working for different employers, and typically providing shared furnishings, equipment, and business support services.

ESTABLISHMENT

An institutional, business, commercial, or industrial activity that occupies all or a portion of a building; a place of business.

FAÇADE

The external faces of a building.

FRONTAGE OCCUPANCY

The percent of a lot's street frontage that is occupied by a building between the minimum and maximum front setback range.

LANDSCAPED GREEN SPACE

Land that is covered with grass, trees, shrubs, or other vegetation and may include a pervious walkway that meets accessibility standards.

MICROBREWERY

A microbrewery is a licensed establishment that produces and distributes beer, ale, or other malt beverages, and which may include accessory uses such as tours of the microbrewery, retail sales, and a

taproom for on-site consumption. In addition to selling beer at retail on the premises, a microbrewery may act as wholesaler for beer of its own production for off-site consumption if it has a valid pub brewery license from the Commonwealth of Massachusetts.

MIXED-USE DEVELOPMENT

A development that includes any combination of permitted nonresidential uses and one or more dwelling units within a single structure; provided, however, that the inclusion of two (2) or more dwelling units in a mixed-use development shall not be deemed a multifamily dwelling. The ground floor facing the street shall be used only for permitted nonresidential uses, and residential dwellings cannot exceed 40% of the gross floor area of the above ground level floor space of the building (no residential dwellings in the basement level).

Part 2. Amend Article II, Establishment of Districts, **§ 174-3 Districts enumerated,** by adding the following new district:

M. Downtown District, referred to as DD

Part 3. Amend Article III, Use Regulations, **§ 174-8.C.(2)** as follows (amendment shown in italics)

Not more than one principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a business district or Industrial Park District, or a mixed-use development in the Downtown District, shall be deemed to be in a single principal permitted use. . . .

Part 4. Amend Article III, Use Regulations, **§ 174-8, Schedule of Use Regulations,** by adding the following new section:

§ 174-8.12 Downtown District

A. Permitted uses are as follows:

(1) All uses permitted in the residential districts (RA and RB).

(2) Mixed-use development, provided that each nonresidential use in the development is a permitted use under this Section 174-8.12(A) or Section 174-8.12(B) and provided that the number of dwelling units does not exceed three (3).

(3) Professional or business office, or bank, but not including a medical or dental office.

(4) Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsperson, or bakery.

(5) Bed and breakfast.

(6) Child care center.

(7) Co-work center.

B. Permitted uses, up to a maximum of 3,000 square feet per establishment.

(1) Retail sales and services.

(2) Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited).

(3) Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive- through service is prohibited).

(4) Personal services such as barber shop, beauty salon, tailor, or shoe repair.

C. Permitted uses by special permit from the Planning Board are as follows:

(1) Any use listed in Subsection B exceeding 3,000 sq. ft. per establishment.

(2) Mixed-use development that includes a nonresidential use that is a permitted use under Section 174-8.12(A) or Section 174-8.12(B) but with four (4) or more dwelling units.

(3) Mixed-use development that includes a nonresidential use requiring a special permit under this Section 174-8.12.

(4) Microbrewery.

(5) Veterinarian, animal hospital, or animal clinic.

(6) Medical or dental office.

(7) Multifamily dwelling, not to exceed ten (10) units.

(8) Private garage or parking for more than three cars or more than one truck or other commercial vehicle.

(9) Indoor recreation, athletic or exercise facility.

D. Uses by special permit from the Zoning Board of Appeals are as follows:

(1) Accessory apartment.

(2) Conversion of a one-family house in existence for two years or longer to a two-family dwelling, on a lot with a minimum of 15,000 square feet.

(3) A mobile home or travel trailer used as a dwelling or business quarters for more than 30 days in a year.

E. Prohibited uses. All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations are prohibited.

F. Development standards are as follows:

(1) Minimum lot area: 5,000 square feet.

(2) Minimum frontage: 60 feet.

(3) Minimum setbacks:

(a) Front: 10 feet.

(b) Rear: 35 feet.

(c) Side: 10 feet; 25 feet if adjacent to a residential district.

(d) Other street: 10 feet

(4) Maximum front setback: 20 feet unless waived by the Planning Board.

(5) Maximum Floor Area Ratio: 0.30 as of right, or a maximum of 0.50 by special permit from the Planning Board.

(6) Minimum landscaped green space: 20 percent. At least 50 percent of the landscaped green space shall be contiguous and located between the front building line and front lot line unless the Planning Board approves a different placement of the landscaped green space as part of Site Plan Review.

(7) Minimum Façade Buildout (% Lot Width) unless waived by the Planning Board.

(a) With less than 50 feet of frontage: N/A

(b) 50-80 feet of frontage: 60%

(c) Over 80-100 feet of frontage: 70%

(d) Over 100 feet of frontage: 75%

(8) Height regulations:

(a) Maximum building height: 35 feet and three stories,

(9) Residential dwellings. Single-family or two-family dwellings in the Downtown District shall comply with RB District standards.

G. Building Regulations

(1) The principal entrance(s) to the building shall be on the front façade, which shall face the street.

(2) The maximum distance between street-level entrances in a single building shall be 35 feet unless waived by the Planning Board.

(3) The maximum depth of street-level commercial spaces shall be the lesser of 30 feet or 60 percent of the depth of the building unless waived by the Planning Board.

(4) The maximum front setback in Section F(4) may be increased for purposes of amenities such as landscaping, a plaza, square, courtyard, recessed entrance, sidewalk, multi- use path, raised terrace, façade offsets, or outdoor dining, but not for vehicle use.

(5) Affordable housing. In any multifamily or mixed-use building with four or more units, at least 12.5 percent of the units shall be affordable housing that is eligible for the Chapter 40B Subsidized Housing Inventory (SHI) in accordance with the Chapter 40B regulations and Guidelines of the Massachusetts Department of Housing and Community Development (DHCD).

H. The operation of any marijuana establishment as defined in MGL c. 94C, § 1, including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough.

Part 5. Amend Article III, Use Regulations, by adding the following new section, **§ 174-10.2 Downtown District plan approval.**

In the Downtown District, major site plan approval shall be by special permit from the Planning Board for any use requiring a special permit. In such cases, the procedural requirements and decision criteria of § 174-9, § 174-10, and 174-10.1(A) through (C) shall apply. The Planning Board may adopt design guidelines and apply them to major site plan approval applications regardless of whether a special permit is required. The Planning Board is authorized to promulgate design guidelines to carry forth the purpose and intent of these Bylaw provisions.

Part 6. Amend Article III, Use Regulations, **§ 174-12 Parking and loading regulations**, by inserting the new Section F below and relabeling the existing Section F. Egress to Section G.

F. Exceptions in the Downtown District. Off-street parking requirements for development in the Downtown District shall comply with Section E above except for the off-street parking requirements for the following uses:

(1) Dwellings: two spaces for each dwelling unit, plus one space for each 80 square feet of floor area devoted to a customary home occupation or a professional use.

(2) Bed and breakfast: one space for each guest room plus two spaces for the owners of the premises.

(3) Restaurants and other places serving food or beverages: one space for each four seats.

(4) Mixed-use development: one space per dwelling unit and one space per 300 square feet of nonresidential floor area.

(5) Professional or business office: one space per 300 square feet for ground floor offices and one space per 350 square feet for offices above the first floor.

Part 7. Amend Article II, Establishment of District, **§ 174-4 Zoning Map**, by adding the new *Downtown District* to the Southborough zoning map, said district being depicted on a map as voted by the Board of Selectmen on September 21, 2021 on file with the Town Clerk fourteen (14) days prior to Town Meeting.

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support, 5-0-0
Advisory Committee Recommendation: At Town Meeting
Summary: *The purpose of this article is to revitalize Southborough's historic downtown district, while promoting small scale mixed-use development, diversity in housing, and connectivity. This is achieved by updating permitted uses, allowing mix-use development which entail both commercial/retail and residential in one building, and by allowing by right development which allows for approval or issuance of a building permit with no additional permits required. The last major change to our Downtown zoning was the creation of the Business Village District in 1993.*

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; fourteen (14) days at least before the time appointed for such meeting.

Given under our hand this fifth (5th) day of October, 2021.

Lisa M. Braccio, Chair

Chelsea M. Malinowski, Vice-Chair

Martin F. Healey

Sam Stivers

Andrew R. Dennington

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH

Attest:

Kenneth M. Paulhus, Constable

Downtown District

An update to the zoning code

Some of the major updates to the current code

- Minimum lot area updated to 5,000 sq ft – to bring nonconforming lots into conformity
- Mixed- use Development
- By-right Floor Area Ratio - .30 by right and up to .50 by special permit from the Planning Board
- Updated uses By-right and by Special Permit
- Updated from up 2000 sq feet per building to 3000 sq feet per establishment by right
- Current code does not have an allowance for greenspace – the Downtown District requires 20%
- The addition of affordable housing units in the mixed use triggered by 4th unit by special permit at a rate of 12.5%
- A reduction in parking requirements for Dwellings, Bed & Breakfast, Restaurant as well as Mixed-use development

Current composition of the Downtown District

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Year built	Parcel #	Address	FAR	Gross Floor	Lot Size	Stories	Current use
1972	54-29	11 Main Street	0.425	29617	69734	2	Office
1963	54-39	9 Main Street	0.127	2544	20050	1	Office
	54-40	Main Street			72745		N Grid Lot
1927	54-41	5 Main Street	0.131	4698	35764	2	Sboro House
1875	54-42	1 & 3 Main Street	0.277	2767	10000	1.5	Lodge/Cleaner
	54-43	2 East Main Street	0.328	6500	19765	3	Office
1890	54-46	6 Newton Street	0.097	2220	22830	2.5	2 Family
1890	54-47	8 Newton Street	0.555	3628	6534	2	3 Family
1920/1960	54-48	10 Newton Street	0.477	6221	13019	1.5	Home/Repair Shop
1978	54-57	Newton Street			13504		Bank Parking
1978	54-58	6 East Main Street	0.128	2403	18752	2	Bank
1915	54-62	1 Boston Road	0.271	3208	11847	1	Retail
	54-62A	Boston Road			31363		Vacant
1946	54-63	2 Main Street	0.161	1797	11150	1.5	Mauro's Café
1925	54-64	4 Main Street	0.577	2225	3859	1.5	Mauro's Market
1820	54-65	6 Main Street	0.348	2612	7495	2	2 Family
1850	54-66	2 Park Street	0.171	1346	7897	2	Business/Apt.
	54-67	4 Park Street			19776		Vacant
1950	54-68	5 Park Street	0.246	7823	31788	1.5	Auto Repair
1860	54-85	14 Main Street	0.219	3297	15034	2	Office
1900	55-90	29 Boston Road	0.092	1300	14153	1	Gas Station
1899	55-91	21 Boston Road	0.267	5408	20249	2	Office
Parcels				22			
	Historic			11			
	Below .30			12			
	Last proposed						
Vacant				4			
Parking lot				1			

What does non-conforming mean?

- A legally existing building, lot, location of building on a lot or use of buildings or land which does not conform to the zoning regulations for the district in which it is located.

Mixed-use Development – proposed definition

- **MIXED-USE DEVELOPMENT**

  •A development that includes any combination of permitted nonresidential uses and one or more dwelling units within a single structure; provided, however, that the inclusion of two (2) or more dwelling units in a mixed-use development shall not be deemed a multifamily dwelling. The ground floor facing the street shall be used only for permitted nonresidential uses, and residential dwellings cannot exceed 40% of the gross floor area of the above ground level floor space of the building (no residential dwellings in the basement level).

- Currently our code does not allow for residential units in a mixed-use building
- Also our code currently does not allow for multi-family housing except for elderly or in a Major Residential development which is 8 or more lots or construction of 8 or more dwelling units.

By right uses: without a special permit

§ 174-8.12 Downtown District

A. Permitted uses are as follows:

All uses permitted in the residential districts (RA and RB).

Mixed-use development, provided that each nonresidential use in the development is a permitted use under this Section 174-8.12(A) or Section 174-8.12(B) and provided that the number of dwelling units does not exceed three (3).

Professional or business office, or bank, but not including a medical or dental office.

Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsperson, or bakery.

Bed and breakfast.

Child care center.

Co-work center.

Permitted uses, up to a maximum of 3,000 square feet per establishment.

Retail sales and services.

Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited).

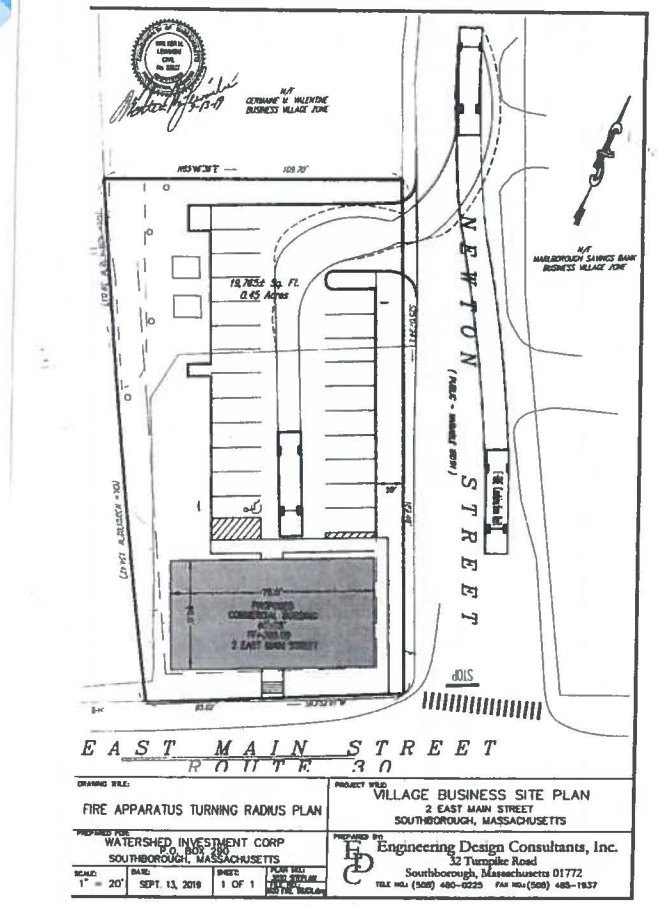
Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive- through service is prohibited).

Personal services such as barber shop, beauty salon, tailor, or shoe repair.

By right Floor Area Ratio (FAR)

- FLOOR AREA, GROSS
  The aggregate horizontal area, in square feet, of all floors of a building or several buildings on the same lot, measured from the interior faces of walls enclosing each building, exclusive of stair and elevator wells, garages, basement and other areas used only for storage or for services incidental to the operation and maintenance of such a building or buildings. In the absence of information as to what portion of the building will be used for such storage and services, 80% of the aggregate floor area shall be deemed to be the floor area for the purposes of computing the required off-street parking and loading spaces.

- FLOOR AREA RATIO
  The ratio of the aggregate gross floor area of all floors of a building or buildings on a lot to the total lot area. The gross floor area shall not include unenclosed porches, cellars, attics or garages not used for human occupancy.



To better understand an FAR:

The FAR only governs the uses within the building.

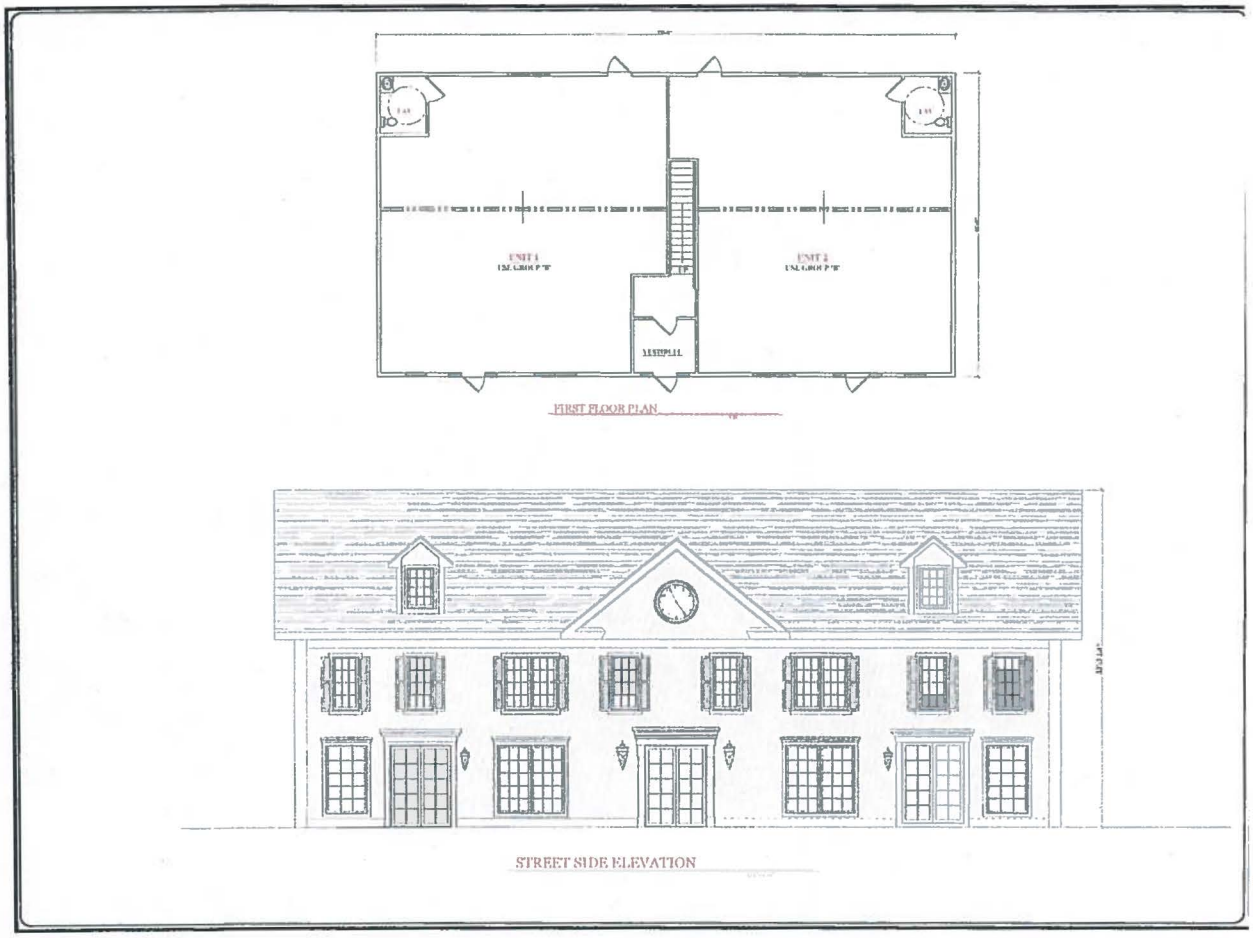
This parcel has been referenced through the last 2 years in discussions and renderings as a prior proposed site. When this was originally submitted the FAR was just over .35 due to parking regulations/requirements among other things it was reduced to .328. The building size did not change only the usable space within.

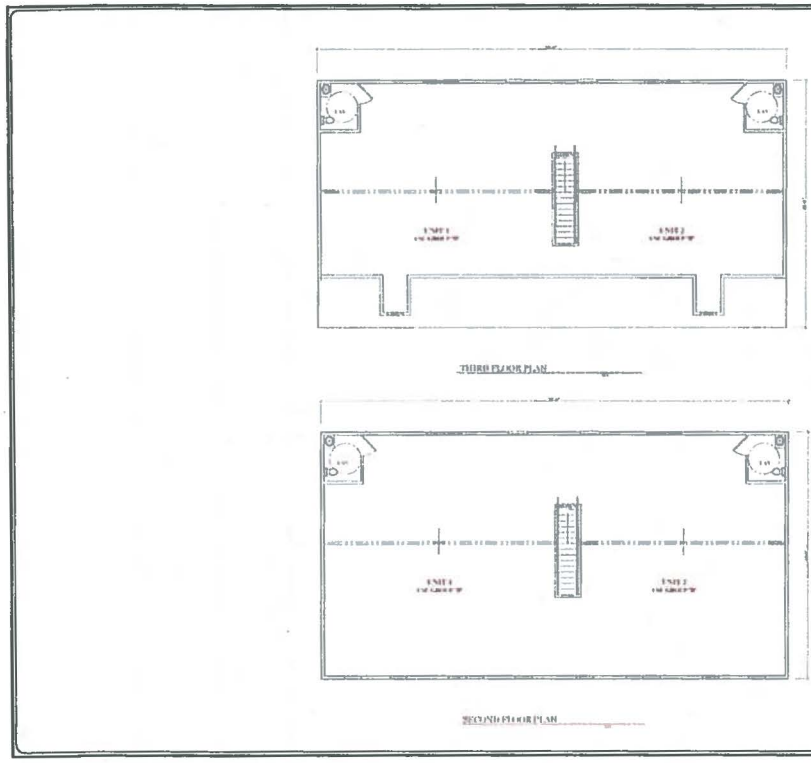
From the definition prior it is exclusive of stair and elevator wells, garages, basement and other areas used only for storage or for services incidental to the operation and maintenance of such a building or buildings.

An FAR does not mean the building can only be .30 of the lot it can be smaller or larger depending on how it mets the other requirements of the bylaw and the allowed building uses.

These next 4 pictures show how the size of the building did not change just the usable space inside.

The first 2 slides are from 6/19 and the next two from changes made 9/19.





NOTES:

ARCHITECT OF RECORD
J. THOMAS REARDON
7 SUNSET DR.
NORTHBOROUGH, MA

R.C. Searles & Associates
17 Glenwood St.
Holden Ma.
Phone No.
(508) 667-2202

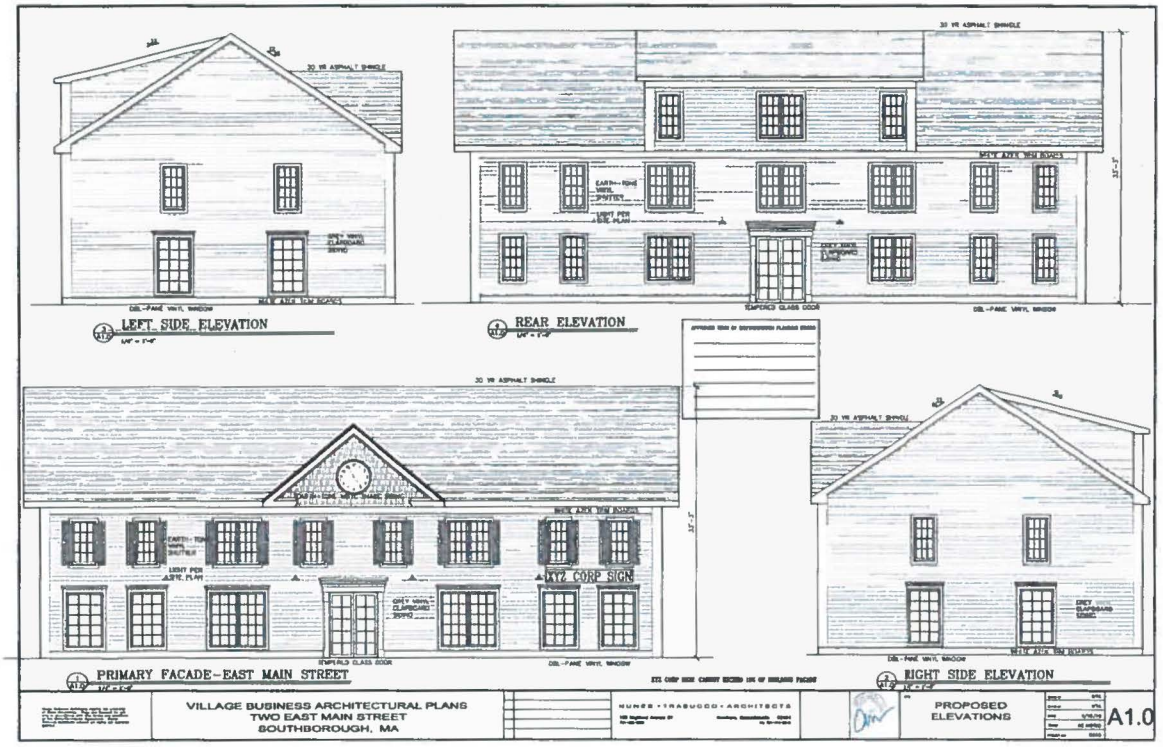
MULTIUSE BUILDING
2 EAST MAIN STREET
SOUTHBOROUGH, MA

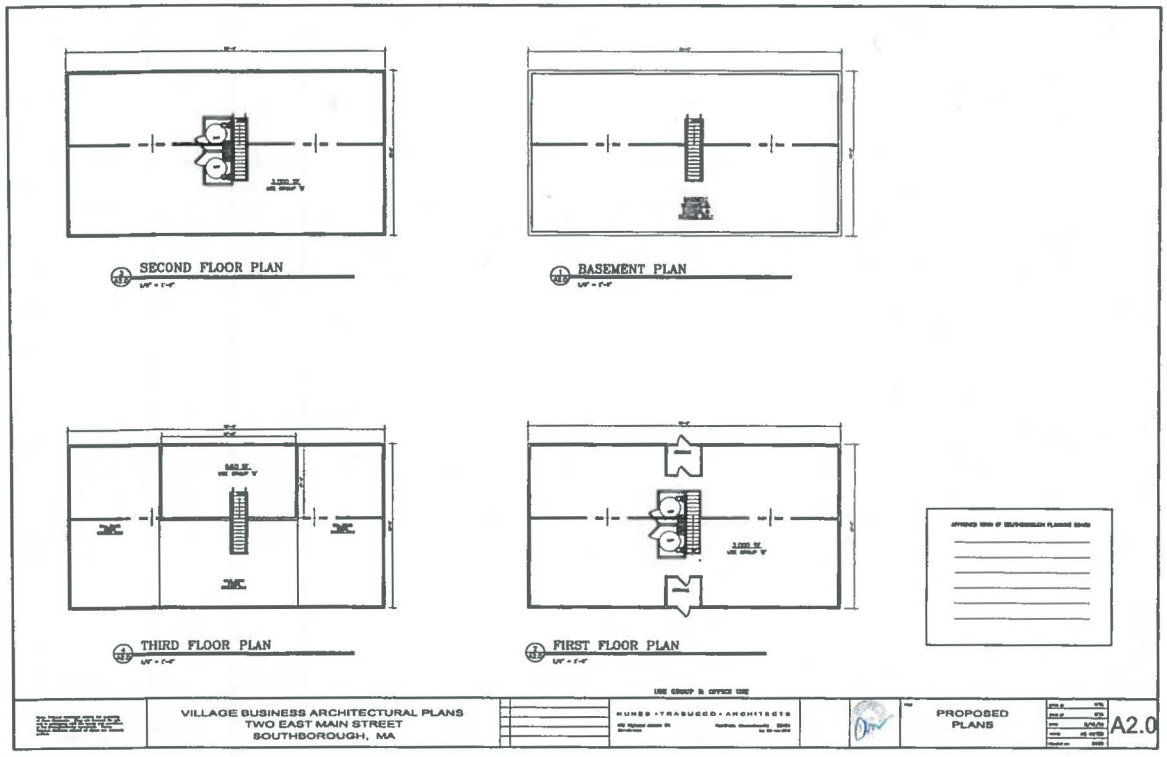
BUILDING LAYOUT

DATE: 6/26/19
SCALE: AS NOTED
DRAWN BY: RCS
CHECKED BY: RCS
1 OF 2

2

WWW.RCSEARLES.COM


LEFT SIDE ELEVATION
REAR ELEVATION
PRIMARY FACADE - EAST MAIN STREET
RIGHT SIDE ELEVATION
XYZ CORP SIGN
VILLAGE BUSINESS ARCHITECTURAL PLANS
TWO EAST MAIN STREET
SOUTHBOROUGH, MA
PROPOSED ELEVATIONS
A1.0


SECOND FLOOR PLAN
BASEMENT PLAN
THIRD FLOOR PLAN
FIRST FLOOR PLAN
VILLAGE BUSINESS ARCHITECTURAL PLANS
TWO EAST MAIN STREET
SOUTHBOROUGH, MA
HUNES • TRASUCCO • ARCHITECTS
PROPOSED PLANS
A2.0

PB recommended DD boundary Map (excludes all split lots and railroad parcel) 09.20.21 (DRAFT)



PB recommended DD boundary Map (excludes all split lots and railroad parcel)
09.20.21 (DRAFT)

Closing thoughts



The ability for mixed-use development as a tool to revitalize our Downtown will create new opportunities for business, diversity in housing and a much-needed change to a zoning code that has not seen any substantial updates in over 20+ years.



By right uses and the FAR will allow for a less restrictive process but still has guidelines put in place that the Planning Board has recommended.



The Downtown District was drafted with input from public forums, public hearings (in the Spring and late Summer), the EDC, Planning Board, Board of Selectman, SHOPC and assisted by Consultants over the course of 2 years.

Where we are today....

- The Economic Development Committee (EDC) still has 3 specific concerns:

1) The restriction of mixed-use to require that residential units not comprise more than 40% of a building, makes no sense and negates the original intent of adding by-right mixed-use.

2) The sharp reduction in the number of residential units permitted in a mixed-use development, from eight units to three units, is overly restrictive, undermines the intent of encouraging mixed-used development, and was proposed arbitrarily with almost no discussion or reasoning.

3)The reduction of the Floor Area Ratio from 0.35 to 0.30 is (i) contrary to months of agreed upon discussion, (ii) against the recommendation of the zoning and planning experts hired by the Town, and (iii) significantly lower than the current Floor Area Ratio permitted in the Downtown Business Village District, which is currently 0.50for commercial buildings (see Schedule of Dimensional Regulations).

Where we hope to be....

- The Planning Board has one additional public hearing before Town Meeting. With all sides coming together one final time the hope and goal would be to once again collaborate and bring a fully supported article from the Board of Selectman, EDC and the Planning Board forward.

- We would hope Advisory will be supportive as we continue to move forward.

RECEIVED
By kbattles at 12:16 pm, Dec 08, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Monday, October 26, 2021, 7:30 P.M.
Location: Zoom Meeting (virtual)
Present: Lisa Braccio, Chelsea Malinowski, Sam Stivers, Marty Healey, Town Administrator Mark Purple
Absent: Andrew Dennington

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

I. Chairwoman Braccio called the Selectmen meeting to order at 7:31 P.M.

II. Scheduled Appointments

Attend Advisory Committee to discuss financial impact and articles of November 2021 Special Town Meeting

Chair Lisa Braccio updated that the Selectmen had voted on Article 4 to fund $115k from free cash. She recommended that the Selectmen fund Article 5 from free cash so as not to affect the tax rate. Ms. Braccio referenced $40k that went to May Town Meeting, but the motion wasn't made (although the amount was included in the budget figures). She stated this was the reason they were appropriating $85k. She wants to leave the $85K and the $30K. As $115k has already been voted, Ms. Braccio wants to add the $25k which would total $140k coming from free cash.

Advisory Chair Kathy Cook stated that FY23 is going to be a difficult budgeting year with COLA projected at 6% and CIP values probably split even further. She stated that $1.8m is a strong free cash number. Advisory member Andrew Pfaff felt there is some additional money in the IT budget and recommends that Selectmen direct departments not to spend everything in their budget and to return as much as possible. Ms. Cook stated that Advisory is being neglected and they should not have to ask for budget numbers. Had they known the numbers, they would have pushed back. Ms. Malinowski supports having Advisory go through the budget line by line for the coming year and added that the budget review process needs to be tightened up. Ms. Cook requested Advisory be sent everything that the Finance Department sends to the Selectmen.

The Board agreed to move $140k from free cash in FY23 to FY22.

Ms. Malinowski gave an update from the Board of Health meeting held earlier today. The Board of Health is requesting to keep the current positions in FY23. Ms. Malinowski told the Board that Advisory's concern was a potential .25 increase on top of the FY22 budget. The Board's Town Meeting update explains that they are not changing their direction and that the three positions (director, nurse and FT admin) should be permanent. Dr. Medina will speak to this and FY23 potential requests at Town Meeting.

Ms. Malinowski asked Advisory about funding from the Reserve Fund (FY23) that is earmarked for Board of Health of approximately $70k to $75k. She referenced a previous memo that she sent to Advisory approximately two weeks ago. Ms. Cook stated that Advisory tracks requests and that no fund request will be considered if Advisory was not informed prior to the spending. The Reserve fund started with $190,000. To date, the Fire boat ($17k) is the only request that may come up (encumbered). Ms. Malinowski sent a request for $6k. She informed the Board that the printer for the Board of Health is currently in the IT budget and the reserve fund transfer has not yet been requested. Mr. Pfaff added that Advisory is aware of a potential $95k liability if CARES does not get extended.

The Board discussed the proposed amendment to Article 3. Ms. Cook informed the Board that the Advisory Committee had voted to not support the Board of Health piece of Article 3. She stated that the Committee will vote on the amendment at Town Meeting. Ms. Malinowski read the amendment to Article 3 to the Board and Committee. Mr. Stivers made a motion to support Article 3 as amended. Mr. Healey seconded. Mr. Healey clarified that the amendment has not been approved yet and Ms. Braccio stated that was correct. Ms. Cook stated that the Advisory Committee will vote to support the expected amendment to Article 3 at either a future meeting or at Town Meeting. Mr. Stivers amended his motion to support Article 3 as it will be amended at Town Meeting. Mr. Healey seconded. The motion passed (3-0-1) by roll call vote, Healey, aye; Stivers, aye; Braccio, aye; Malinowski, abstain.

Mr. Stivers made a motion to support Article 5 for $25,000 to come out of free cash. Mr. Healey seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Healey, aye; Stivers, aye; Braccio, aye.

There was discussion regarding Article 2. Ms. Cook was looking for clarification on the vote and Ms. Malinowski and Mr. Healey explained. There was discussion regarding a consent agenda for Town Meeting. Moderator Paul Cimino joined the meeting and explained his plans for managing the meeting which included the consent agenda and reading warrant articles. He explained his interpretation of Article 2 and its impact on Article 10.

Tim Martel of the Advisory Committee spoke to his concerns on Article 10. At 8:12 P.M. Ms. Cook called the Advisory Committee meeting to order as they reached a quorum.

III. On a motion made by Mr. Stivers, seconded by Ms. Malinowski and voted all in favor by roll call vote (4-0-0) the Board of Selectmen meeting was adjourned at 8:12 P.M. Roll Call: Malinowski, aye; Healey, aye; Stivers, aye; Braccio, aye.

Upcoming Meetings
November 1, 2021 (Special Town Meeting)
November 3, 2021

Respectfully submitted,

Kathleen Barry, Administrative Assistant

<u>List of Documents referred to at the October 26, 2021 BOS Meeting:</u>

- None

RECEIVED
By kbattles at 12:07 pm, Jan 06, 2022

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes REVISED

Meeting Date: Tuesday, November 3, 2021, 6:30 P.M.
Location: Via Zoom
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

I. Call Meeting to Order

Chairwoman Braccio called the meeting to order at 6:32PM.

II. Public Comment

Mr. Hegarty, Town Clerk. Mr. Hegarty commented on the proposed bylaw to Trails Committee membership. Mr. Hegarty asked the Board not to accept the Trails Committee's recommendation to create associate membership positions. The proposed bylaw states associate members have all the rights and responsibilities of members but do not vote. He is concerned about public accountability for the actions of associate members. His view is if an individual participates in a decision making process of a committee, s/he should be held accountable for their decisions on the committee as expressed through their vote. Changing topics, Ms. Braccio thanked Mr. Hegarty for a successful Town Meeting on November 1, 2021.

Ms. Hanlon-Shimkus. Ms. Hanlon-Shimkus is in support of the proposed tree policy. She also saw pink notices on trees in town and was curious as to why the trees are coming down. She was especially upset to see the razing of trees behind the Library and noted a parcel in the area is designated as Nipmuc burial grounds. Ms. Hanlon-Shimkus doesn't recall discussion of the removal of these trees as part of a public process. She suggested that if a proposed park/roadway/parking lot is to replace the trees, the matter should come before the Planning Board as part of a public process.

III. Scheduled Appointments *(Board may vote)*

Ms. Cook, Mr. Pfaff and Ms. Jones from Advisory joined the Board for discussions of items a, b and c. Next, Officer Julie Fontana was introduced to the Board. Officer Fontana is Southborough's newest police officer and first female officer under Chief Paulhus. Members of the Board and Advisory welcomed her and shared they look forward to working with her.

a. Discussion of staffing shortages – Public Safety

Chief Paulhus asked the Board to immediately hire a full-time dispatch position, increasing the number from four to five. He shared the dispatch operation is running at a bare minimum and he is concerned that with any emergency situation (a resignation, COVID outbreak, etc.), dispatch may experience an interruption in service. Ms. Malinowski asked if Chief Paulhus has room presently in the FY22 budget to cover the proposed position. Chief Paulhus responded he does not. Ms. Malinowski stated that while she understands the need for the position, she is unclear as to what the funding mechanism will be. Further, should the position be funded and approved, she is in support of a temporary resolution to the dispatch issue, as she believes the position must be approved by Town Meeting. Ms. Malinowski noted that if the position is added in FY22, it will appear as an

existing position in the FY23 budget. Mr. Healey stated he is not prepared to support Chief Paulhus's proposal at this time. He would like to see the following information: coverage structure with four dispatchers, coverage structure with five dispatchers and, if the proposal is not approved, what steps would be taken to mitigate staffing challenges. He commented Southborough is participating in discussions around regional dispatch and he would like to see efforts to bridge current needs until we understand if regional dispatch makes sense for the community. Mr. Stivers asked for clarification about the financial impact to FY22. Chief Paulhus said approximately $40,000 (Dec. 1, 2021-June 30, 2022). Mr. Stivers stated that fewer than five dispatchers results in inadequate coverage. He is not prepared to say no to the proposal but is also concerned about spending an additional $40,000 in FY22. Mr. Dennington asked Chief Paulhus to provide information regarding the total amount of savings in overtime as a result of adding the fifth full-time dispatcher. He also asked Chief Paulhus to revisit the current budget to see if there are any funds that may be redirected to cover the cost of adding the fifth position. Ms. Braccio sought clarification on overtime spent thus far in FY22. Ms. Cook's comments focused on where funds may be found in FY22, should the Board move forward with the proposal. Since the police budget contains the dispatch cost for both police and fire, Ms. Cook asked both Chief Paulhus and Chief Achilles to examine their current budgets for any potential savings. Ms. Cook also suggested the Harvard funds for public safety (approximately $25,000) as a potential funding source for the position. Chief Achilles shared he is in support of the proposal as a solution to the current staffing challenges. He also committed to revisiting his budget to look for potential savings to fund the position. Mr. Pfaff asked Chief Paulhus if he would still need part-time staff if the fifth position is added. Chief Paulhus replied yes. Ms. Jones inquired as to whether hiring more part-time staff is a potential solution to the staffing issue. Chairwoman Braccio thanked Chief Paulhus for bringing this issue to the Board's attention and said it will be discussed at a future meeting.

b. Paul Cibelli, Principal Assessor – Timeline/Process/Trends of residential/commercial value shift on tax rate

Mr. Cibelli shared a presentation that detailed the process and timeline that is used in determining the yearly tax rate. He explained that when residential values are significantly increasing and CIP (commercial, industrial and personal property) are flat or decreasing, as occurred last year, the result is to shift additional tax burden to the residential sector. In FY22, that scenario played out and the result was a tax bill higher than projected at Annual Town Meeting. He also shared the information needed to set the tax rate is not available until September/October of each year, so figures used at Town Meeting to determine the tax rate are projections. As detailed in the process, this year's tax rate will be set with 2020 residential values. Next year's tax rate will be set using 2021 residential values so he expects to see another significant shift based on current activity in the residential sector. Ms. Cook asked Mr. Cibelli if he could have projections available in February for budgeting purposes. Mr. Cibelli said he would provide a number of scenarios for purposes of accuracy of the projections. Mr. Pfaff asked if there are any resources available to communities dealing with the challenges of tax rates relative to budget impacts, given the current climate. Mr. Healey said the presentation was informative and sobering. Mr. Stivers said staying on top of the process and good communication between all parties will ensure the best information for accurate budgeting. Mr. Dennington inquired about the impact of abatements on rate setting process. Mr. Cibelli replied abatements occur in the January/early February timeframe and can slow down the rate setting process. He has not experienced a slowdown in process due to abatements. Chairwoman Braccio thanked Mr. Cibelli for an informative presentation and said the information will be helpful with the budget challenges that lie ahead.

c. Outlook for FY22 and forward, potential usage of ARPA funds

Jennifer Thompson from Capital Strategic Solutions shared her presentation with the Board and Advisory regarding the American Rescue Plan Act of 2021 (ARPA) and Southborough's potential use of expected ARPA funds. Due to the pandemic, Southborough's revenue loss is approximately $6.3 million dollars. Southborough is expected to receive approximately $3 million dollars in ARPA funds and the Board is charged with deciding how to utilize the funds. Ms. Thompson discussed three models of decision making for the Board to consider. Chairwoman Braccio said she likes the idea of a working group comprised of the Board, Advisory, Capital Planning and at-large members of the public. She views public participation in this process as essential, as ARPA funds are public monies. Mr. Stivers supports a working group with public input, favoring flexibility in the use of funds. He would like to see the group set short-term and long-term goals in moving forward. He also suggested it may be helpful to observe how other cities and towns are spending funds so Southborough considers all potential uses. Mr. Dennington sought clarification on the categories of use of ARPA funds. Ms. Thompson said the decrease in revenue due to the pandemic allows ARPA funds to be used for items normally funded through general revenue, thus creating greater flexibility in use. Ms. Thompson reminded the group the funds are for a one-time use only and are not available in following years so that should be considered in project selection. Mr. Dennington shared he would support ARPA funds utilized for the greatest impact, with larger dollars spent on fewer projects rather than smaller dollars spent on a larger number of projects. Ms. Thompson shared how ARPA monies are spent depends on each town and its needs. Ms. Malinowski would like to see a survey of public thought on the use of ARPA funds and would like to see some guidance from CSS on how to approach. Mr. Healey would like approximately two thirds of ARPA funds used for projects already under consideration by Capital Planning and one third to be used for something(s) not under consideration. In his opinion, utilization of ARPA funds for capital projects already under consideration will, in fact, serve to blunt the impact of the tax rate change and upcoming budgeting challenges. He is in favor of a working group similar to Chairwoman Braccio's suggested makeup but would like the at-large members to not presently be a part of any town board or committee. Ms. Cook shared she would like to see some ARPA funds used as a one-time offset to the increase in tax rate. Ms. Thompson said it can be argued the change in tax rate is a result of the pandemic but that a plan must be in place to mitigate future increases. Mr. Pfaff suggested a member of EDC be in the working group, as the business community has been adversely impacted by the pandemic. Chairwoman Braccio said it is important to communicate to the public that the working group is interested in considering all potential project ideas. Mr. Dennington agreed that investment in capital projects serves to blunt the impact of the tax rate increase. Mr. Stivers voiced support for using some ARPA funds to offset the tax rate increase. He stated utilizing ARPA funds for both the offset and capital projects is a reasonable approach to dealing with the tax rate increase. A discussion followed about the level of Board involvement within the working group. Mr. Healey moved to establish a working group to offer recommendations on ARPA fund expenditures. The group will be comprised of the following: one member from the Board, one member from Advisory, 2 members from Capital Planning, one member from EDC and two members at-large. Ms. Malinowski moved to amend the original motion to change the working group composition to the following: 1 member from Advisory, 2 members from Capital Planning, one member from EDC and three members at-large. Mr. Stivers seconded the amended motion. The amended motion was voted all in favor (5-0-0) by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Mr. Healey, aye Ms. Braccio, aye. Mr. Purple will draft the charge for the working group and will present at the November 16, 2021 meeting for Board approval.

d. Trails Committee: Proposed change of committee structure/bylaw

Kathryn Craddock McKee - Trails Committee Chair. Ms. Craddock McKee presented The Trails Committee request to change the current membership structure by including associates members. Ms. Craddock McKee stated she believes having associate members on the Trails Committee will allow residents another avenue of participation on the Committee. Chairwoman Braccio stated that while she understands the value of the change, she is concerned it may be used to skirt Open Meeting Law requirements. Ms. Malinowski is concerned about the precedent it may set for other boards and committees in town. She is in favor of having alternates/associates only for permitting boards. Mr. Healey would be willing to give the Trails Committee the opportunity to bring on associate members and will vote yes in support. Mr. Stivers is in support of creating associate membership on the Trails Committee. He feels associate membership for committees and boards can be handled on a case by case basis. He pointed out that if the experience with associate membership is unsuccessful, the Board can reverse its decision. Mr. Dennington is in support of creating associate membership on the Committee. Mr. Purple will draft language for a new charge for the Trails Committee, which will include associate membership, and present at the November 16" 2021 Board meeting for Board discussion/approval.

e. Whitney Beals: Request to close a portion of Chestnut Hill Road

Mr. Beals presented his request to close part of Chestnut Hill Road, citing public safety concerns to residents and pedestrians. Chief Achilles stated that while he is in support of walkability, his primary responsibility is to ensure public safety. He is concerned whether fire apparatus can successfully turn around in the area. He would like to see improvements to Chestnut Hill Road. If the Board chooses to approve this request, a public safety plan would need to be in place and would involve other town departments. Mr. Healey is not in support of the road closure. It is a road that people use and closing it presents public safety challenges as outlined by Chief Achilles. Mr. Dugdale, a resident on Chestnut Hill Road, shared the signers of the request would be willing to look into Chief Achilles public safety concerns. Mr. Stivers stated he sees this as a public safety issue and is strongly supportive of the road closure, contingent upon repair of the Northborough Road culvert and resolution of public safety access issues. Mr. Dennington is in support of the idea to close a portion of Chestnut Hill Road. He sees this project as long-term and would like to see a comprehensive plan to address all concerns. Chairwoman Braccio asked for clarification regarding a Town Meeting vote to close the road. Mr. Purple said the process requires two steps. First the road will need to be abandoned and this can be done by the Board at a public hearing. Second, the road will need to be discontinued as a road and that requires Town Meeting approval. Ms. Malinowski asked who is going to pay for any costs associated with the road closure. If the town is responsible, she has concerns asking the taxpayers to cover the costs, given the challenging discussions earlier in the evening. She understands the safety concerns but feels there are other concerns to weigh. Chairwoman Braccio would like information from Town Counsel on whether the conservation restriction impacts the issues surrounding road closure. Mr. Tipton, a resident on Chestnut Hill Road, stated he has concerns for pedestrian usage on Chestnut Hill Road. Also, he is curious about the cost to improve the road and wondered how that relates to the costs to close the road. Finally, he asked that the town consider the complexity of maintaining this road. Ms. Braccio thanked everyone for their participation and said the discussion on this request will continue.

IV. Reports

a. Chairwoman's Report

i. Swap Shop update

Ms. Braccio shared she met with Ms. David, who is coordinating the volunteers. They discussed a long-term solution of moving the sheds to the front and having volunteers manage the shop, effectively outside the domain of the Transfer Station. Mr. Healey remarked he has noticed an uptick

in activity at the Transfer Station. Mr. Stivers said he observed a huge improvement and is supportive of finding a way to have the volunteers continue their good work. Ms. Braccio shared there are approximately 70 volunteers willing to participate in organizing and maintaining the Swap Shop.

ii. St. Mark's Street improvements/park

Ms. Braccio acknowledged the Board had received correspondence on this matter. She met with Town Counsel and provided the following update to the Board: 1) with regard to liability, a license agreement has been signed off on by Town Counsel and St. Mark's Counsel; 2) nothing has been provided to warrant the stoppage of contracted work being done; and 3) Town Counsel did not agree that the site plan required approval. Mr. Dennington asked for clarification on the final content of the park. His understanding is that has yet to be decided. He would like to get more input and see a slower, more thoughtful approach to deciding the final content of the park. Ms. Braccio will put this matter on the November 16, 2021 agenda.

b. Members' Reports

i. Fire Association Halloween Parade & Recreation Trunk or Treat

Ms. Malinowski thanked the Fire Association and Recreation for organizing the parade and first Trunk of Treat. It was held the weekend before Halloween, was extremely well attended and good feedback was received. Thank you to Tim Davis and Joe Durant from the Recreation Department and Chief Achilles for making the event a success.

ii. Final numbers on Mortgage & Rent Assistance Program

Ms. Malinowski shared this program was part of CARES and has ended. She reported eight families were assisted and $42,000 was spent. Ms. Malinowski expects this cost to be reimbursed as part of CARES.

c. Town Administrator Report

i. Meals tax update:

Mr. Purple reported Finance Director Mr. Ballantine spoke with the Division of Local Services and confirmed they are on schedule for January 1, 2022 implementation. DLS will be in touch with affected businesses.

ii. Bylaws approved by Attorney General from May 22, 2021 Annual Town Meeting:

Mr. Hegarty notified the Board that the Attorney General has approved the changes to the Town's bylaws as approved at the May 22, 2021 Annual Town Meeting.

iii. Quorum update:

Mr. Purple shared he conferred with Town Counsel per the Board's question regarding the Capital Committee. Counsel confirmed a quorum is a majority plus one. Mr. Purple inquired about ad hoc committees that have "up to" in their charge for a quorum. Counsel instructed that charges for such committees be created with a set number so as to avoid this issue.

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VII. Public Comment

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VIII. Executive Session

On a motion made by Ms. Malinowski, seconded by Mr. Healey and voted all in favor by roll call vote, the Board entered into Executive Session at 10:44 P.M. Roll call: Mr. Dennington, aye; Mr. Stivers, aye; Mr. Healey, aye; Ms. Malinowski, aye; Ms. Braccio, aye. The Board entered into Executive Session per M.G.L. Chapter 30A, Section 21, and did not return to Open Session, for the following reasons: (1) to discuss the deployment of security personnel, devices or strategies (Exemption 4); (2) to discuss contract negotiations for the Fire Chief (Exemption 2).

IX. Adjournment

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November 16, 2021	*December 7, 2021*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the November 3, 2021 BOS Meeting:

- DPW flow chart tree_KG
- Letter from Chief Paulhus to BOS 10.29.21
- Board of Assessor Assessment Timeline 11.3.21

- Letter from Kathryn McKee, Trails Committee to BOS 11.3.21
- Letter from Residents of Chestnut Hill Rd to BOS and attachments from Chiefs 9.13.21
- Draft Regular Session Minutes, October 5, 2021
- Draft Regular Session Minutes, October 19, 2021
- Letter from Vanessa Hale to BOS 10.28.21
- Notice of Invitation for Bids - Kallander Field Renovation
- Citizen Activity Form, Tony Schoener
- Letter from Brian Ballantine, Finance Director to BOS 10.21.21
- Draft Tree Trimming and Removal Process Overview 10.28.21

RECEIVED
By kbattles at 12:35 pm, Nov 18, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, November 3, 2021, 6:30 P.M.
Location: Via Zoom
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

I. Call Meeting to Order

Chairwoman Braccio called the meeting to order at 6:32PM.

II. Public Comment

Mr. Hegarty, Town Clerk. Mr. Hegarty commented on the proposed bylaw to Trails Committee membership. Mr. Hegarty asked the Board not to accept the Trails Committee's recommendation to create associate membership positions. The proposed bylaw states associate members have all the rights and responsibilities of members but do not vote. He is concerned about public accountability for the actions of associate members. His view is if an individual participates in a decision making process of a committee, s/he should be held accountable for their decisions on the committee as expressed through their vote. Changing topics, Ms. Braccio thanked Mr. Hegarty for a successful Town Meeting on November 1, 2021.

Ms. Hanlon-Shimkus. Ms. Hanlon-Shimkus is in support of the proposed tree policy. She also saw pink notices on trees in town and was curious as to why the trees are coming down. She was especially upset to see the razing of trees behind the Library and noted a parcel in the area is designated as Nipmuc burial grounds. Ms. Hanlon-Shimkus doesn't recall discussion of the removal of these trees as part of a public process. She suggested that if a proposed park/roadway/parking lot is to replace the trees, the matter should come before the Planning Board as part of a public process.

III. Scheduled Appointments *(Board may vote)*

Ms. Cook, Mr. Pfaff and Ms. Jones from Advisory joined the Board for discussions of items a, b and c. Next, Officer Julie Fontana was introduced to the Board. Officer Fontana is Southborough's newest police officer and first female officer under Chief Paulhus. Members of the Board and Advisory welcomed her and shared they look forward to working with her.

a. Discussion of staffing shortages – Public Safety

Chief Paulhus asked the Board to immediately hire a full-time dispatch position, increasing the number from four to five. He shared the dispatch operation is running at a bare minimum and he is concerned that with any emergency situation (a resignation, COVID outbreak, etc.), dispatch may experience an interruption in service. Ms. Malinowski asked if Chief Paulhus has room presently in the FY22 budget to cover the proposed position. Chief Paulhus responded he does not. Ms. Malinowski stated that while she understands the need for the position, she is unclear as to what the funding mechanism will be. Further, should the position be funded and approved, she is in support of a temporary resolution to the dispatch issue, as she believes the position must be approved by Town Meeting. Ms. Malinowski noted that if the position is added in FY22, it will appear as an

existing position in the FY23 budget. Mr. Healey stated he is not prepared to support Chief Paulhus's proposal at this time. He would like to see the following information: coverage structure with four dispatchers, coverage structure with five dispatchers and, if the proposal is not approved, what steps would be taken to mitigate staffing challenges. He commented Southborough is participating in discussions around regional dispatch and he would like to see efforts to bridge current needs until we understand if regional dispatch makes sense for the community. Mr. Stivers asked for clarification about the financial impact to FY22. Chief Paulhus said approximately $40,000 (Dec. 1, 2021-June 30, 2022). Mr. Stivers stated that fewer than five dispatchers results in inadequate coverage. He is not prepared to say no to the proposal but is also concerned about spending an additional $40,000 in FY22. Mr. Dennington asked Chief Paulhus to provide information regarding the total amount of savings in overtime as a result of adding the fifth full-time dispatcher. He also asked Chief Paulhus to revisit the current budget to see if there are any funds that may be redirected to cover the cost of adding the fifth position. Ms. Braccio sought clarification on overtime spent thus far in FY22. Ms. Cook's comments focused on where funds may be found in FY22, should the Board move forward with the proposal. Since the police budget contains the dispatch cost for both police and fire, Ms. Cook asked both Chief Paulhus and Chief Achilles to examine their current budgets for any potential savings. Ms. Cook also suggested the Harvard funds for public safety (approximately $25,000) as a potential funding source for the position. Chief Achilles shared he is in support of the proposal as a solution to the current staffing challenges. He also committed to revisiting his budget to look for potential savings to fund the position. Mr. Pfaff asked Chief Paulhus if he would still need part-time staff if the fifth position is added. Chief Paulhus replied yes. Ms. Jones inquired as to whether hiring more part-time staff is a potential solution to the staffing issue. Chairwoman Braccio thanked Chief Paulhus for bringing this issue to the Board's attention and said it will be discussed at a future meeting.

b. Paul Cibelli, Principal Assessor – Timeline/Process/Trends of residential/commercial value shift on tax rate

Mr. Cibelli shared a presentation that detailed the process and timeline that is used in determining the yearly tax rate. He explained that when residential values are significantly increasing and CIP (commercial, industrial and personal property) are flat or decreasing, as occurred last year, the result is to shift additional tax burden to the residential sector. In FY22, that scenario played out and the result was a tax bill higher than projected at Annual Town Meeting. He also shared the information needed to set the tax rate is not available until September/October of each year, so figures used at Town Meeting to determine the tax rate are projections. As detailed in the process, this year's tax rate will be set with 2020 residential values. Next year's tax rate will be set using 2021 residential values so he expects to see another significant shift based on current activity in the residential sector. Ms. Cook asked Mr. Cibelli if he could have projections available in February for budgeting purposes. Mr. Cibelli said he would provide a number of scenarios for purposes of accuracy of the projections. Mr. Pfaff asked if there are any resources available to communities dealing with the challenges of tax rates relative to budget impacts, given the current climate. Mr. Healey said the presentation was informative and sobering. Mr. Stivers said staying on top of the process and good communication between all parties will ensure the best information for accurate budgeting. Mr. Dennington inquired about the impact of abatements on rate setting process. Mr. Cibelli replied abatements occur in the January/early February timeframe and can slow down the rate setting process. He has not experienced a slowdown in process due to abatements. Chairwoman Braccio thanked Mr. Cibelli for an informative presentation and said the information will be helpful with the budget challenges that lie ahead.

c. Outlook for FY22 and forward, potential usage of ARPA funds

Jennifer Thompson from Capital Strategic Solutions shared her presentation with the Board and Advisory regarding the American Rescue Plan Act of 2021 (ARPA) and Southborough's potential use of expected ARPA funds. Due to the pandemic, Southborough's revenue loss is approximately $6.3 million dollars. Southborough is expected to receive approximately $3 million dollars in ARPA funds and the Board is charged with deciding how to utilize the funds. Ms. Thompson discussed three models of decision making for the Board to consider. Chairwoman Braccio said she likes the idea of a working group comprised of the Board, Advisory, Capital Planning and at-large members of the public. She views public participation in this process as essential, as ARPA funds are public monies. Mr. Stivers supports a working group with public input, favoring flexibility in the use of funds. He would like to see the group set short-term and long-term goals in moving forward. He also suggested it may be helpful to observe how other cities and towns are spending funds so Southborough considers all potential uses. Mr. Dennington sought clarification on the categories of use of ARPA funds. Ms. Thompson said the decrease in revenue due to the pandemic allows ARPA funds to be used for items normally funded through general revenue, thus creating greater flexibility in use. Ms. Thompson reminded the group the funds are for a one-time use only and are not available in following years so that should be considered in project selection. Mr. Dennington shared he would support ARPA funds utilized for the greatest impact, with larger dollars spent on fewer projects rather than smaller dollars spent on a larger number of projects. Ms. Thompson shared how ARPA monies are spent depends on each town and its needs. Ms. Malinowski would like to see a survey of public thought on the use of ARPA funds and would like to see some guidance from CSS on how to approach. Mr. Healey would like approximately two thirds of ARPA funds used for projects already under consideration by Capital Planning and one third to be used for something(s) not under consideration. In his opinion, utilization of ARPA funds for capital projects already under consideration will, in fact, serve to blunt the impact of the tax rate change and upcoming budgeting challenges. He is in favor of a working group similar to Chairwoman Braccio's suggested makeup but would like the at-large members to not presently be a part of any town board or committee. Ms. Cook shared she would like to see some ARPA funds used as a one-time offset to the increase in tax rate. Ms. Thompson said it can be argued the change in tax rate is a result of the pandemic but that a plan must be in place to mitigate future increases. Mr. Pfaff suggested a member of EDC be in the working group, as the business community has been adversely impacted by the pandemic. Chairwoman Braccio said it is important to communicate to the public that the working group is interested in considering all potential project ideas. Mr. Dennington agreed that investment in capital projects serves to blunt the impact of the tax rate increase. Mr. Stivers voiced support for using some ARPA funds to offset the tax rate increase. He stated utilizing ARPA funds for both the offset and capital projects is a reasonable approach to dealing with the tax rate increase. A discussion followed about the level of Board involvement within the working group. Mr. Healey moved to establish a working group to offer recommendations on ARPA fund expenditures. The group will be comprised of the following: one member from the Board, one member from Advisory, 2 members from Capital Planning, one member from EDC and two members at-large. Ms. Malinowski moved to amend the original motion to change the working group composition to the following: 1 member from Advisory, 2 members from Capital Planning, one member from EDC and three members at-large. Mr. Stivers seconded the amended motion. The amended motion was voted all in favor (5-0-0) by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Mr. Healey, aye Ms. Braccio, aye. Mr. Purple will draft the charge for the working group and will present at the November 16, 2021 meeting for Board approval.

d. Trails Committee: Proposed change of committee structure/bylaw

Kathryn Craddock McKee - Trails Committee Chair. Ms. Craddock McKee presented The Trails Committee request to change the current membership structure by including associates members. Ms. Craddock McKee stated she believes having associate members on the Trails Committee will allow residents another avenue of participation on the Committee. Chairwoman Braccio stated that while she understands the value of the change, she is concerned it may be used to skirt Open Meeting Law requirements. Ms. Malinowski is concerned about the precedent it may set for other boards and committees in town. She is in favor of having alternates/associates only for permitting boards. Mr. Healey would be willing to give the Trails Committee the opportunity to bring on associate members and will vote yes in support. Mr. Stivers is in support of creating associate membership on the Trails Committee. He feels associate membership for committees and boards can be handled on a case by case basis. He pointed out that if the experience with associate membership is unsuccessful, the Board can reverse its decision. Mr. Dennington is in support of creating associate membership on the Committee. Mr. Purple will draft language for a new charge for the Trails Committee, which will include associate membership, and present at the November 16" 2021 Board meeting for Board discussion/approval.

e. Whitney Beals: Request to close a portion of Chestnut Hill Road

Mr. Beals presented his request to close part of Chestnut Hill Road, citing public safety concerns to residents and pedestrians. Chief Achilles stated that while he is in support of walkability, his primary responsibility is to ensure public safety. He is concerned whether fire apparatus can successfully turn around in the area. He would like to see improvements to Chestnut Hill Road. If the Board chooses to approve this request, a public safety plan would need to be in place and would involve other town departments. Mr. Healey is not in support of the road closure. It is a road that people use and closing it presents public safety challenges as outlined by Chief Achilles. Mr. Dugdale, a resident on Chestnut Hill Road, shared the signers of the request would be willing to look into Chief Achilles public safety concerns. Mr. Stivers stated he sees this as a public safety issue and is strongly supportive of the road closure, contingent upon repair of the Northborough Road culvert and resolution of public safety access issues. Mr. Dennington is in support of the idea to close a portion of Chestnut Hill Road. He sees this project as long-term and would like to see a comprehensive plan to address all concerns. Chairwoman Braccio asked for clarification regarding a Town Meeting vote to close the road. Mr. Purple said the process requires two steps. First the road will need to be abandoned and this can be done by the Board at a public hearing. Second, the road will need to be discontinued as a road and that requires Town Meeting approval. Ms. Malinowski asked who is going to pay for any costs associated with the road closure. If the town is responsible, she has concerns asking the taxpayers to cover the costs, given the challenging discussions earlier in the evening. She understands the safety concerns but feels there are other concerns to weigh. Chairwoman Braccio would like information from Town Counsel on whether the conservation restriction impacts the issues surrounding road closure. Mr. Tipton, a resident on Chestnut Hill Road, stated he has concerns for pedestrian usage on Chestnut Hill Road. Also, he is curious about the cost to improve the road and wondered how that relates to the costs to close the road. Finally, he asked that the town consider the complexity of maintaining this road. Ms. Braccio thanked everyone for their participation and said the discussion on this request will continue.

IV. Reports

a. Chairwoman's Report

i. Swap Shop update

Ms. Braccio shared she met with Ms. David, who is coordinating the volunteers. They discussed a long-term solution of moving the sheds to the front and having volunteers manage the shop, effectively outside the domain of the Transfer Station. Mr. Healey remarked he has noticed an uptick

in activity at the Transfer Station. Mr. Stivers said he observed a huge improvement and is supportive of finding a way to have the volunteers continue their good work. Ms. Braccio shared there are approximately 70 volunteers willing to participate in organizing and maintaining the Swap Shop.

ii. St. Mark's Street improvements/park

Ms. Braccio acknowledged the Board had received correspondence on this matter. She met with Town Counsel and provided the following update to the Board: 1) with regard to liability, a license agreement has been signed by Town Counsel and St. Mark's Counsel; 2) nothing has been provided to warrant the stoppage of contracted work being done; and 3) Town Counsel did not agree that the site plan required approval. Mr. Dennington asked for clarification on the final content of the park. His understanding is that has yet to be decided. He would like to get more input and see a slower, more thoughtful approach to deciding the final content of the park. Ms. Braccio will put this matter on the November 16, 2021 agenda.

b. Members' Reports

i. Fire Association Halloween Parade & Recreation Trunk or Treat

Ms. Malinowski thanked the Fire Association and Recreation for organizing the parade and first Trunk of Treat. It was held the weekend before Halloween, was extremely well attended and good feedback was received. Thank you to Tim Davis and Joe Durant from the Recreation Department and Chief Achilles for making the event a success.

ii. Final numbers on Mortgage & Rent Assistance Program

Ms. Malinowski shared this program was part of CARES and has ended. She reported eight families were assisted and $42,000 was spent. Ms. Malinowski expects this cost to be reimbursed as part of CARES.

c. Town Administrator Report

i. Meals tax update:

Mr. Purple reported Finance Director Mr. Ballantine spoke with the Division of Local Services and confirmed they are on schedule for January 1, 2022 implementation. DLS will be in touch with affected businesses.

ii. Bylaws approved by Attorney General from May 22, 2021 Annual Town Meeting:

Mr. Hegarty notified the Board that the Attorney General has approved the changes to the Town's bylaws as approved at the May 22, 2021 Annual Town Meeting.

iii. Quorum update:

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- Letter from Chief Paulhus to BOS 10.29.21
- Board of Assessor Assessment Timeline 11.3.21

- Letter from Kathryn McKee, Trails Committee to BOS 11.3.21
- Letter from Residents of Chestnut Hill Rd to BOS and attachments from Chiefs 9.13.21
- Draft Regular Session Minutes, October 5, 2021
- Draft Regular Session Minutes, October 19, 2021
- Letter from Vanessa Hale to BOS 10.28.21
- Notice of Invitation for Bids - Kallander Field Renovation
- Citizen Activity Form, Tony Schoener
- Letter from Brian Ballantine, Finance Director to BOS 10.21.21
- Draft Tree Trimming and Removal Process Overview 10.28.21

BOARD OF ASSESSORS
ASSESSMENT TIMELINE

Presented to Board of Selectmen

November 3, 2021

FY22 ASSESSMENT DEVELOPMENT TIMELINE

Key concepts to keep in mind

January 1

- FY22 assessment reflects the valuation of your property as of January 1, 2021

- Assessments are based on *calendar* year 2020 sales and market conditions

- "New Growth" for real estate is calculated through June 30th and is included in annual assessment if it existed as of January 1st

FY22 ASSESSMENT DEVELOPMENT TIMELINE

January

- Sales verification
- Personal property returns mailed
- Income/expense ("I&E") surveys mailed
- 3ABC forms mailed

February

- Statistical analysis on residential properties conducted

March

- Receiving returns of personal property, I&E's and 3ABC forms
- Review & analysis conducted

Annual Town Meeting

April

- Develop valuation model
- Work building permits for new growth

Second notice for I&E's mailed

May

All new construction inspected last week in June to determine % complete

July

- Proposed personal property values to Assessors for review and approval. Includes utility company appraisals
- Finalize real estate valuation model

Final LA-3 & LA-15 submitted to DOR

August

September

- After LA-3 & LA-15 approval, valuation review conducted
- Finance team begins work on recap
- LA-4 Assessment Classification & LA-13 New Growth submitted to DOR. Once approved, CIP is calculated

ASSESSED VALUES BY CLASS

Year	Class 1 Residential	Class 2 Open Space	Class 3 Commercial	Class 4 Industrial	Class 5 Pers. Property	Totals
FY2022	2,316,551,636	0	253,170,312 *	187,183,900 *	98,622,200	2,855,528,048
FY2021	2,209,789,157	0	286,212,822	157,327,000	98,668,800	2,751,997,779
%change	4.83		-11.54	18.98	-0.05	3.76

* 325 Turnpike Road (Ken's Warehouse) reclassified from Commercial to Industrial

Year	Class 1 Residential	Class 2 Open Space	Class 3 Commercial	Class 4 Industrial	Class 5 Pers. Property	Totals
If 325 Turnpike Road was not reclassified:						
FY2022	2,316,551,636	0	284,158,812	156,195,400	98,622,200	2,855,528,048
FY2021	2,209,789,157	0	286,212,822	157,327,000	98,668,800	2,751,997,779
%change	4.83		-0.72	-0.72	-0.05	3.76

	RESIDENTIAL	TOTAL CIP (Commercial, Industrial, and Personal Property)
% change	4.83	-0.60

Board of Assessors 11/03/2021

RELATIONSHIP OF CLASS VALUES

Year	Residential Open Space	COMM/ IND/P.P.	Totals
FY2022	81.13%	18.87%	100%
FY2021	80.30%	19.70%	100%
FY2020	80.51%	19.49%	100%
FY2019	80.70%	19.30%	100%
FY2018	80.60%	19.40%	100%
FY2017	80.84%	19.16%	100%
FY2016	80.78%	19.22%	100%
FY2015	81.32%	18.68%	100%

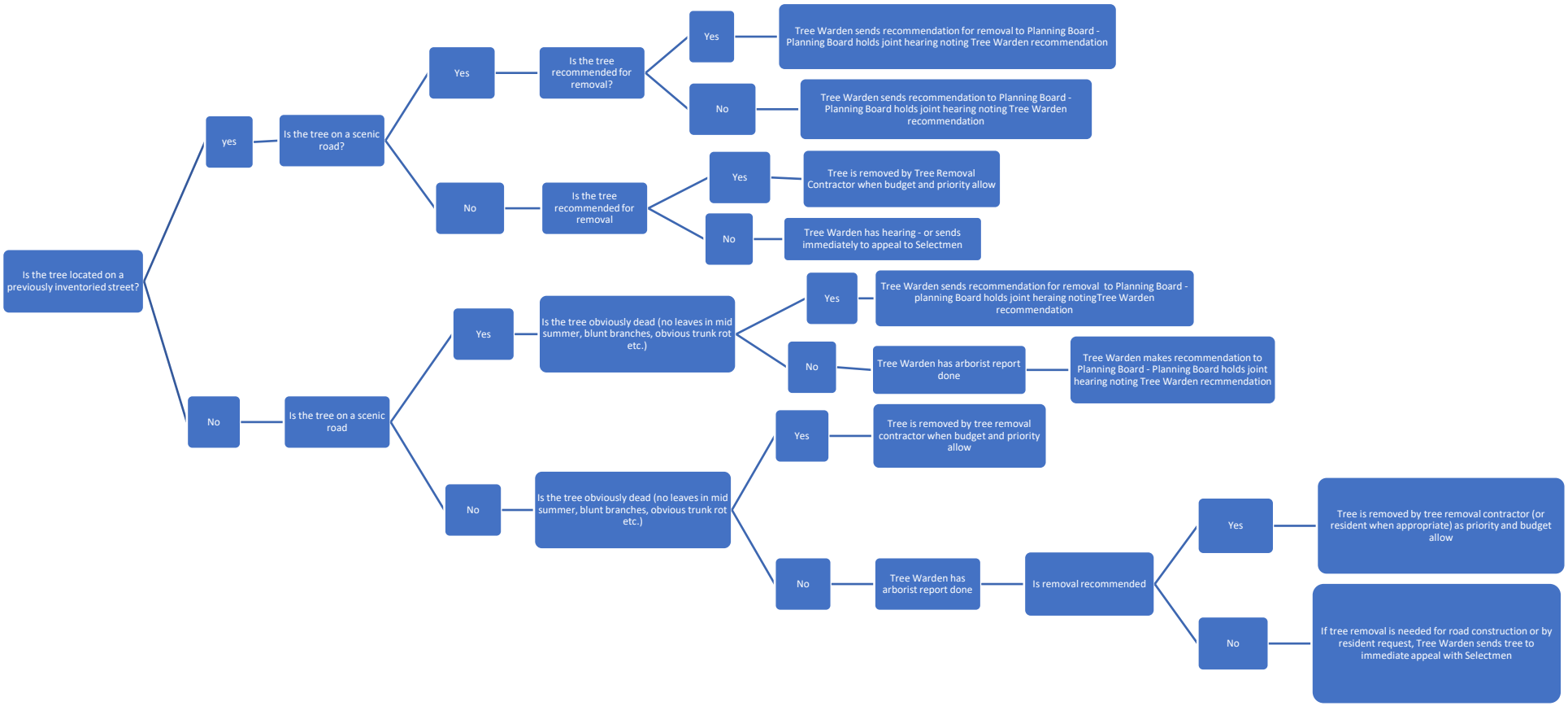
Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	October 27, 2021
Name:	tony schoener
Home Address:	[redacted] southborough
Mailing Address:	[redacted] southborough
Phone Number(s):	[redacted]
Email Address:	[redacted]
Current Occupation/Employer:	Technology Advisor
Narrative:	I have a BS in Computer Science. I have considerable experience managing technology development organizations (personnel management, budget management, customer management). I also have significant experience working with non-profits; I am currently the chairperson of the board of trustees for the Rest Syndrome Research Trust, where I provide advice and guidance on numerous topics. I am currently transitioning out of working full time, and so have a fair amount of time available.
Board(s) / Committee(s):	___CAPITAL PLANNING COMMITTEE


Is the tree located on a previously inventoried street?
yes
Is the tree on a scenic road?
Yes
Is the tree recommended for removal?
Yes
Tree Warden sends recommendation for removal to Planning Board - Planning Board holds joint hearing noting Tree Warden recommendation
No
Tree Warden sends recommendation to Planning Board - Planning Board holds joint hearing noting Tree Warden recommendation
No
Is the tree recommended for removal
Yes
Tree is removed by Tree Removal Contractor when budget and priority allow
No
Tree Warden has hearing - or sends immediately to appeal to Selectmen
No
Is the tree on a scenic road
Yes
Is the tree obviously dead (no leaves in mid summer, blunt branches, obvious trunk rot etc.)
Yes
Tree Warden sends recommendation for removal to Planning Board - planning Board holds joint heraing notingTree Warden recommendation
No
Tree Warden has arborist report done
Tree Warden makes recommendation to Planning Board - Planning Board holds joint hearing noting Tree Warden recmmendation
No
Is the tree obviously dead (no leaves in mid summer, blunt branches, obvious trunk rot etc.)
Yes
Tree is removed by tree removal contractor when budget and priority allow
No
Tree Warden has arborist report done
Is removal recommended
Yes
Tree is removed by tree removal contractor (or resident when appropriate) as priority and budget allow
No
If tree removal is needed for road construction or by resident request, Tree Warden sends tree to immediate appeal with Selectmen

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, October 5, 2021; 7:01PM (reconvened after Executive Session)
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple, Assistant Town Administrator Vanessa Hale

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

At 6:00 p.m., the Board voted to enter Executive Session per M.G.L. Chapter 30A, Section 21, with the intent to return to Open Session, for the following items: (1) to discuss contract negotiations for the Town Administrator and the Fire Chief (Exemption 2) as the Chair has determined that an open meeting may have a detrimental effect on the Town's negotiating position; and (2) to review and approve the August 17, 2021 Executive Session minutes.

Chairwoman Braccio brought the meeting back into open session at 7:01 P.M. A public hearing is scheduled for 7:00PM. Public comment was rescheduled to after the public hearing.

I. Public Hearing

a. Southborough Board of Selectmen shall hold a virtual meeting to consider a request for permission by Mass Electric Company, National Grid and Verizon New England Incorporated to install a new pole, P11-5, to be located at 25 School Street. The meeting may be viewed by the public through a link located at http:\hpts\www.soughboroughtown.com\remotemeetings.

National Grid – Mr. Parent, Facilities Manager

National Grid seeks to install a pole to service a new dormitory for St. Mark's School. The closest pole on that side of the street is presently in use to service another building on the campus. There are no other poles on that side of the road so it is necessary to install a new pole to service the new dormitory. Mr. Healey asked if the road the proposed pole would be installed on is School Street. Mr. Parent confirmed it is. Mr. Parent informed the Board the proposed pole would be approximately 3-5 feet off the road, similar to other poles on that side of School Street. Mr. Stivers moved to close the public hearing. Ms. Malinowski seconded the motion. The motion passed unanimously (5-0-0) by roll call, Malinowski, aye; Healey, aye; Dennington, aye; Stivers, aye; Braccio, aye. Mr. Stivers moved to approve National Grid's petition to install Pole P11-5 at 25 School Street. Mr. Healey seconded the motion. Chairman Braccio suspended the motion to accommodate public comment on the matter. Mr. Healey moved to re-open the public hearing for the purpose of public comment. Mr. Stivers seconded the motion. The motion was voted all in favor by roll call vote. Roll call: Ms. Malinowski, aye; Mr. Dennington, aye; Mr. Healey, aye; Mr. Stivers, aye; Ms. Braccio, aye.

Chairwoman Braccio recognized Mr. Tim Litt. Mr. Litt requested that the pole be approved subject to not obstructing any present or potential future sidewalks. He is concerned that as the Town wants to move towards having complete streets and having sidewalks, that there are no obstacles in the way when there are improvements. Mr. Stivers asked Mr. Parent if there is enough room to consider Mr. Litt's concern. Mr. Parent said for any project that may come forward in the future, poles are moved

to accommodate sidewalks. For an existing pole line, National Grid may not be able to factor that in, other than following the normal procedure on placing the pole 3-5 feet from the road. Mr. Litt stated he is concerned that it is expensive to move poles and asked that thought be given to future sidewalks when installing poles. The public hearing was then closed.

Mr. Stivers moved to close the public hearing. Mr. Healey seconded the motion. The motion was voted all in favor by roll call vote. Roll call: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye. Mr. Stivers moved to approve the petition for the pole position with the request that if reasonably possible National Grid locate the pole in a position that would reasonably accommodate a sidewalk along the street. Mr. Healey seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote. Roll call: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

II. Public Comment

Ms. Braccio asked if anyone wanted to speak at the first Public Comment. No one stepped forward.

III. Scheduled Appointments *(Board may vote)*

b. Volunteer Interview: Neetu Sehgal, Scholarship Committee, expiring 6/30/2022.

Ms. Sehgal was born and raised in Southborough, educated in the Southborough school system and graduated from Algonquin Regional High School in 1998. She moved back to 2012 and desires to give back to her community. She recently ran into Officer Mattioli and recalled him advising her on a scholarship for community service while in high school. The board had no questions and thanked Ms. Sehgal for stepping forward. Mr. Stivers moved the board appoint Ms. Sehgal to the Scholarship Committee, expiring 6/30/2022. Ms. Malinowski seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote. Roll call: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

c. Cable Committee – Recommendation on renewal cable agreement for Comcast.

Ms. Malinowski recused herself from this matter. Mr. Barry Rubenstein from the Cable Committee provided a brief history on this matter. When Comcast built out its Framingham network, it allowed them to access a small number of subscribers in the Pine Hill area. They obtained a license from the Town of Southborough for Southborough residents. These residents have no connection to SAM and, in fact, receive Framingham Public Access. As part of the agreement, Comcast agreed to pay a percentage of gross revenues each year. The new agreement increases the license fee to 5%, which is commensurate with the Verizon and Charter contracts. These funds total approximately $2,300 per year. The agreement has been reviewed and approved by Town Counsel. Upon further review, Mr. Rubenstein would like to clear up some ambiguous language, which does not affect the material terms of the agreement. Mr. Rubenstein thanked Mr. Warren and Ms. Rule for their substantial efforts in this matter. Mr. Healey asked Mr. Rubenstein how many Southborough residents Comcast serves. Mr. Rubenstein replied there are 32 Comcast customers in Southborough. Mr. Stivers moved the Board renew the proposed cable agreement with Comcast dated 9/20/21-9/19/31 subject to final review by Town Counsel. Mr. Healey seconded the motion. Mr. Healey then amended the original motion to read: The Board renew the proposed cable agreement with Comcast dated 9/20/21-9/19/31 subject to final review by Town Counsel and there being no substantive changes to the proposed contract. Mr. Stivers moved the amended motion. Mr. Healey seconded the motion. The motion was voted in favor (4-0-0) by roll call vote. Roll call: Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

d. Update on Regional Dispatch discussions.

Ms. Braccio welcomed Chief Achilles and Chief Paulhus. Mr. Purple provided an update to the Board's previous instruction that the Town proceed forward in exploring the opportunity for regional emergency communications dispatch. Communities involved are Hopkinton, Hudson, Grafton, Marlborough, Southborough and Westborough. Discussions have been initiated by the Westborough Fire Chief with The Collins Center [a division of the University of Massachusetts Boston] and State 911. The Collins Center and State 911 have a standing agreement that State 911 will fund the Collins Center to conduct studies for regional dispatch. Present scope of the project is to study these communities and determine: 1) what is being done in each community and; 2) what might be done collaboratively in a regional center. The first meeting with all parties will be held on Thursday, October 13th, in Southborough at the Public Safety Facility. Mr. Purple commented there is a range of situations presently occurring in each community involved. Moving forward, his recommendation is to have a team of representatives from Southborough, which should include Chief Paulhus, Chief Achilles, Mr. Purple and one member of the Board. This team will assist the community in understanding the findings of the Collins Center for future decision-making. Chief Achilles supports the project and commented he feels fortunate we are able to get information that fosters an understanding of Best Practices, what is currently being done, where current service gaps are, strengths v. weaknesses of the current system and opportunities that may be available. Chief Paulhus commented he is excited about the opportunity of the study. Both he and Chief Achilles have great relationships with their counterparts in the other participating communities. He is concerned about how the study will be perceived by local dispatchers and officers that may be affected. He looks forward to the good information that will be received from the study. Ms. Malinowski commented the study is a great step forward and wondered whether the Collins Center is looking at what is best for Southborough or what is best for Southborough as it relates to the other participating communities. Chief Achilles said the study is looking at each town individually and each town collectively – where are they at locally and what, if any, is the advantage of collaboration. Mr. Purple asked for clarification from Ms. Malinowski. Was she asking if the study will consider all options, including reducing the number of participating communities based on collaborative advantage? Ms. Malinowski indicated that is her concern. Mr. Purple suggested her concern be addressed at the meeting on October 13th. Mr. Dennington had no questions but commented the information sent by the Collins Center referenced the communities of Hanover and Norwood instead of the communities in the proposed project. Mr. Purple suggested the Collins Center include the study of those communities to simply give an example of a similar study. Mr. Healey supports having a team of people from Southborough, including a member of the Board. His main concern is there are many variables among the communities, including number and size. It is important that our team report regularly on the progress of study. Mr. Stivers commented there will be challenges in comparing the communities. For example, utilization rates in Hopkinton are 1,600 calls/10,000 residents, while Marlborough has 4,000 calls/10,000 residents. He stated he is concerned about the issue of local impact/control and wants to make sure the costs of regionalization are equitable to all communities. Ms. Braccio stated she feels the opportunity to explore regionalization is one that cannot be passed up, especially in light of the fact there is no cost to the Town. Ms. Malinowski stepped forward as Board liaison on the Southborough regionalization team, which includes Chief Achilles, Chief Paulhus and Mr. Purple.

IV. Reports

a. Chairwoman's Report

i. Call with MassDOT on HCVE traffic study

Ms. Braccio updated the Board regarding the phone call, which also included Mr. Purple and Ms. Galligan. She shared the conversation was a very positive one. They discussed removing the truck exclusion from Main Street. Ms. Braccio said there is a process to remove a truck restriction similar to creating a truck exclusion. The Global study was also discussed, specifically addressing where trucks are coming from and what can be done in the short term. A possible solution might be to add more signage on Rt. 9. Mr. Purple shared the results of the study will be available sometime in Spring 2022. Mr. Healey sought clarification on the process of decision- making. Mr. Purple stated results of the study would be shared and the Board would vote on how to proceed. Mr. Stivers asked if the discussion included the suggestion to move the Crystal Pond intersection a few hundred feet to the east to facilitate U-turns. Ms. Braccio said it was not specifically addressed but can be in the future. She shared the Global study will identify where the truck traffic is coming from and potential solutions. Ms. Malinowski asked if specific signage was suggested for Rt. 9 restricting truck access to Flagg Road. Ms. Braccio said the DOT will approve a sign that directs trucks to use the 495 cloverleaf as a turnaround. She did not have the exact verbiage and no timeline was shared but she will revisit those issues. She reiterated this is a short-term solution until the results of the Global study are available and shared her appreciation of the State's willingness to problem-solve in the short term.

ii. Heritage Day

Ms. Braccio reminded the public Heritage Day will be held on Monday, October 11, 2021. The parade will be held at 10am. There will be booths and the Library Book Sale will be held from 10am-3pm.

b. Members' Reports

i.Trails Committee's recent public walking tour with DCR of the proposed Peninsula Trail:
Mr. Dennington noted the Trails Committee hosted a public walking tour on the 25th, immediately following the CERT lunch thanking first responders for their hard work during the pandemic. Approximately 30 people attended the tour. It was guided by a DCR ranger, who explained both the area and some of its historical features. The tour was very beneficial because it allowed those who attended the opportunity to see what the proposed Peninsula Trail would look like. The Trail is located at the intersection of Central Street and Route 30 and is a paved trail along the reservoir. The Trails Committee is working with DCR to create public access to the trail. We will be hearing more about the Peninsula Trail in the coming months.

Town Administrator Report

i. ALS fundraiser at Southborough Golf Club

Mr. Purple spoke about the ALS One Golf Event that will be held this weekend, October 9, 10, and 11, at the Southborough Golf Club. This has been an annual event for the past several years and recognizes town officials whom we have lost to ALS, including Mr. Shifrin and Mr. Wilson. Former Selectman Brian Shea coordinates this event, along with Bill Harrison from the Management Company and Jen DiMartino from ALS One. The Management Company will donate ½ of the proceeds from greens fees for the weekend to ALS One. ALS One will have a QR code in the clubhouse for donations. Additional voluntary donations can be made at any time during the event. Additional information will be available on all Town related social media outlets. Mr. Purple thanked Mr. Shea for his help in making this a successful event.

V. Consent Agenda

a. Mr. Stivers asked to hold agenda item "a." Mr. Stivers pointed out typos on lines 233, 251 and 347. Mr. Stivers moved to approve the Open Session minutes; August 17, 2021 as amended.

Mr. Healey seconded the motion. The motion passed (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

b. Mr. Stivers moved to accept the $100 donation for the Fire Department Ambulance Fund. Mr. Healey seconded the motion. The motion passed all in favor (5-0-0) by roll call vote: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

c. Mr. Dennington asked to hold agenda item "c." Mr. Dennington noticed a discrepancy in the memo regarding closing the Warrant for Annual Town Meeting. Mr. Dennington suggests the dates be consistent and should be December 21st. Mr. Dennington also asked about the decision not to continue with Clear Gov. Mr. Purple shared Clear Gov was part of a Community Compact initiative so there was no cost to implement. The platform offered transparency but didn't improve functionality. Mr. Purple has asked Mr. Ballantine, Finance Director to look into other potential financial tools for possible future use but for the FY 2023 budget cycle, we will be using Excel. Mr. Purple suggested this item be part of the Q1 report. Ms. Braccio will add to the upcoming Q1 report. Mr. Stivers moved to Approve FY23 Budget/Town Meeting Schedule, as amended. Mr. Dennington seconded the motion. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

d. Mr. Stivers asked to hold agenda item "d." Mr. Stivers asked about the status of this item. Mr. Purple is seeking recommendations for attorneys specializing in tax and title law and has not received a formal recommendation at this time. He will have it for the October 19th meeting. This item will be held until then by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

e. Ms. Braccio asked to hold agenda item "e." Ms. Braccio thanked Mr. Pfaff for all of his time and dedication on the Capital Planning Committee and thanked him for his service. Mr. Stivers moved to accept the resignation from Andrew Pfaff from the Capital Planning Committee, effective 9/30/21. Mr. Healey seconded the motion. The motion passed all in favor (5-0-0) by roll call vote: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Mr. Healey asked to hold agenda item "f." Mr. Healey shared Ms. Malinowski and Ms. Braccio, on behalf of the Board, engaged in discussions and negotiations with Mr. Purple regarding a successor three-year contract for the position of Town Administrator. Ms. Malinowski and Ms. Braccio shared the results of those negotiations as well as the proposed contract. The contract is being reviewed by Town Counsel. Upon the Board's vote and execution, the contract will become public record. Mr. Healey moved the Board approve a three-year successor contract for Mark Purple as Town Administrator, subject to review by the Town's Labor Counsel. The contract may have substantive or ministerial changes. If changes are ministerial, the contract is approved as of this vote. If there are any substantive changes, we will revisit at our October 19th meeting. The exact term of the contract will be from October 1, 2021 and run for 2.85 years to be in line with other town contracts to expire on June 30th. The motion passed (4-1-0) by roll call vote: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, nay; Braccio, aye. Mr. Purple confirmed once the contract is signed, it will be posted on the Town's website.

VI. Other Matters Properly Before the Board (*Board may vote)*

a. Approve four (4) 1-day Alcohol License applications for Chestnut Hill Farm "Fall Fun on the Farm" events: October 10, October 17, October 24, October 31.

D.A. Hayden and Rob Warren from the Trustees of Reservations also joined the meeting. Mr. Healey believes this is not an educational event. The terms of the conservation restriction and management plan are for educational events and he felt this is a moneymaking event. He recommends the Conservation Commission be a part of the determination of what is educational. An alcohol license tied to an educational event for children is not something he supports. Ms. Hayden responded she

does believe these are educational events. Mr. Warren stated their goal is to engage the community with the farm. He asked that in the spirit of New England farm harvest festivals, the Board approve the licenses. Ms. Hayden also added in speaking with attendees of similar events, both adults and children are engaged and learning. Having experiential events encourages connection and volunteerism with the Trustees. These events allow the public to learn about the importance of keeping spaces open. Mr. Healey stated he was a part of the process to get the conservation restrictions in place and the idea that it is being used for a commercial event wasn't part of the intent. Ms. Malinowski stated serving alcohol at a children's 90 minute event is not a necessity. She is not comfortable agreeing to an alcohol license for this type of event with the conservation restriction. Mr. Stivers commented he believes it is possible to attract the public without serving alcohol. He is prepared to support the licenses this time with the understanding that clarification about what constitutes an education event will be addressed. Mr. Dennington is prepared to support the application. He does not believe the event is inconsistent with the purpose of the conservation restriction. Ms. Braccio stated she isn't comfortable with where this fits into the conservation restriction. Mr. Healey moved to approve four (4) 1-day Alcohol License applications for Chestnut Hill Farm "Fall Fun on the Farm" events: October 10, October 17, October 24, October 31. Mr. Stivers seconded the motion. Roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Mr. Healey, no; Ms. Malinowski, no; Ms. Braccio, no. The motion failed (2-3-0).

The board took a recess at 8:24pm and reconvened at 8:29pm.

b. November 1, 2021 Special Town Meeting

i. Meeting logistics – update

Town Clerk Jim Hegarty told the Board the Special Town Meeting will be held in the Trottier School gymnasium. The meeting will be in full compliance with the Board of Health directive of 6ft separation vertically and horizontally. There will be two air movers to increase the flow and masks will be mandatory. The gymnasium can accommodate 141 people. Overflow will be directed to the auditorium, which can accommodate another 100 people. He is working with the Board of Health and SEMA to provide a COVID rapid test in the parking lot prior to entering the gymnasium or auditorium. Specifics on this to follow. In terms of publicizing, there will be banners displayed in town and postcards are due to arrive to residents by 10/23 that will display a QR code linked to the Warrant. He is also working with the schools to provide notifications through electronic backpacks. Those in the auditorium will have the same ability to participate as those in the gymnasium. Ms. Braccio asked if there will be a video feed in the auditorium. Mr. Hegarty said no. The Moderator will have a camera to see if anyone at any microphone is wishing to speak. Mr. Healey asked what happens in the event 200 people show up. Mr. Hegarty said he is working on the plan should that occur. Mr. Dennington asked if speakers were required to wear a mask at the microphone and was told yes. Ms. Malinowski asked for confirmation there will be no video feed for presentations in either the gymnasium or the auditorium. Mr. Hearty confirmed there will be no video feed for presentations in either the gymnasium or the auditorium. He felt the cost to provide video feed is expensive and is not an appropriate use of public funds and stated providing video is not a requirement for Town Meeting. He also stated the size of the screen doesn't allow everyone in the room to fully view the screen (i.e. those in front have a better view than those in the back). Ms. Malinowski remarked she is concerned about the potential map change in the Downtown District by-law and whether that can be adequately conveyed without video capability. She said video capability would be a useful visual tool in the discussion. Mr. Hegarty said there will be handouts for attendees to view the map change. However, it was decided not to pursue screens because it reduces the number of seats available for attendees due to COVID restrictions. Mr. Purple had a walk-through

with Mr. Hegarty and Town Moderator Cimino and believes the stage is set to accomplish the Town's business while respecting the health and safety of all involved. Ms. Braccio thanked Mr. Hegarty for his efforts in creating a safe event.

ii. Downtown District bylaw

Ms. Braccio stated this matter is a continuation from the Board's last meeting. Ms. Malinowski asked a specific question and the EDC was invited to come to this meeting to address her concern. We will not be addressing issues that have already been addressed. Mr. Anderson, Chair, called the EDC meeting to order at 8:45pm and called a roll call attendance. Ms. Malinowski said she watched the EDC meeting and was pleased to see the EDC take a position. In the motion, EDC wanted to take out 40% as the residency requirement. In a previous draft, Ms. Malinowski noted the number was 10% and EDC had suggested striking that number. Ms. Malinowski is seeking clarification as to whether the EDC wants the number out completely or are they suggesting a different percentage as replacement for a residency component. Ms. Connelly said 10% was intended as part of the discussion of any 1st floor mixed use building. The EDC wanted to ensure there was some mixed-use space on the 1st floor but ultimately, took the number out because it was causing confusion. The EDC is committed to ensuring all street facing 1st floor units are commercial because that's the purpose of mixed-use space the EDC is trying to encourage. This has nothing to do with the total percentage of residential units in the entire building. The language that "not more than 40% of the entire building could be residential" is a new concept that had not been discussed prior to the Planning Board meeting a few weeks ago. Ms. Connolly stated that the EDC came to the Planning Board with a simple ask more than 2 years ago – please add by-right mixed-use to have residential space over commercial space because this was contemplated in the 2008 Master Plan. It was also a primary recommendation of the ULI study. Finally, it has been supported by other research done by the Town over the past decade. In Ms. Connolly's opinion, the concept of having a percentage as a cap on residential space undermines the goal of creating mixed-use space. The current code allows for up to a 3 story building. If you put in a 2 story building with commercial space on the bottom and residential space on top, that is more than 40% (the top floor is ½ or 50% of the building) and it wouldn't be permitted. Having a percentage defeats the reason the EDC has been trying to move forward. Ms. Connolly asked for clarification about where the concern has come from, what is the benefit of having a number in the by-law and what should the number be. Ms. Braccio asked the EDC what number they are looking for. She stated currently there is no mixed use and no by-right. Not finding consensus at the Board level to take to Town Meeting only creates the opportunity to wait three more years before we can move forward with this initiative. Ms. Luttrell from the Planning Board was present. She stated the minimum requirement of 10% commercial would allow a building to be 90% residential which may be easier to develop. The reason for mixed use was to bring small scale commercial development to the downtown. Heavy emphasis on residential development won't encourage small commercial development. A maximum of 10 % commercial development meets the by-right requirement of the by-law so you would have 10% commercial and 90% residential. In other towns, this has been an issue. Mr. Healey commented he thinks it is important to have this item on the Warrant at the Special Town Meeting and let it play out there given there is no consensus on the Board to change the recommendation from the Planning Board. He called the Board's attention to a recent publication of research from the Boston Foundation. In it, the research suggests explanations similar to the ones given by the Planning Board are routinely used by suburban planning boards to keep out downtown residential development. Limiting residential development limits Southborough's commitment to diversity, inclusion and equity in housing – something Southborough residents have said they want. Mr. Healey encourages the EDC to make clear the changes by the Planning Board are contrary to the goals the EDC are advancing. Ms. Braccio commented that we

need to look at downtown development from a historical perspective and from a parking perspective. Ms. Braccio calls these issues guardrail issues. Mr. Anderson remarked that the graphic shown by Ms. Braccio indicates that nothing has been built in the downtown area since 1978. Mr. Wood from EDC pointed out that the 10% number was a typo on the first floor. The original language was "up to 10%" and it was used to meet an ADA requirement. 10% commercial and 90% residential was never the EDC goal or intent. Ms. Connolly commented that the EDC wants to compromise. 40% doesn't make sense for mixed use. She feels it is important to understand why mixed use is important. It is the modern economic model of development today. It is the model for the future and it is sustainable. She has spent time dealing with historical considerations and she is surprised that there is pushback on the residential component. When she began this process it was with the understanding that diversity in housing is a common goal. Mixed use is a part of moving Southborough into the future. Ms. Luttrell clarified 10% minimum requirement for non-residential use is part of the mixed use definition. It is not a typo. It was stated as such through version 9. The Planning Board changed it. Ms. Malinowski asked for confirmation that the EDC does not want a percentage to define the maximum amount of residential units for mixed use. Ms. Connolly replied that is the EDC's preference. Mr. Stivers stated he believes it is important to get this matter to Town Meeting for the citizens to decide. In terms of the by-law, he believes there is some sort of structure that is needed but it can be modified in the future, as needed. Mr. Stivers is in favor of relaxing constraints on residential use, in favor of bumping up the FAR number and is in favor of adding to the number of units permitted. The key goal is to increase investment in downtown and keep moving this issue forward. Ms. Braccio said the Planning Board has left public hearings on this matter open until October 18th. Ms. Malinowski is in favor of bringing the article forward as written. She is in favor of keeping the number of units at 3, as increasing to 4 units would trigger affordable housing, which would increase the workload for the building inspector. Mr. Dennington supports a by-law that has a realistic chance of passing at Town Meeting. He supports the by-law as written. He is in favor of small scale mixed use. This can be accomplished with some mixed use by-right and special permits. He would like to see the Planning Board and EDC keep discussion open to resolve the outstanding issues. He believes we are closer than ever to realizing substantial change. He stated Chairwoman Braccio has done an incredible job in managing many disparate views on this matter into a by-law that has the potential for real change and movement forward. Mr. Anderson added the act of passing a zoning by-law is not enough to achieve success. He believes we need to create the environment for developers to bring projects forward that Southborough residents want. These projects must include diversity of housing and small shops. Ms. Braccio thanked the EDC and Planning Board for attending tonight's meeting. Mr. Anderson called for a motion to adjourn the EDC meeting. The EDC meeting was adjourned at 9:39pm.

iii. Updates/ordering of articles

Mr. Dennington suggested a correction in Article 10. The language reads multifamily units up to 12 units, not to exceed 10 units. Language should read not to exceed 10 units. Ms. Braccio asked the Board if anyone has a concern with how the Articles are numbered. There are no concerns by the Board with regard to the ordering of articles. Article 1 – Mr. Purple updated the Board that Ms. Rosenbloom, Personnel Board Chair, had added additional detail to Article I to include a position entitled Senior IT Specialist, Section 20, Schedule A, Grade 7. Ms. Braccio asked the Board for feedback on Article II – amend town code Select Board. Mr. Stivers supports Select Board. Mr. Dennington supports Select Board. Ms. Malinowski supports Select Board. Mr. Healey supports changing the name but to Board of Selectwomen and Selectmen – a term that he feels honors the historical background of the position. Ms. Braccio is leaning in support for Select Board since it is becoming a commonly used term by other cities and towns across the Commonwealth. Ms. Braccio

stated that at this Thursday's Advisory meeting, the goal is for the Board to take positions on the Articles. In the future, Ms. Braccio recommends votes by the Board either to support or defeat articles are included in the printed warrants. It supports transparency with the public. Mr. Dennington asked if there would be updated information on Article 4, the request to levy $85,000 for an IT server replacement. Ms. Braccio said an update would be provided at Thursday's Advisory meeting. Ms. Malinowski provided an update/overview of the Board of Health-Personnel Benefits. She said this article is to fully fund the Health Director and Public Health Nurse from 11/1/21-12/31/21. Both have contracts that are in place until 6/30/22. This article seeks to increase the budget to cover their salaries and benefits. Mr. Purple updated the Board about discussions with the Town Accountant regarding the Water Enterprise Fund and the annual assessment from the MWRA. The number budgeted by the Town was significantly higher than the assessment ($150,000). The correction of this accounting matter will be addressed in the article dealing with budget adjustments.

iv. Approval and signing of final warrant

Mr. Healey moved to approve and sign the final Warrant, as amended. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Mr. Healey, aye; Ms. Braccio, aye. (5-0-0). All members of the Board of Selectmen will be in tomorrow, October 5th, to sign the Warrant.

c. Continuation of Q4 Financial review –EEA Grant

As part of the FY21 budget review process, Ms. Malinowski has concerns about the EDC's consulting budget because almost all of the budget was used. Her understanding of the purpose of that budget is to apply for grants, including grants on Rt. 9. Ms. Malinowski determined approximately $2,500 in grant or town funds were spent on advocacy material for the Downtown District. Her understanding is that town funds, including reimbursements from grants, cannot be spent on advocacy for a position on a warrant article. She sought advice from Town Counsel and learned policy making boards can use such funds for advocacy for a position. Ms. Malinowski queried whether the EDC is considered a policy making board. She recommends the Board bring forward a policy to eliminate any ambiguity and ensure integrity and creditability of any grant processes that come before the Board. Mr. Healey asked what is the trigger for when funds can be used. Ms. Malinowski replied if materials advocate a position, that is the trigger, although she is not clear on the timing. She believes there should be a line drawn for anything that involves a public vote and would appreciate some guidance from Town Counsel. Mr. Dennington thinks boards in town may not be aware of this restriction and a simple educational process for town boards is important. The message is there is a policy which states town funds cannot be used to advocate for or against a position placed before the public. Mr. Stivers wanted to clarify that he feels it is important not to hinder boards that are problem solving. Educational materials/handouts for Town Meeting as to why a proposal is being brought forth seem reasonable. However, using town funds for advocacy does not. He wants to think about the issue a bit more. Ms. Braccio echoed Mr. Stivers's sentiments in that educational materials are different than advocacy materials. Ms. Braccio asked Ms. Malinowski to draft a potential Board policy addressing this issue. Mr. Healey inquired as to whether the materials in question have been distributed. Ms. Malinowski said she believes they have not. Mr. Healey suggest we inform the EDC of the situation and request they not distribute materials. Ms. Malinowski or Mr. Purple will follow up with the EDC.

d. Board of Health update

Dr. Fazen's report analyzing the structure and activities of the Board of Health is ongoing and the Board was notified he will be conducting a public forum on October 21, 2021 at 7pm via Zoom. It will

be recorded. If anyone has questions, they can send them to Ms. Malinowski and she will ensure they are read into the public record. The forum will be advertised.

VII. Public Comment

Mr. Fling has concerns about the upcoming Town Meeting and the lack of visuals available for attendees. He suggests a QR code be printed in the Warrant as a potential solution to the lack of visuals. He also would like families to be seated next to one another. With regard to the Downtown District and the FAR chart that was shown, he would like future discussion to include consideration of .3 FAR. He believes .3 FAR may be too restrictive for expanded use.

Mr. Dennington stated in the Warrant, Part 7 adds the map. The map wasn't in the Warrant. Is this a separate article? Mr. Purple stated Town Counsel opined the map is a separate article but if the Board want to include in the Warrant, they can do so. Mr. Purple will reach out to Town Counsel for clarification and also query what vote must be taken at Town Meeting to amend the map. Mr. Purple also stated if the change is ministerial, there will be no need for Board to amend. Mr. Miller urges the Board to memorialize the Planning Board map prior to Town Meeting for sake of clarity. He also thanked Ms. Malinowski for her discussion on EDC funds relative to advocacy. He appreciated the information. Finally, he thanked Ms. Braccio for her clear facts with regard to the FAR discussion relative to the Downtown District. Her information provided much needed clarity.

VIII. Adjournment

Mr. Stivers moved to adjourn the meeting. The motion was seconded by Ms. Malinowski and voted all in favor by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Mr. Healey, aye; Ms. Malinowski, aye; Ms. Braccio, aye. The meeting was adjourned at 10:27PM.

Upcoming Meetings
October 19, 2021

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the October 5, 2021 BOS Meeting:

- Pole Hearing legal notice and associated materials
- Sehgal volunteer form
- Comcast able license documents
- Memorandum re: regional dispatch feasibility study & presentation slides
- August 17, 2021 meeting minutes
- Memo: Fire Department donation
- Memo: FY23 budget schedule
- Email: Pfaff resignation
- Email correspondence from Trustees re: One Day licenses, application materials
- Special Town Meeting warrant
- September 27, 2021 letter from EDC re: Article 10

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

October 19, 2021 6:30P.M.
VIRTUAL ZOOM MEETING

May be watched or may participate in the meeting remotely with the meeting link at
https://www.southboroughtown.com/remotemeetings

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

Present:

Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

I. Call Meeting to Order

Chairwoman Braccio called the meeting to order at 6:32P.M.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. Scholarship Committee update

The Scholarship Committee update will be rescheduled, as they in the process of gathering information.

b. Nick McEvoy – Presentation for Eagle Scout Aqueduct project

Mr. McEvoy presented his proposed Eagle Scout project to the Board. He is working in partnership with the Southborough Trails Committee, represented by Kathryn McKee. The location of the proposed project is off Pine Hill Road and will connect the Aquaduct Trail to the Bay Circuit Trail Connector. The land is MWRA-owned and the Southborough Trails Committee is working to secure permits for the project. Once the 8M permit has been amended, work will begin on the project. Expected completion date is by March 2022. Mr. McEvoy said the trail is approximately 1 meter wide and can accommodate two people side-by-side and added. there are no wetlands and said Dig Safe will need to be contacted prior because there is a gas line near Pine Hill Road. Ms. Braccio asked Ms. McKee for an update on the permitting process with the MWRA. Ms. McKee said the MWRA has given permission to move this project in parallel with the permitting process for the Peninsula Trail. She stated the MWRA has all the information it needs to move forward with amending the 8M permit and the process is moving forward. Ms. Malinowski asked Mr. McEvoy how he would be fundraising for the project. He stated this hasn't been determined as yet but it will potentially involve providing or stacking firewood for Southborough residents. He anticipates that total fundraising budget to be $150. The board wished Mr. McEvoy success in this project. Mr. Stivers moved to accept the Eagle Scout Aqueduct project. Mr. Healey seconded the motion. The motion passed unanimously (5-0-0) by roll call, Ms. Malinowski, aye; Mr. Stivers, aye; Mr. Healey, aye; Mr. Dennington, aye; Ms. Braccio, aye.

IV. Reports

a. Chairwoman's Report

i. Proposed redistricting

Ms. Braccio reported she had a conversation with Rep. Dykema regarding the issue of redistricting. As of November 2022, Rep. Dykema will no longer represent the current district. The new district will be redrawn to include 2 precincts in Northborough, approximately 80% of Westborough and all of Southborough. New maps are being released. Ms. Braccio expressed her sadness that Rep. Dykema will no longer represent Southborough and thanked her for her support of the community and its concernn. Post redistricting, Rep. Dykema offered any assistance to the Town that might be helpful.

ii. Heritage Day

Ms. Bracccio reported the day was a great success and was well attended.

b. Members' Reports

i. Update on Regional Dispatch Study kickoff meeting

Ms. Malinowski reported the meeting was held on October 13th with representatives from all 6 participating towns in attendance. The funding cycle for the next regional dispatch center is as follows: guidelines are released in January, grants applications are due at the beginning of March and grants will be awarded in June. Next steps for the study include interviews with key stakeholders in each community, site visits and cost assessments, both current and potential. Each town is in its own unique situation relative to this issue. The grant will cover radio systems, interoperability, inside infrastructure, potential building purchase, records management, renovations, portable radios, station alerting, tower site and radio connections for gaps in coverage.

ii. COVID-19 case update

Ms. Malinowski reported cases for the latest two-week period. There have been 17 new cases, occurring this week with 13 of those in isolation. Cases appear to have plateaued out for both the Town and schools.

iii. Golf Course update

Mr. Stivers reported there is a good committee in place that is interested in further growth for the club. The golf course is experiencing record activity and financial performance. Use in 2021 is expected to be approximately 20,000 rounds for the year. The committee will be submitting a letter to the Board requesting support for fencing along Lattisquamma Road. Other matters currently being discussed by the committee include renewal of the Golf Company management agreement, additional food and beverage service in the clubhouse, paving the road and parking lot, irrigation options for fairways and greens and additional marketing activities to increase usage. Mr. Healey suggested a discussion of a liquor license to enhance food and beverage service. Mr. Stivers reported the Club has a beer and wine license. The clubhouse serves limited food but the committee is exploring ways to increase food and beverage service.

c. Town Administrator Report

i. ALS One golf tournament

Mr. Purple reported it is nice to see the reinvigoration of the golf course. He reminded the Board that should the committee come forward with a request for fencing or other improvements, there is a Golf Revolving Fund, which contains revenue generated by the golf course and can only be used for the course. Mr. Stivers inquired about the current balance in the Fund. Mr. Purple believes there is approximately $40,000 in the Fund. Mr. Purple stated increased usage of the course has resulted in

an increased the balance in the fund. Mr. Purple reported the ALS One weekend was a success. This annual event held in honor of John Wilson and Brian Shiffrin, generated $5,074, which was a 19% increase over last year. Mr. Purple thanked Former Selectman Brian Shea and Jen DiMartino from ALS One for their efforts in making the event a success.

ii. Update on Mooney lights

Mr. Purple has reached out to Bob Moran, our customer service representative at National Grid to identify a time for them to electrify the lights before the ground freezes for winter. The project is being scheduled but there is no firm date for completion.

iii. Community Compact IT grant application

Mr. Purple reported a grant has been submitted for the servers and an upgrade to the licenses for the servers through the Community Compact. A decision is expected some time between Thanksgiving and Christmas. Mr. Purple will reach out to legislators and the Department of Revenue in an effort to secure funding. He recognized IT Manager Jay Montijo along with Finance Director Brian Ballantine, for their efforts in the grant application.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: September 8, 2021; October 7, 2021

Mr. Stivers, Mr. Dennington and Ms. Malinowski asked to hold agenda item "a." Mr. Stivers added the following revisions to the October 7th minutes: line 77-Safdar; line 78-there; line 165-Miss Jones; and line 180-agree. Mr. Dennington requested clarification on the October 7th minutes: line 75. Regarding Article 2, Mr. Dennington believed the Advisory Board supported the change to Select Board. Ms. Braccio and Mr. Stivers shared Ms. Cook doesn't believe Select Board is the best term but it is the best choice and supported it. Ms. Malinowski asked to add the following language to the October 7th minutes: line 5-"Ms. Malinowski asked Mr. Pfaff what the difference would be as to where the funding would reside." Mr. Stivers moved to approve Open Session Meeting Minutes of September 8, 2021 and October 7, 2021, as amended. Ms. Malinowski seconded the motion. The motion was approved unanimously (5-0-0) by roll call vote Ms. Stivers, aye; Mr. Healey, aye; Mr. Dennington, aye; Ms. Malinowski, aye; Ms. Braccio, aye.

b. Appoint Board of Selectmen Executive Assistant position
c. Promote Julia Fontana to Probationary Police Officer, effective October 22, 2021
d. Open warrant for March 26, 2022 Annual Town Meeting
e. Declare Fire boat surplus for purposes of disposition

Mr. Stivers moved to approve Consent Agenda items b, c, d and e. Ms. Malinowski seconded the motion. The motion was approved unanimously (5-0-0) by roll call vote Mr. Stivers, aye; Mr. Healey, aye; Mr. Dennington, aye; Ms. Malinowski, aye; Ms. Braccio, aye.

VI. Other Matters *(Board may vote)*

a. Consideration of amendment to Fire Chief contract, RE: Paramedic certification

Ms. Braccio stated this discussion is a continuation of a discussion that took place in Executive Session and everyone agreed that it should be brought into Open Session. Ms. Braccio stated she is looking for clarification as to whether the amendment specifies minimum certification for the Fire Chief at the EMT-A level or EMT-B level. Chief Achilles responded he believes the Fire Chief should hold a minimum licensure at the EMT-B level. Ms. Braccio asked if the recommendation was two levels below the Paramedic level. Chief Achilles responded yes. Ms. Malinowski commented that she is clear on the value Chief Achilles adds to the Fire Department and is grateful for his leadership. She stated she is uncomfortable amending the current Fire Chief contract from the paramedic

certification requirement to an EMT-B certification requirement. She noted that currently, all lieutenants in the Fire Department have an EMT-A certification. Mr. Healey is fine with the proposal and appreciates Attorney Feodoroff's concise explanation as to how to move forward. Mr. Stivers and Mr. Dennington are in agreement with the proposal. Ms. Braccio shares Ms. Malinowski's concerns. She noted we are currently a paramedic-driven department. Also, having been a part of the negotiation of the prior contract, Ms. Braccio is mindful of how important this issue is. Mr. Stivers moved to amend the Fire Chief's contract regarding certification from requiring paramedic certification to EMT-B certification. Mr. Healey seconded the motion. The motion passed (3-2-0) by roll call vote Mr. Stivers, aye; Ms. Malinowski, no; Mr. Healey, aye; Mr. Dennington, aye; Ms. Braccio, no. Mr. Purple will follow up with Town Counsel to draft the amendment.

b. Requests from Capital Committee

i. SHOPC subcommittee makeup

Ms. Braccio stated Mr. Pfaff's resignation reduces the number of members on the subcommittee to four. The Capital Committee discussed whether another member wished to fill the vacancy on the subcommittee. At this time, no one has stepped forward. Mr. Pfaff has expressed an interest in remaining on the subcommittee. Ms. Braccio has two concerns around this matter. First, the charge of the subcommittee would need to be amended to accommodate this situation. Additionally, Ms. Braccio has concerns around the disposition of Town property. She feels it may be a potential conflict of interest for either a member of BOS or Advisory to serve at the subcommittee level. Mr. Healey shares her concern and asked if there is any harm in not filling the vacancy immediately. Ms. Braccio said no. Mr. Stivers and Ms. Malinowski concur with Mr. Healey. Ms. Braccio tabled the discussion for a later date.

ii. Reduce committee membership from seven to five

Ms. Braccio stated the Board is revisiting this issue. Presently, there are 5 members on the Capital Committee. The Committee has discussed a request to the Board to change the charge so there will be no issues maintaining a quorum. Ms. Braccio stated the Capital Committee is engaged in several projects, including the space needs plan, discussions with the School Committee and upcoming subcommittee feedback. Mr. Healey stated the request by the Committee is reasonable. For purposes of stability for the Committee and its work, he suggested changing the charge to reflect the number for a quorum be based on the number of members at any given time, rather than on the potential number of members. Mr. Purple will seek clarification from Town Counsel. Ms. Braccio stated the Board would revisit at the November 3rd meeting.

c. Update on Downtown District bylaw public hearing on 10/18

Ms. Braccio thanked everyone for participation in the 10/18 meeting. She is grateful the Planning Board, the Board of Selectmen, the EDC and, hopefully, Advisory are able to come to Town Meeting with consensus on this matter. Ms. Braccio shared for ease and clarity at Town Meeting, Mr. Hegarty will print the newly amended article on blue paper and will distribute to attendees upon check-in. When the article comes to the floor, the Board will move the article, as amended, on the blue paper rather than the article as written in the Warrant. Mr. Stivers asked if the blue paper version would have markups to show the changes. Mr. Healey shared a conversation he had with Mr. Hegarty where Mr. Hegarty indicated a clean version would be easier for attendees to follow. Mr. Purple or Ms. Braccio will follow up with Mr. Hegarty to clarify. Mr. Stivers moved to adopt Version 9 of the Downtown District article with the three changes approved by the Planning Board and the EDC on October 18, 2021. Ms. Malinowski seconded the motion. The motion passed unanimously (5-0-0) by roll call vote Mr. Stivers, aye; Mr. Healey, aye; Mr. Dennington, aye; Ms. Malinowski, aye; Ms. Braccio, aye.

Ms. Braccio opened discussion as to who will present the Downtown District article at Town Meeting on behalf of the Board. Mr. Anderson shared he thought Ms. Connelly would be available to present on behalf of the EDC. It was decided Mr. Healey would introduce the article and turn the remainder of the presentation over to Ms. Connelly. Mr. Healey will coordinate the presentation with Ms. Connelly. Ms. Braccio stated it is important that the blue sheet for Town Meeting contain the votes of the Planning Board, the EDC, the Board and Advisory. Ms. Braccio suggested sharing the red lined version with the public ahead of Town Meeting to clarify the changes. After discussion, it was decided to share the red lined version via the Town website and blog.

d. Special Town Meeting logistics: handouts, presentation of articles, reconsideration of votes to support; financial impact.

It was decided the following Board members would present the following articles at Special Town Meeting: Article Two-Ms. Braccio; Article Three-Ms. Malinowski; Article Five-Mr. Dennington and Article Ten-Mr. Healey.

Financial Impact. Ms. Malinowski had asked the finance team to prepare information on the tax impact, should all articles pass at Special Town Meeting. After viewing the information, Ms. Malinowski thinks there is a need to understand how values are assessed and communicate that information clearly. Ms. Braccio shared Mr. Purple has reached out to Mr. Cibelli, Assessor and he will be attending the November 3rd Board meeting. Ms. Braccio noted the certified Free Cash number is higher than anticipated. Mr. Purple believes Mr. Ballantine and Ms. McCauliffe would concur with a one-time use of Free Cash for capital items but would not approve of such use for operating expenses. Mr. Purple stated the Board may wish to use Free Cash for some capital items and engineering studies to keep those projects moving forward. Should Southborough be awarded the Community Compact grant for the servers, those allocated funds can simply be returned to Free Cash at next year's Annual Town Meeting. Mr. Stivers would like to revisit other Board approvals to ascertain if there are other funding sources. Mr. Healey stated that as much lead time as possible should be built into systems so we don't find ourselves in the situation again. When possible, he thinks it is important to return money to the taxpayers. The Board recommended allocating Free Cash to pay for the servers and the engineering study. This will be done through a specific motion in Article Four at Special Town Meeting.

Ms. Braccio introduced Melanie Otsuka to the Board. Ms. Otsuka has been hired as the new Executive Assistant to the Board of Selectmen.

VII. Public Comment

There was no public comment.

VIII. Adjournment

Mr. Healey moved to adjourn the meeting. Mr. Stivers seconded the motion. The motion passed unanimously (5-0-0) by roll call vote Mr. Healey, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Ms. Braccio, aye. The meeting was adjourned at 7:44 P.M.

Upcoming Meetings	
November 1, 2021 (Special Town Meeting)	*November 3, 2021*

Respectfully submitted,

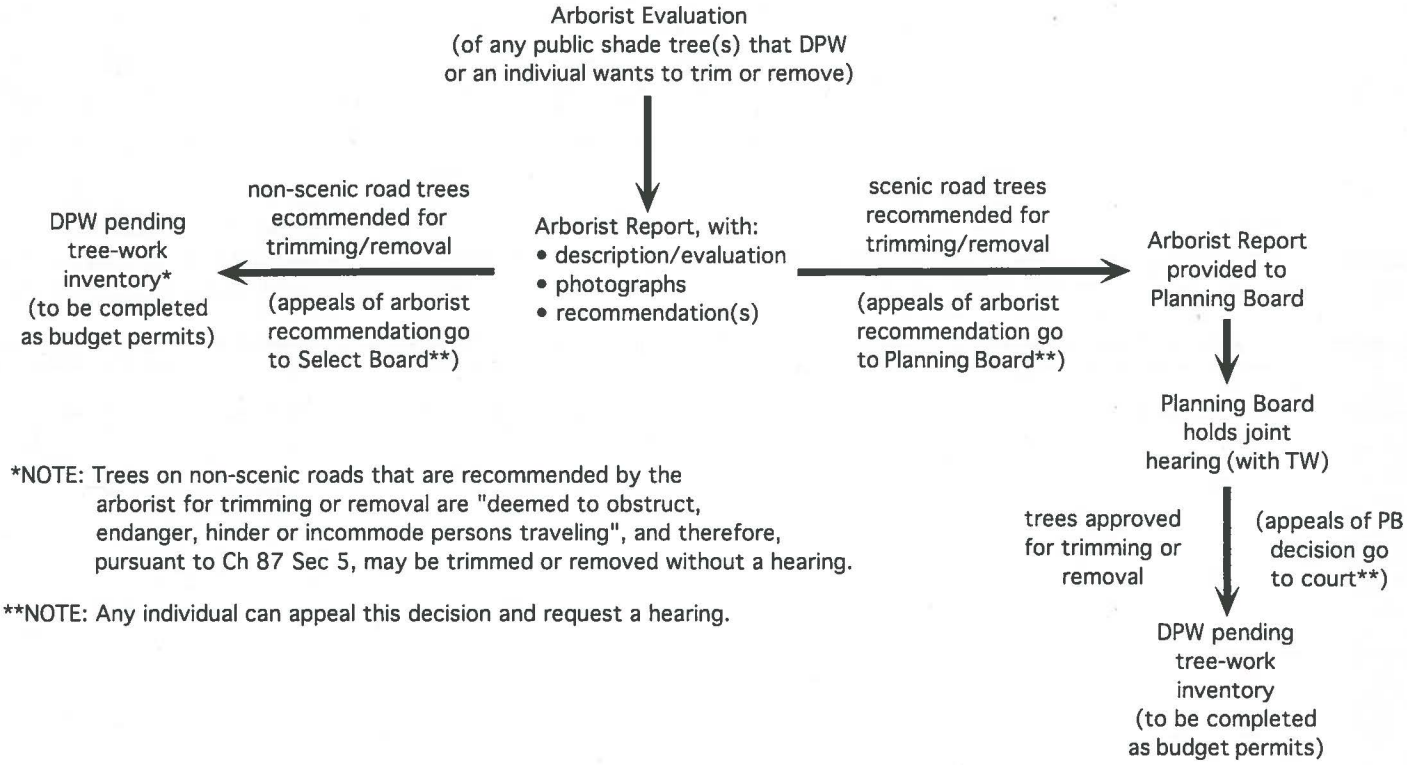
Bridgid Rubin, Recording Secretary

List of Documents referred to at the October 19, 2021 BOS Meeting:

- Eagle Project Proposal - Aqueduct Connector Trail
- Draft Regular Session Minutes, September 8, 2021
- Regular Session Minutes, October 7, 2021
- Memo from Vanessa Hale to BOS dated 10.14.21
- Letter from Chief Paulhus to BOS dated 10.14.21
- Letter from Chief Achilles to Mark Purple dated 3.17.21
- Letter from Chief Achilles to Lisa Braccio and Mark Purple 10.4.21
- Letter from Attorney Feodoroff to Vanessa Hale 10.13.21
- Letter from Brian Ballantine to BOS and Mark Purple 10.15.21
- Special Town Meeting Warrant November 1, 2021
- Update on Downtown District bylaw public hearing on 10/18

DRAFT

Tree Trimming and Removal Process Overview



*NOTE: Trees on non-scenic roads that are recommended by the arborist for trimming or removal are "deemed to obstruct, endanger, hinder or incommode persons traveling", and therefore, pursuant to Ch 87 Sec 5, may be trimmed or removed without a hearing.

**NOTE: Any individual can appeal this decision and request a hearing.

TOWN OF SOUTHBOROUGH

FINANCE DIVISION: TREASURER AND COLLECTOR

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 x3010 · FAX (508) 480-0161 · bballantine@southboroughma.com

DATE: October 21, 2021

TO: Honorable Board of Selectmen

FROM: Brian Ballantine, Finance Director

RE: Temporary Note for Fire Truck and Finn Boiler

Please be advised the Town has temporary notes totaling $1,590,180 coming due in December 2021. These notes consist of $600,000 for a new fire truck and $990,180 for the Finn boiler. We will roll these notes over and drawdown $125,000 in initial funding for the Town House Renovation. These notes will come due in the Summer of 2022, and at that time depending on pending additional projects we can permanently finance the notes.

Additionally, the Town approved the purchase of a Fire Tender at the May 2021 Town Meeting. Legal approval to borrow for this is substantially complete however the Board does need to vote the useful life of the equipment at 20 years (the Capital Committee did vote to approve this last April). Note we will not be drawing down for this until the Summer as the equipment is taking that amount of time for delivery.

As usual, the Board will have to vote to accept the new notes and I will arrange the collecting of necessary signatures.

Should you have any questions, please do not hesitate to ask.

KENNETH M. PAULHUS
CHIEF OF POLICE

TOWN OF SOUTHBOROUGH
POLICE DEPARTMENT

32 Cordaville Road
Southborough, Massachusetts 01772

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kpaulhus@southboroughma.com

To: Board of Selectmen

From: Chief Kenneth M. Paulhus

Subject: Hiring Additional Full-Time Dispatcher

Date: October 29, 2021

Dear Board of Selectmen:

Please consider my request to approve the immediate hire of an additional Full-Time Dispatch position (going from four to five) above what is currently budgeted for this fiscal year. The position would continue to be funded in successive years.

Unfortunately, the current budgeted staffing level of four full-time personnel to cover a 24-hour (seven day-a-week) operation (with non-union part-time filling in) is no longer working; leaving both public safety Police and Fire operations vulnerable to a shortage of trained and qualified personnel to fill the position.

When fully staffed, the schedule still requires the back-fill of 10 open shifts per month. Added shifts are also needed to account for Local 44 Union Contract time-off (vacation, holiday, comp. time, sick leave, etc.). A recent resignation added to this shortage, leaving current staff to work many hours of overtime to make up the staffing. Part-time personnel cannot be mandated to fill openings.

In addition, it takes between 300-400 hours of training to get a full-time or part-time Telecommunications Officer certified and trained to master both departments, and work in a solo capacity (Emergency Medical Dispatch, E-911 Certification, IMC Training, etc.). It is also a minimum four to six-week process to advertise and fill vacancies. Many departments state-wide are experiencing similar issues in hiring and retaining qualified telecommunications staff.

I am available at any time for further information or discussion.

Kenneth M. Paulhus
Chief of Police

Protecting Our Community...Together!

Southborough Police Department
32 Cordaville Road
Southborough, Massachusetts 01772
508-485-2121 Fax 508-485-4634

Kenneth M. Paulhus
Chief of Police

Lt. Ryan M. Newell
Executive Officer

POSITION DESCRIPTION

Position Title:
Communications Officer/Emergency Medical Dispatcher Dept: Police

Duties:

A Communications Officer is responsible for the appropriate response to all emergency calls received for the Police, Fire, EMS, Department of Public Works, Animal Control, and non-emergency calls for the Police Department.

Under general supervision of the Police Chief, the Communications Officer will dispatch public safety personnel and equipment. Operate all communication equipment for public safety emergency calls and regular business calls. Coordinate and communicate Emergency Fire Dispatch activities between agencies jointly responding to multi-agency incidents. Provide Emergency Medical Dispatch along with triage for incoming calls, and assist the layperson with lifesaving pre-arrival instructions.

Answer all incoming telephone calls, greet the public, respond to inquiries, requests, and complaints within authority. Unresolved issues will be referred to the Officer-In- Charge, Sergeant, Lieutenant, or Police Chief using the chain of command.

Check prisoner cells when occupied as per the suicide prevention guides and record all time checks.

Maintain all communications equipment, especially the incoming E-911 emergency lines and regular telephone lines. Keep equipment in working order, and immediately report any malfunctions or defects to the appropriate authorities and the Officer-In-Charge.

Perform incident reports and any clerical work as required by the Chief of Police or the Officer-In-Charge of the shift. Train new dispatchers and Communications Officers while following the training manual and program.

Communications Officers are Fire Signal Operators and Emergency Communications Dispatchers who will have full knowledge of all radio equipment located in the communications console. This includes full knowledge of all Fire Department remote operations equipment and the dispatch procedures as set forth by the Fire Chief.
All Communications Officers will be required to successfully complete the training programs set forth by the Chief of Police.

Basic Knowledge
Duties require knowledge of emergency radio transmissions for public safety, knowledge of office operations, word processing, and data entry. Must be able to acquire knowledge of computers, be E-911 certified, END certified, and DCJIS certified.

Also be able to acquire knowledge of the location and lay-out of streets, schools, buildings, parks, housing developments, and other significant areas of the community so as to maximize the accuracy and speed of dispatch. Must be a high school graduate, a U.S. citizen, pass an extensive background check, and have dependable transportation.

Experience:
Communications center experience preferred, but willing to train.

Required Training:
Mandatory Certifications include Basic Public Safety Telecommunicator, E911 Emergency Medical Dispatch (as per State CMR), and continuing education classes and re-certifications. All Communications Officers are also required to complete the following training and courses set forth by the Town of Southborough: In-House Computer Systems, Powerphone Dispatch Training, DCJIS Certification, First Responder, Automatic Defibrillator, and C.P.R.

Independent Action:
Under general supervision, must function in accordance with established departmental rules and regulations, policies, procedures, and practices, referring to the Police Chief or the Officer-In-Charge for clarification. Responsible for keeping personnel on a dispatched call fully informed of all facts affecting the safety or efficiency of their response to the call. Authorized and required to provide pre-arrival instructions to all callers when needed, and to dispatch and direct appropriate personnel and apparatus to an incident/call for service.

Supervisory Responsibility:
None

Physical Requirements:
Average physical effort is required to perform duties. Hours of work can be variable. Generally, work days are no more than eight hours. Shift work includes nights, weekends, and holidays. Must be able to work with and around office equipment such as computers, copiers, etc. Job requires ability to sit for extended periods of time. Must be able to multi-task, and work in a stressful and often busy environment.

TOWN OF SOUTHBOROUGH

TRAILS COMMITTEE

17 COMMON ST · SOUTHBOROUGH, MASSACHUSETTS 01772
http://www.southboroughtrails.org

November 3, 2021

Dear Board of Selectman:

I am writing you on behalf of the Southborough Trails Committee (STC) as a follow up to our September 8th discussion about the proposed Trails Committee charter changes. As discussed, I am providing you with additional information related to how other municipalities incorporate associate/non-voting members into their committee charters. This topic is included on the upcoming November 3rd BOS meeting for further discussion:

Additional information collected:

1. Town of Ashland has incorporated associate members. See handbook page 11 for description: https://www.ashlandmass.com/DocumentCenter/View/3934/COMMITTEEHANDBOOK-FINAL-180816
    a. Spoke with Susan Robie/Executive to Board and Town Manager
        i. Some committees were having trouble meeting quorum
        ii. Example: Town Forest Committee uses associate members
            1. Benefits:
                a. Helps with turnover/succession planning. If a member needs to resign, there are others who have relevant knowledge that can fill the role
                b. More people to help execute the work
                c. More options for residents to get involved
            2. Negative impacts:
                a. No issues have come up
            3. Mechanics, how does it work:
                a. Associate Members (AM) are appointed for 1 year, core members for 3 years
                b. AM attend meetings, participate in discussion and events on ongoing basis
                c. If there are not enough core members at a meeting to make quorum, the Chair can call upon the AM to make quorum for that meeting and the AM can vote. AMs are asked to only vote on topics they are familiar with (have attended past meetings and participated in discussion). *[note: unsure if this option applies to town forest committee, or only regulatory boards; she described it as an option when I asked, but after reviewing the handbook, it states, for regulatory boards who permit…leads me to believe this right might be reserved for regulatory boards only].*
2. Town of Weston incorporated associate members, see PDF page 58 for a well-thought-out and detailed policy which defines and outlines how associate members are used: https://www.weston.org/DocumentCenter/View/285/Board-and-Committee-Handbook-PDF?bidId=
    a. Did not speak with a town representative
3. Town of Foxboro (example mentioned during September discussion)

a. Spoke with Town Clerk
b. Associate members are only used on regulatory boards who permit
c. Example is not applicable in this case.

4. Meeting with Town Counsel, 10/20/21: Jay Talerman to discuss implications of proposed changes
    a. No legal issues or concerns with proposed changes: Ad hoc to Standing and adding associate members; it's up to the BOS
    b. This was the second consult on this topic (initially reached out in August to prior to September 8th meeting)

Proposed Next Steps:

1. Near-term change, STC is requesting the BOS vote to modify charter to add at least two (2) associate members
    a. Timeline: November 2021
    b. Associate members are appointed to the committee to participate in meetings and related work
        i. Must be sworn in
        ii. Required to adhere to all OML/Conflict of Interest laws, complete training, etc.
    c. Associate members will have all rights and responsibilities as other members, will be listed as a STC volunteer on the town website, will not be able to vote or included in quorum
    d. Do you need to create a policy, similar to Town of Weston, to provide guidance and ensure compliance of state/town laws?
    e. Reason for the change:
        i. Broaden experience level of the STC by including others with diverse backgrounds and leverage connections to other committees that associate members may have
        ii. Encourage and enable residents who are interested in regularly participating on the STC but may not have the time to attend every meeting/activity. This option provides an opportunity to participate as an individuals' availability permits without negatively impacting the STC's ability to meet quorum.
        iii. More members to assist with the workload and labor required to maintain the trails and contribute to the STC's activities (e.g. participate or lead trail maintenance work parties, trail projects, guided hikes, Heritage Day, grant proposal development, etc.)
        iv. Reason to have this role be an official volunteer, one who is sworn in, listed on website: it will encourage more buy-in/commitment, ownership, and accountability, and carries greater recognition for volunteer efforts than a general member of the public who shows up to participate (which is always welcome but different than what we're seeking)
            1. It also give the associate member authority when speaking with other boards/commission/committees, state and local agencies about trails related projects and initiatives
    f. We have two individuals who have expressed interest in the associate position and are ready to serve in this capacity
    g. The STC does not want to increase its membership. We have been advised against increasing members due to quorum issues. Quorum issues have been an ongoing concern for other Committees and some are currently requesting reduced membership.
    h. The practice of having non-voting associate members who serve on committees can be found in other municipalities.
2. Long-term change: Change the structure of the STC from an Ad Hoc to a Standing Committee
    a. Timeline: Spring Town Meeting 2022

i. The STC was formed as an ad hoc committee in 2013 (charter documents included below). Given an ad hoc committee is typically formed for a limited period to address a specific need and a standing committee is formed to provide ongoing services with a continued purpose, the STC is asking the BOS to consider changing the charter from ad hoc to standing.
ii. The STC reached out to the Town Counsel (via Mark Purple) two times to inquire about any legal reasons why this change would not be possible. The Town Counsel confirmed the change is under the discretion of the selectman and would require the BOS to sponsor a warrant article.

The STC appreciates the Board's consideration of this request, and we look forward to a productive discussion at the meeting.



Kathryn McKee
Southborough Trails Committee Chair
508-479-0971
kcraddock@seadvantage.com

September 13, 2021

BY HAND

Board of Selectmen
Town of Southborough
Southborough Town House
17 Common Street
Southborough, Massachusetts 01772
Attn: Lisa Braccio, Chairman

Re: Abandonment of a Portion of Chestnut Hill Road

Dear Chairman Braccio and Members of the Board:

We write this letter to request that the Board of Selectmen (the "Board"), acting in its capacity as the Town's road commissioners, abandon a certain portion of Chestnut Hill Road. We write as neighbors and members of the community who have witnessed firsthand the dangers caused by the existing unsafe roadway conditions, and to share a vision for a simple change that will significantly enhance some of the most important community assets within the Town of Southborough. This letter describes:

- The unsafe conditions affecting Chestnut Hill Road, which is a designated scenic road, and their effects on the roadway's residents and visitors;
- The benefits that abandoning the roadway will provide by enhancing protected and publicly beneficial land on both sides of the road; and
- The proposed path forward to abandon and potentially discontinue a section of the road.

As described in greater detail below, abandoning a section of the road would create a welcoming and safe environment for the public to utilize the Town's natural, cultural, agricultural, and outdoor recreational resources – which are more important now than ever – while at the same time reducing significant costs and potential liabilities for the Town.

1. **Unsafe Conditions.**

The section of Chestnut Hill Road proposed for abandonment (the "Abandoned Roadway") is a narrow and slightly hilly portion that runs northwesterly from the driveway at 10 Chestnut Hill Road (just northwest beyond the public entrance to the Chestnut Hill Farm trailhead parking area), goes around a slight curve, and then proceeds down a hill to the road's intersection with the newly created Dairy Farm Lane. Unlike the portion of Chestnut Hill Road to the south of Chestnut Hill Farm, which is maintained for two-way travel, the Abandoned Roadway allows vehicular travel in only one direction (away from Main Street, toward Dairy Farm Lane). Like the rest of Chestnut Hill Road, it cuts a path through bucolic scenery of stone walls, heavily wooded areas, and open fields. The beautiful scenery and nearby community resources attract outdoor recreationalists of all types. Chestnut Hill Farm, the Boroughs Loop Trail, and the Beals Preserve are all located along or within a short walking distance of the Abandoned Roadway. Given the lack of paved recreational pathways and sidewalks within the Town of Southborough, it is no surprise that runners, walkers, and cyclists can be found on the road all

year long, enjoying the fresh air, surrounded by nature. However, the quietude of the surrounding properties belies the hazards posed by the roadway itself.

The Abandoned Roadway was designed and originally constructed long before the invention of motor vehicles. In its current condition, the roadway is wholly unsuitable for high-speed vehicular travel. For most of its length, the Abandoned Roadway is hemmed in on each side by embankments and drainage ditches. Wildlife ranging from chipmunks to deer often dart across the roadway. Large, mature (and in some cases dying due to age and pestilence) trees grow almost right up to the edge of the pavement. In other places, visibility is limited due to hill crests and bends in the road. These hazards make the roadway unforgiving in the event of pedestrian-vehicle conflict.

It is hard to overstate the danger. As an apparent "short-cut" between Main Street (Route 30) and Northboro Road (which leads toward the nearest entrance ramp to Interstate 495), vehicles regularly travel down Chestnut Hill Road at distressingly high speeds, likely in an effort to shave time off their morning or evening commute, or the drive to Algonquin Regional High School. Surprisingly, it actually takes longer, at posted speed limits, to travel the 0.8 mile of Chestnut Hill Road from its southern end to Northboro Road than it takes to travel the 1.0 mile between the same points via Northboro Road. Worsening the problem are distracted drivers and the frequency with which nearby residents have witnessed vehicles driving – often at high speeds (!) – in the wrong direction. Large trucks also frequently use the road, ignoring the "No Trucks" signs placed at the road entrance on Main Street. Not surprisingly, these dangerous trends are coming at the same time that outdoor recreational activity on the Abandoned Roadway has increased as result of the current pandemic that affects us all. The growing threat of vehicular/pedestrian conflict has the potential for serious harm. And if no action is taken, it is likely only a matter of time before such potential is realized.

2. **Benefits of Abandonment.**

The most obvious and important benefit of abandonment is alleviating the grave potential for harm outlined above. Adjacent residents – including young children – pedestrians, cyclists, runners, and motorists would all be much safer by eliminating the enticement of a high-speed short-cut via Chestnut Hill Road. People visiting Chestnut Hill Farm would be safe as they enter and exit the two parking areas. It is our collective conviction that abandoning and/or discontinuing the Abandoned Roadway will save lives.

The benefits are not limited to increased safety. For the Town, abandonment will make managing and maintaining the Town's roadways easier and less costly. Many of the trees surrounding the Abandoned Roadway are in poor condition. Fallen limbs and even trees are a regular result from inclement weather. The Town will not be obligated to prioritize tree removal and plowing. Without vehicular travel, the Abandoned Roadway can be paved and repaired less frequently. In addition, policing the speeding and unsafe travel on Chestnut Hill Road will be less of a burden.

The broader benefits to the community as a whole are innumerable. As shown on the plan attached hereto as **Exhibit A**, the Abandoned Roadway lies in the heart of approximately 270 acres of land, formerly owned by Philip and Elaine Beals, protected by publicly beneficial ownership and/or conservation restrictions (collectively, the "**Community Land**"). Abandonment would allow for safer and better enjoyment of the Community Land, increased opportunities for programming special events at Chestnut Hill Farm, and safer crossings for the numerous animals that live in and travel through the

Community Land. In addition, the Trustees of Reservations, owners of Chestnut Hill Farm, would be interested in allowing continued public recreational use of the Abandoned Roadway. It can provide many benefits, including an ADA-compliant nature trail and a paved surface for safely engaging in recreational activities through beautiful scenery. Parents can teach their children to ride bikes without fear of a driver speeding up the road. Runners, for a short stretch, can safely take in the Town's beauty without worrying about distracted drivers. Pedestrians can walk comfortably side-by-side or while pushing strollers. These are just a few examples of how the Abandoned Roadway can be transformed from a community hazard into yet another public asset for the Town to be proud of. Finally, abandoning this section of Chestnut Hill Road would complete the remarkable vision of Philip and Elaine Beals, whose extraordinary commitment to permanently protecting more than 270 acres of Community Land created a legacy that is enjoyed by many hundreds of visitors every year.

3. **Next Steps.**

Given the urgency of the issue, we would like to arrange a time to meet with the Board at a regularly scheduled meeting to present our vision for a better and safer experience along the Abandoned Roadway. Following such presentation, we would encourage the Board to arrange a duly noticed public hearing so it can hear from the public and consider exercising its authority under Section 32A of M.G.L. Ch. 82 to abandon the Abandoned Roadway. Further discussion of a potential permanent discontinuance by the Town and the reservation or granting of rights to the public would take place at a later date. Accompanying this letter are the signatures of more than 60 Southborough residents who support this proposal.

We thank you for your consideration and we look forward to discussing our vision for a better and safer Chestnut Hill Road for the benefit of the entire Town of Southborough.

Sincerely,

Jonathan Krasner & Frank Tipton
1 Chestnut Hill Road

Brian Dugdale & Lana Dugdale
2 Chestnut Hill Road

Whitney Beals & Pamela Esty
10 Chestnut Hill Road

Desiree Robertson-Dubois
9 Chestnut Hill Road

Jeff Hoodlet and Jenna Haller
5 Chestnut Hill Road

cc: Southborough Department of Public Works
Southborough Planning Board
Southborough Open Space Preservation Commission
Southborough Conservation Commission

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

ADMINISTRATION

DATE: October 4, 2021

TO: Lisa Braccio, Board of Selectmen Chair
Mark Purple, Town Administrator

FROM: Steven Achilles, Fire Chief

RE: Opinion on Closure of Chestnut Hill Road

It is my recommendation that Chestnut Hill Road be maintained and improved to promote safe travel of all vehicles from Main Street to Northborough Road. Not only providing access to wooded areas and fields along Chestnut Hill, the road provides alternate access to Dairy Farm Lane and Jericho / Northborough Roads in the event Johnson Road is unpassable.

If the decision is to close the road to through traffic, the Fire Department will require an appropriate sized cul-de-sac or turnaround for fire apparatus at the point of closure on both ends. This is in accordance with NFPA 1 - 18.2.3.5.4 Dead Ends.

I am available to discuss further as needed.

KENNETH M. PAULHUS
CHIEF OF POLICE

TOWN OF SOUTHBOROUGH
POLICE DEPARTMENT

32 Cordaville Road
Southborough, Massachusetts 01772

Emergency: 9-1-1
All Other: (508)485-2121
Business: (508)485-2147
Fax: (508)485-4634
kpaulhus@southboroughma.com

To: Board of Selectmen/Town Administrator Purple

From: Chief Kenneth M. Paulhus

Subject: Possible Closure of Chestnut Hill Road

Date: October 29, 2021

Dear Board of Selectmen:

The Southborough Police Department would have some concern about the added response time (albeit small) to the northwest area of Town along with the Dairy Farm Lane development.

A larger concern would be the significant response time increase should Johnson Road become blocked off/inaccessible for any reason, as responding public safety vehicles would have to go through Marlborough and loop around.

Some type of maintenance of the road way with emergency access should be considered.

I am available to discuss further at any time.

Kenneth M. Paulhus
Chief of Police

MEMORANDUM

To: Board of Selectmen
From: Vanessa Hale, Assistant Town Administrator
Re: Public Accessibility Committee
Date: October 28, 2021

As you know, the 2021 Annual Town Meeting created a Southborough Public Accessibility Committee ("SPAC"), which shall consist of five voting members appointed by the Board of Selectmen, plus the non-voting, ex-officio members identified below. [Any non-voting, ex-officio member shall not count toward the calculation of a quorum for the SPAC for voting purposes.]

Each voting member shall be a registered voter in the Town and shall not be a Town officer (where a "Town officer" means a Town official who serves in an elected position) or a Town employee. The warrant article called for voting members to be appointed for two-year, staggered terms. The initial appointments shall be divided between one and two-year terms, so as to establish overlapping terms.

I respectfully ask the Board of Selectmen to appoint the following individuals, with the term expiration as identified below.

Name	*Term Expiration Date*	*Length of term*
William Sines	June 30, 2023	2 year
William Warren	June 30, 2022	1 year
Sue Luh	June 30, 2023	2 year
Vincent Acampora	June 30, 2022	1 year
Bonnie Phaneuf	June 30, 2023	2 year
Mark Purple, Town Administrator	Ex Officio	
Laurie Livoli, Building Commissioner	Ex Officio	

* The Building Commissioner and Coordinator shall be ex-officio members of the SPAC.

TOWN OF SOUTHBOROUGH

RECREATION DEPARTMENT
SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 229-4452 · FAX (508) 229-7969
HTTPS://SOUTHBOROUGH.RECDESK.COM

Notice of Invitation for Bids
Kallander Field Renovation

The Board of Selectmen, Town of Southborough as Awarding Authority, invites sealed bids for the rebuilding of Kallander Athletic Field located on Kallander Drive, Southborough, MA 01772. Bids shall be in accordance with Contract Documents dated October 2021. SEALED BIDS will be received by the Awarding Authority until **10:00 a.m. local time, on Friday, October 29th , 2021**, at which time all bids will be publicly opened and read. Official time is that of Awarding Authority at location of bid receipt; no late bids will be accepted.

Bid Forms and Contract Documents will be available by email from Traverse Landscape Architects starting October 7, 2021. Please contact **Arthur Eddy at aeddy@traversela.com** or (401) 383-4950 if you would like to make other arrangements for access to these documents.

A non-mandatory pre-bid conference will be held on **Wednesday, October 20, 2021 at 10:00am** local time at the Project location. Interested parties are to meet at the site for a walk through at Kallander Athletic Field located on Kallander Drive, Southborough, MA 01772

RECEIVED
By kbattles at 1:10 pm, Dec 09, 2021

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, November 16, 2021; 6:30PM
Location: Via Zoom
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

I. Call Meeting to Order

Chair Braccio called the meeting to order at 6:30PM.

Chief Achilles introduced Firefighter/EMT Lisa Thompson, the most recent addition to the Department. Ms. Thompson shared she is honored and excited to join the Southborough Fire Department. Each member of the Board welcomed Ms. Thompson, adding they look forward to meeting her in person and working with her.

II. Scheduled Appointments *(Board may vote)*

a. 6:35PM: Tax Classification Hearing

Ms. Braccio opened the public hearing at 6:35PM. Mr. Purple read the hearing notice into the public record. Mr. Paul Cibelli, Principal Assessor presented the annual tax classification analysis for the Board's consideration. For FY 2022, the tax rate would increase from $16.21 to $16.28. The average single-family tax bill would increase $523, a 4.89% increase from last year. Mr. Cibelli stated the increase is due to a rising residential market and a slightly decreasing commercial and industrial market. Mr. Cibelli reported the Board of Assessors is unanimously recommending the following: 1) continuing with a single tax rate for FY2022; and 2) not to adopt the residential and small commercial exemptions, as they are not relevant to Southborough.

Ms. Braccio asked for Board comment on the recommendations. Ms. Malinowski commented that when she saw the increase in tax rate from Annual Town Meeting in May to the Special Town Meeting in November, she was curious to explore a split tax rate scenario. After viewing the analysis, she is in support of the recommendation to keep the single tax rate. Mr. Healey offered his support for the recommendation to keep the single tax rate and not adopt the residential and small commercial exemptions. Mr. Stivers is concerned about the optics of a 4.89% tax increase and continues to support the use of ARPA funds to offset the rate increase, reducing it to under or around 4%. He also commented that he thinks the split tax rate is worth considering. Mr. Stivers noted a report from the EDC's economic consultant from Northeastern University that concluded towns with split tax rates are not adversely impacted by the ability to attract new businesses or raise business employment. Mr. Dennington shared he is comfortable with the Board of Assessors recommendations. He commented he would be open to looking at the data Mr. Stivers referenced, but changing a long-standing policy without greater public input would not be the right approach tonight. Ms. Braccio stated she would be like to see data from the Northeastern University report for towns that share characteristics with Southborough for an accurate comparison. She is also in support of the Board of Assessors recommendations.

Chair Braccio asked for public comment on the matter. There was no public comment.

Mr. Stivers moved to close the public hearing at 6:52 P.M. Ms. Malinowski seconded the motion. The motion was unanimously approved (5-0-0) by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Mr. Healey, aye; Ms. Braccio, aye. Mr. Healey moved to continue with the single tax rate for FY2022. Ms. Malinowski seconded the motion. The motion was unanimously approved (5-0-0) by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Mr. Healey, aye; Ms. Braccio, aye. Mr. Stivers moved to deny the residential tax exemption for FY 2022. Ms. Malinowski seconded the motion. The motion was unanimously approved (5-0-0) by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Mr. Healey, aye; Ms. Braccio, aye. Mr. Stivers moved to deny the small commercial exemption for FY 2022. Mr. Healey seconded the motion. The motion was unanimously approved (5-0-0) by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Mr. Healey, aye; Ms. Braccio, aye.
Mr. Cibelli said he will submit the tax information immediately and expects to hear a response from the Department of Revenue within a few days. Ms. Braccio thanked Mr. Cibelli for his report.

The next public hearing was scheduled at 7:30PM so the Board decided to move through agenda items as time permitted until the 7:30PM hearing.

b. Q1 financial update for FY22 -Brian Ballantine, Finance Director, and Carla McAuliffe, Town Accountant

Ms. Malinowski, as Board liaison, stated she met with Mr. Ballantine and Ms. McAuliffe ahead of tonight's meeting to review the report and will continue this review process for subsequent quarters. Mr. Ballantine said Q1 tells us the least amount of information simply because it is early in the year. His comments dealt with the revenue side of the report. Areas of interest but not concern are motor vehicle excise taxes, tax lien fees and the real estate tax revenue lien process. Ms. McAuliffe's comments dealt with the expense side of the report. Areas of interest to monitor include the IT budget, Reserve Fund, School budget and court judgments and liability insurances. As a result of a discussion with Mr. Montijo regarding the FY23 IT budget, Ms. McAuliffe created a software account that will begin to appear in the Q2 report. For Q1, these expenses were recorded in contracted services and resulted in a high negative impact. With regard to the Reserve Fund, there has been one expense to date and there will be one additional known expense of $3,000 for the Board of Health printer. There may be additional expenses for the Board of Health, relative to the Director and Nurse unbudgeted monies if the expected FEMA funds do not come to fruition. Ms. McAuliffe commented the School numbers look low but this is a common occurrence in Q1. She reported court judgments and liability insurances are high and it is anticipated there will be either a year-end transfer or Reserve Fund transfer to cover these expenses. On a final note, Ms. McAuliffe stated for FY23, hardware will be moved out of the various department budgets and into the IT budget. Mr. Healey thanked Mr. Ballantine and Ms. McAuliffe for the information. He inquired if, in a typical year, Reserve Fund transfers occur later in the year and infrequently in Q1. Further, he asked if this is what the data is showing for the current year. Ms. McAuliffe responded that typically Reserve Fund transfers occur later in the fiscal year but we are in an unprecedented time. She shared they are monitoring all departments monthly to identify any potential issues. Mr. Stivers thanked Mr. Ballantine and Ms. McAuliffe for the detailed information and commented the process is very helpful. He stated the detailed financial information is a step forward in terms of transparency and is good for the public to understand where their tax dollars are going. Mr. Dennington acknowledged Mr. Montijo inherited a budget he did not create and would like to encourage support of Mr. Montijo so he can create an accurate FY23 budget. Mr. Dennington asked Mr. Ballantine what potential issues the Board should be looking for in the Q2 report. Mr. Ballantine replied he will be looking at the Board of Health unbudgeted items, should the FEMA monies not materialize. Also, the Benefits budget is always an area he is looking at, noting that there was an increase of nearly 20% resulting in

a $40,000 deficit presently in the Benefits budget. He also will be watching other expenses such as fees. Mr. Ballantine said this process is very helpful in identifying potential areas of concern within the budget. Ms. Malinowski offered it would be helpful to continue the year to date budget, as well as reviewing actual spending. Looking at all line items will be helpful, as well. Finally, the ambulance reimbursement budget will be something to keep an eye on. Ms. Braccio asked about the DPW budget and ground-keeping expenses. Ms. McAuliffe said the expenses are front-loaded to achieve cost savings. Ms. Braccio inquired about part-time salaries for the Fire Dept. Mr. Ballantine said there were no Q1 expenses. Those expenses will be paid in December. Finally, Ms. Braccio asked whether the bond percentage was underfunded. Mr. Ballantine said it was not and it is representative of principal payments paid during Q1. Ms. Malinowski stated that she asked Ms. Cook from the Advisory Committee to appoint someone to the quarterly review team to ensure all parties are part of the financial review process. Timeline for selection will be in time for the Q2 review. Mr. Ballantine provided an update on ClearGov budget software. After using the product for a full cycle, it was determined to be ineffective in several key areas. In Mr. Ballantine's opinion, the product concept is useful but in need of evolution to meet Southborough's needs. Mr. Ballantine is committed to moving away from Excel as a budgeting platform and will be looking for other software options, although there is no timeline for selection. Ms. Malinowski and Ms. McAuliffe provided an update on state and federal funding sources relative to the COVID-19 pandemic. Ms. Braccio stated the quarterly review is an import and useful monitoring tool in identifying potential budgeting issues. She thanked Ms. Malinowski, Mr. Ballantine, Ms. McAuliffe and Mr. Purple for their work in compiling the review.

III. Public Comment

There was no public comment.

VI. Reports

Chair's Report

i. Overnight work on the Mass Pike

Ms. Braccio updated the Board regarding the status of the project. Final paving has begun on all lanes for an 8-mile stretch and is scheduled for conclusion by the end of November.

ii. Request from Fire Union for hazard pay under ARPA

Fire Union President Jason Roach has made a request for hazard pay. Ms. Braccio asked whether the Board wished to entertain the request or forward to the newly created ARPA Committee. The Board agreed to forward the request to the ARPA Committee. Ms. Braccio or Mr. Purple will follow up with the Committee. Ms. Malinowski suggested the Committee consider Governor Baker's direction relative to hazard pay.

iii. Update on kids' vaccination clinic

Ms. Braccio volunteered at the clinic and shared that the clinics were successful and seamlessly run. Families were grateful to the Board of Health for providing the clinics. Ms. Malinowski stated three clinics were held-two in Northborough and one in Southborough. During the clinics, 500 out of the 790 eligible children ages of 5-11 received vaccines and were booked for their second vaccine three weeks later. This data represents 27% of children ages 5-11 and did not include the Southborough clinic nor any children who may have been vaccinated elsewhere.

Members' Reports

i. Veteran's Day ceremony

Mr. Dennington reported he and Mr. Healey marched in the parade. Mr. Dennington made brief remarks. He added there was a great turnout and it was a great opportunity to acknowledge the sacrifices our veterans have made.

ii. Update on Regional Dispatch study

Ms. Malinowski reported both Chief Paulhus and Chief Achilles have been interviewed by the Collins Center. She asked Board members if there is any information they would like included in the study to please forward those requests to Mr. Purple. Ms. Malinowski shared she is interested in knowing how often there are multiple calls in Southborough. Additionally, she is interested to know in terms of mutual aid, how often is Southborough relying on other towns to come to us and vice versa. She is interested in understanding any achievable time savings due to a shared system.

Town Administrator Report

i. Golf Management RFP for Southborough Golf Club

The Golf Management RFP for Southborough Golf Club is out. Responses are due back on December 3, 2021. The current management company, New England Golf, is very interested in maintaining the current relationship and is expected to submit a bid. Mr. Purple shared the Southborough Golf Club has enjoyed success over the last two years and is close to generating $500,000 in gross revenue for the season.

ii. Update on 10/29/2021 OML complaint

Town Counsel has responded to Ms. Kremer. The issue occurs when Executive Session is entered into at the beginning of a BOS meeting. A potential solution to resolve this issue is if Executive Session is entered into at the beginning of an Open Session meeting, there will be two Zoom meeting links created – one for Executive Session and one for Open Session. On a related note, Mr. Purple shared today Town Counsel filed a response to Ms. Kremer on behalf of the EDC.

iii. State ARPA earmark for Northboro Road culvert

Last week Senator Eldridge's office informed us about an opportunity to earmark $70,000 in ARPA funds for the replacement of the Northboro Road culvert. The bill is working its way through the legislative process and is due on Gov. Baker's desk by this Thursday. Mr. Purple thanked Mr. Dennington for his assistance in working with Sen. Eldridge's Office to secure the funds. Mr. Purple shared this is a great opportunity to take a much-needed capital project off the funding schedule. Mr. Dennington thanked Mr. Purple for his assistance in working with Sen. Eldridge's office and thanked Sen. Eldridge for advocating for the citizens of Southborough.

7:30PM: Tree Hearing appeal for Marlborough Road-Shared Streets project

Ms. Braccio opened the public hearing at 7:32PM. Mr. Purple read the hearing notice into the public record. He also noted the two individuals who filed the tree appeal had been notified and are in tonight's audience. Ms. Karen Galligan, Superintendent of the Department of Public Works was brought into the Zoom meeting. Ms. Galligan stated there was a public hearing held on November 1, 2021. The trees had been marked for removal as part of an adjustment to the intersection of St. Mark's Street. Based on the project and the location and health of the trees, the Tree Warden determined the trees in question should be removed. Ms. Galligan noted they had received written notification there would be an appeal, regardless of the Tree Warden's determination. Ms. Braccio asked for comments from the appellants. Ms. Margarite Landry, 134 Deerfoot Road, would like to save as many trees as possible. She asked that if the plans for the project are not yet complete, then trying to save as many trees as possible should be revisited. Ms. Galligan stated the trees in question are related to the sidewalk and roadway, not the park. The trees in question are related the project's ADA compliance and necessary correct sight distances. Ms. Galligan said it looks as though three trees near the stone wall (#34, #36 and #37) are far enough back from the sidewalk and may potentially be saved. Mr. Michael Weishan, Chair of the Historical Commission, advocated for changing the plan by rerouting the sidewalk and/or by moving the intersection slightly to the north. He stated the plan for the trees is related to the plan for the park. He asked to continue the tree hearing until such time as the plan for the park has been resolved. Ms. Landry asked for clarification

on deadlines for the intersection project. Ms. Galligan stated the grant specifies a deadline of December 31st to have created the space for the project. The road and drainage have been installed and the trees are the next part of creating the space. There is a grant requirement to show progress on the park project. Ms. Braccio opened the meeting for public comment. Janet Maney, (21 Skylar Drive) commented that she'd like to see the road rerouted. She is concerned about the current location and its impacts to the Library and burial grounds. She is also concerned about parking for St. Mark's as a goal of the project. Ms. Galligan clarified the reason for the road's location is to accommodate an appropriate turning radius for school buses and fire trucks. In locating the road, there was consideration for removing the least number of trees. She further clarified providing parking for St. Mark's is not a project goal. Rather, the road's location disrupts some of their existing parking and the design addresses that issue. With no additional public comment at that time, Ms. Braccio asked for Board comment. Ms. Braccio stated the impacted trees have been a concern of hers throughout this process. She wanted to make the Board aware that up until tonight's hearing, attempts were being made to save as many trees as possible. Ms. Galligan stated the sidewalk shown on the plans for Marlborough Road are also part of the Complete Streets Plan and is ranked as the #1 spot where Southborough residents wish to see a sidewalk. Mr. Dennington asked for clarification on which trees can be saved, given the current plan. Ms. Galligan replied #34, # 36 and #37 can be saved. With respect to #45, Ms. Galligan replied the intersection cannot be completed and have the tree saved. With respect to #39 and #38, Ms. Galligan replied those trees are at the edge of the proposed sidewalk and cannot be saved. Ms. Malinowski asked what would happen if the Board upholds the appeal regarding tree removal. Ms. Galligan said the project would be stopped and would need to be redesigned at additional cost. She is unsure of the percentage of bid this action would impact. Ms. Malinowski inquired how many trees could be saved if the project moved forward without sidewalks. Ms. Galligan stated #45 and #46 would have to be removed but the remainder of the list could be saved. Ms. Malinowski asked which side of Marlborough Road the sidewalk was planned for in the Complete Streets Plan. Ms. Galligan replied the west side of Marlborough Street. Mr. Healey commented Southborough wants and needs safe walking and a balance must be struck in order to have sidewalks. He stated the reality is in order to provide sidewalks, trees may need to be displaced. He thanked Ms. Galligan for her exemplary work in notifying relevant and affected parties about the project. Mr. Healey stated he feels the appropriate balance has been struck on this project. Mr. Stivers said he is committed to saving as many trees as possible. He inquired as to whether the road could be moved to the north. Ms. Galligan replied many issues were considered when placing the road, including disrupting the least number of trees, considering appropriate turning radii and addressing drainage issues to name a few. In order to save a few trees, other trees may be adversely affected. Mr. Stivers inquired about moving the sidewalk to the west inside the stone wall. Ms. Galligan noted doing so will likely save one additional tree (#33) but will create a host of issues related to ADA compliance and sight distance. Ms. Braccio shared there had been a recent report regarding ADA accessibility within Southborough and it showed there is room for improvement. She stated that, with this project, we are adding a public space near the Library that allows us to increase accessibility in our community. Ms. Malinowski read into the public record comments that appeared in the online chat. On a motion by Mr. Stivers, seconded by Mr. Dennington and voted all in favor by roll call vote, the public hearing was closed at 8:19PM. Roll call: Mr. Dennington, aye; Mr. Healey, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Ms. Braccio, aye. The Board briefly discussed the merits of continuing the tree hearing versus moving forward with a ruling. Mr. Healey moved to affirm the Tree Warden's decision regarding tree #30, #33, #45, #46, #38 and #39 and overrule his determination of tree #34, #36 and #37. Ms. Malinowski seconded the motion. The motion was voted all in favor by roll call vote (5-0-0): Mr. Dennington, aye; Ms. Malinowski, aye; Mr. Healey, aye; Mr. Stivers, aye; Ms. Braccio, aye.

IV. Consent Agenda

a. Approve Open Session Meeting Minutes: September 20, 2021; September 21, 2021; September 29, 2021; October 18, 2021; November 3, 2021

September 20, 2021: Ms. Braccio and Mr. Dennington requested these minutes be held. Ms. Braccio requested the following change: Line 101: "all" should not be struck through; Mr. Dennington requested the following change: Line 138: add "to" in front have. **September 21, 2021**: Ms. Malinowski, Mr. Dennington and Mr. Stivers requested to be held. Ms. Malinowski requested the following change: Line 26: add "on the revenue side" after surplus. Mr. Dennington requested the following changes: Line 57: insert "to" before clarify; Line 169: insert "a" before critical. Mr. Stivers requested the following changes: Line 191: strike Monday, September 27th and insert "Wednesday, September 29th; Line 219: strike Flynn and insert "Fling."; **September 29, 2021**: Mr. Dennington and Mr. Stivers requested to be held. Mr. Dennington requested the following change: Line 45: delete "as." Mr. Stivers requested the following change: Mr. Healey added to the list of those present. **October 18, 2021**: Ms. Malinowski and Mr. Stivers requested to be held. Ms. Malinowski and Mr. Stivers requested the following changes: Delete Ms. Malinowski as present and from the roll call vote to adjourn and add Mr. Healey to the list of those present and to the roll call vote to adjourn. **November 3, 2021**: Ms. Malinowski and Mr. Stivers requested to be held. Ms. Malinowski requested the following change: Line 33: after officer insert "under Chief Paulhus." Mr. Stivers requested the following changes: Line 23: correct spelling to "Shimkus" and Line 192: change Ms. to "Mr."

On a motion made by Mr. Stivers and seconded by Mr. Dennington, the Board voted to approve Consent Agenda item "a", as amended. The motion was voted all in favor by roll call vote (5-0-0): Mr. Dennington, aye; Ms. Malinowski, aye; Mr. Stivers, aye; Mr. Healey, aye; Ms. Braccio, aye.

b. Appointment of Brittany Remillard as Full-Time Communications Officer, effective November 17, 2021; and

c. Appointment of Alyssa Collaza as a Part-Time Communications Officer

On a motion made by Mr. Stivers and seconded by Mr. Healey, the Board voted to approve Consent Agenda items "b" and "c." The motion was voted all in favor by roll call vote (5-0-0): Mr. Dennington, aye; Ms. Malinowski, aye; Mr. Healey, aye; Mr. Stivers, aye; Ms. Braccio, aye.

d. Approve Reciprocal Interim License Agreement with St. Mark's School for St. Mark's Street/Marlborough Road project

Mr. Dennington requested item "d" to be held. Mr. Dennington is in support of the agreement but requested the following administrative changes to the agreement: 1. Ensure signature blocks match parties; 2. Consistent use of "Selectmen" throughout the document; 3. Attached Exhibit A (plan) to the document; and 4. Paragraph 5-change spelling of principles to principals. On a motion made by Mr. Stivers and seconded by Mr. Healey, the Board voted to approve Consent Agenda item "d", as amended. The motion was voted all in favor by roll call vote (5-0-0): Mr. Dennington, aye; Ms. Malinowski, aye; Mr. Stivers, aye; Mr. Healey, aye; Ms. Braccio, aye.

e. Approve contract amendment for Fire Chief Steven Achilles

Ms. Malinowski requested item "e" be held. Ms. Malinowski stated she would be voting against approval. On a motion made by Mr. Stivers and seconded by Mr. Healey, the Board voted to approve Consent Agenda item "e." The motion was voted in favor by roll call vote (3-2-0): Mr. Dennington, aye; Ms. Malinowski, no; Mr. Healey, aye; Mr. Stivers; aye; Ms. Braccio, no.

f. Approve Executive Session Minutes: November 3, 2021

Ms. Malinowski requested item "f" be held. Ms. Malinowski asked to hold Consent Agenda item "f" until the Board meets next in Executive Session.

g. Release Executive Session Minutes: January 5, 2021; February 2, 2021 (redacted); July 13, 2021 (redacted); August 17, 2021; October 5, 2021

Ms. Malinowski requested item "g" be held. Ms. Malinowski moved to release Executive Session Minutes: January 5, 2021; February 2, 2021 (redacted); July 13, 2021 redacted)

and August 17, 2021. Mr. Stivers seconded the motion. The motion was voted all in favor by roll call vote (5-0-0) Mr. Dennington, aye; Ms. Malinowski, aye; Mr. Healey, aye; Mr. Stivers, aye; Ms. Braccio, aye. Ms. Malinowski moved to approve and release Executive Session Minutes for October 5, 2021. Mr. Healey seconded the motion. The motion was voted all in favor by roll call vote (5-0-0): Mr. Dennington, aye; Ms. Malinowski, aye; Mr. Stivers, aye; Mr. Healey, aye; Ms. Braccio, aye.

V. Other Matters Properly Before the Board (*Board may vote)*

Discussion of park area for Marlborough Road – Shared Streets project

Ms. Braccio acknowledged there has been concern expressed regarding the proposed park and its contents. She reiterated this topic was discussed at no less than nine meetings since June 23, 2020 and she referenced detailed communications with relevant Town committees. Ms. Braccio noted the Board is in receipt of a letter from the Massachusetts Historical Commission to the Southborough Historical Society offering support and recommendations based on a recent site visit. Ms. Braccio was informed by Ms. Galligan that all extensive ground disturbance related to the park project has been completed. Mr. Dennington stated he'd like to see a positive approach from this point forward in discussing the park and shared there is a unique opportunity to create a space that recognizes the Native American presence in Southborough. He would like to see a History Walk and thinks the Historical Society can offer guidance through the process. Also, per Ms. Galligan, this work can be done without jeopardizing any of the funding. All Board members offered support for Mr. Dennington's suggestion that the park contain an historical aspect. Ms. Landry stated she is in support of the historical concept for the park and sees many potential synergies with the Library due to the park's location. She added she wishes to be a part of the process in its creation. Mr. Weishan shared he is concerned and disappointed with the process and status of the park project. While Mr. Weishan acknowledged the Historical Society was notified in December regarding conceptual ideas for the park, today's design looks nothing like that. He shared the Historical Society does not endorse the park as it stands today and is dismayed there was no archeological assessment. Further, he is concerned about the spending of public monies on private property. Finally, he is concerned about the Interim Licensing Agreement and feels it will be brought to Town Meeting after irrevocable improvements have taken place on the property. Ms. Galligan updated the Board as to the current status of the park. She clarified this is a road project that provided the opportunity to create a public space through an additional funding source. She stated the walkway design within the park does not need to be finalized by year end. She also shared that grading of the site will occur this Fall and plantings will be installed next Spring. Mr. Stivers stated it is time to move forward on this project and he suggested the creation of a group of relevant stakeholders to finalize the park plans. Ms. Malinowski asked Ms. Galligan what would be most helpful to DPW in moving this project towards completion. Ms. Galligan replied she is supportive of creating a group similar to the one suggested by Mr. Stivers. She added park plans would need to be finalized, within budget, for a Spring installation. Mr. Healey stated he is supportive of the efforts thus far on the project and thanked Ms. Galligan. He suggested that, in creating a group to finalize park plans, we not abandon the successful work that has been done to date. Ms. Braccio shared she hopes the group will enhance the work that has been done thus far. Ms. Frederica Gillespie, Chair of the Open Space Preservation Commission stated her group's involvement with this project has only been with the native plantings that will be installed. She shared plantings at the park will be a natural extension of the pollinator preservation that is ongoing at the Library. She added installation of the native plantings in the park is an opportunity to educate anyone who visits about an important ecological practice. Ms. Gillespie hopes there will be support for the work done relative to native plantings by any group that is created to finalize park plans. Karen Hanlon-Shimkus (8 Lynbrook Road) stated she has several concerns related to the park project. First, she would like to press the pause button to ascertain whether the current location of the park is a culturally sensitive site. Second, she would like clarification as to who owns the parcel of

land the park is situated on. Third, Ms. Hanlon-Shimkus shared the public may have been unaware of the progress on the park project due to COVID. In fact, she became aware of the status of the project after the trees had been removed. Finally, she is concerned about the Interim License Agreement, as she feels it is an easement not a license agreement. Further, she is concerned this project will come before Town Meeting, without voter approval first. Ms. Patricia Burns-Fiore (10 Winter Street) expressed concern that this project infringes upon the rights of town meeting attendees to approve projects prior to their completion. Also, she is concerned that public monies are being spent to enhance a private property. Finally, she inquired about the budget for this project, as she has not seen one. Ms. Braccio replied the budget appeared most recently in the August 17th BOS meeting packet, beginning on page 16. Ms. Braccio thanked everyone for the comments and feedback regarding the park project. She stated there is a clear path forward by creating a group to finalize the park design. Mr. Dennington will serve as Board liaison to the group.

Continued discussion of Police Chief request for additional FT Communication Officer

Chief Paulhus discussed information he provided, per the request from the prior BOS meeting. Upon reviewing his budget, he concluded the amount needed to fund this position for the remainder of FY22 is $18,000, rather than $32,000 as was previously stated. He believes this amount can be covered by the Harvard monies. Also, he will speak to Chief Achilles about potential funds from his budget. Ms. Malinowski inquired about the pay scale for part time dispatchers and whether there is a way to incentivize for this position. Chief Paulhus replied part time dispatchers are paid approximately $21-$22/hour, which is less than full time dispatchers. Chief Paulhus also added Southborough pays on the lower side of average for full time dispatchers. Mr. Healey stated he is uncomfortable adding a position mid-year and the message it may send to other departments. He asked the Chief what course of action will be taken if the Board does not approve the new position. Chief Paulhus replied he will rely on forced overtime and may need to have police officers and fire fighters fill the positions while interviewing for replacements. Mr. Stivers stated he is prepared to support this request, with the proviso that Chief Paulhus find funding for the position for FY23. Mr. Dennington is prepared to support this request. He asked, going forward, that Chief Paulhus share departmental needs in a timely fashion, given the challenging financial cycle expected in FY23. Ms. Braccio is concerned about a mid-year hire without Town Meeting approval and is not prepared to support this request. Ms. Malinowski is also concerned about a mid-year hire without Town Meeting approval. She suggested we explore hiring a temporary employee until such time as Town Meeting can vote on the request (March). Ms. Malinowski and Mr. Purple will gather information on temporary employment and potential uses of the Harvard funds. Chief Paulhus invited members of the BOS to observe the dispatch operation. Ms. Braccio stated this matter will be placed on next meeting's agenda.

Review of draft charge for ARPA Committee

The Board made the following changes to the draft charge: Under Membership: drop the number of Southborough residents to two (2) and add one (1) member from either the Planning and/or Master Plan Committee; Under Term and Organization: Bullet #3, after Chair insert ", Vice Chair and Secretary"; and under Duties: Bullet #1, after expenditure add "and timing"; Bullet #3, delete hearings and insert "forums"; Bullet #4, delete develop and insert "consider the use of"; and Bullet #6, after before insert "May 16th." Also, they agreed to change Board of Selectmen to Select Board throughout the document (6 times). Mr. Purple will notify the chairs of the identified committees and advertise for the two Southborough resident members. Ms. Braccio moved to approve the draft charge for the ARPA Committee, as amended, with Ms. Malinowski having the authority, working with Mr. Purple, to add language based on potential use of monies for Town Meeting items. Mr.

Healey seconded the motion. The motion was voted unanimously all in favor by roll call vote (5-0-0): Mr. Dennington, aye; Ms. Malinowski, aye; Mr. Stivers, aye; Mr. Healey, aye; Ms. Braccio, aye.

Review of revised charge for Trails Committee

Ms. Kathryn Craddock McKee, Southborough Trails Committee Chair presented the draft charge. The charge contains a footnote, which was included to ensure voting members are responsible for not deliberating with non-voting associate members. The Board decided to leave open the number of associate members specified in the charge, as associate members must be appointed by the Board. Mr. Healey moved to approve the revised charge for the Trails Committee. Mr. Stivers seconded the motion. The motion was approved by roll call vote (3-2-0): Mr. Dennington, aye; Ms. Malinowski, no; Mr. Stivers, aye; Mr. Healey, aye; Ms. Braccio, no.

Discussion of OML training requirement for board/committee Chairs

Ms. Braccio and Mr. Purple have spoken to Town Counsel. He and Mr. Hegarty are supportive of this effort. Ms. Braccio asked that the training be a requirement for all chairs of boards and committees. They can either attend a session or watch the training via Zoom. Additionally, Ms. Braccio would like attendees to sign an acknowledgement of training. All Board members were supportive of this effort. Mr. Dennington would like to add to the training any requirements that are specific to Southborough. Ms. Malinowski asked that the training be open to anyone wishing to attend. She also suggested the inclusion of education around meetings that are in person versus those conducted via Zoom. Ms. Braccio will work Mr. Hegarty and Town Counsel to move the trainings forward.

VI. Public Comment

There was no public comment.

VII. Executive Session

The Board will be entering into Executive Session per M.G.L. Chapter 30A, Section 21, and will not be returning to Open Session, to conduct strategy sessions in preparation for negotiations with collective bargaining personnel (Exemption 2). On a motion made by Mr. Stivers, seconded by Ms. Malinowski and voted all in favor by roll call vote, the Board entered into Executive Session at 10:58P.M. Roll call: Ms. Malinowski, aye; Mr. Stivers, aye; Mr. Healey, aye; Mr. Dennington, aye; Ms. Braccio, aye.

Upcoming Meetings
December 7, 2021
December 21, 2021

Respectfully submitted,
Bridgid Rubin, Recording Secretary

List of Documents referred to at the November 16, 2021 BOS Meeting:

- Tax Classification presentation for FY 2022
- Dept. of Public Works Tree Hearing notices and accompanying info
- Q1 FY2022 update, ending 9-30-2021
- Letter from Jason Roach to Board re Hazard Pay 11.4.21
- Correspondence regarding OML complaint dated 10/29/21

- Social media post regarding earmark of ARPA funds to repair Northboro Road culvert
- Open Session Meeting minutes dated September 20, 2021, September 21, 2021, September 29, 2021, October 18, 2021 and November 3, 2021
- Memo regarding Brittany Remillard
- Memo regarding Alyssa Collaza
- Reciprocal Interim License Agreement between Town of Southborough and St. Mark's School
- Employment Agreement between Town of Southborough and Fire Chief
- Memo from Dept. of Public Works regarding St. Mark's Street and Rt. 85 intersection and Park area
- Memo from Chief Paulhus regarding 5th dispatcher schedule and costs
- Draft charge for ARPA Committee
- Revised charge for Trails Committee

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November 10, 2021

Ms. Ginny Kremer
9 Damonmill Square, Suite 4A4
Concord, MA 01742
Ginny@bbhlaw.net

RE: Open Meeting Law Complaint
Town of Southborough Board of Selectmen
Complainant: Ginny Kremer
Alleged Violation Date: 10/5/21; 8/17/21
Complaint Filing Date: 10/29/21

Dear Ms. Kremer:

As you are aware, our office serves as Town Counsel to the Town of Southborough. In that capacity, we have been provided a copy of the above referenced Open Meeting Law Complaint that you filed, and which is attached as Exhibit A. The Board of Selectmen (the "Board") has met and duly delegated its response to this office.

Your complaint alleges that the Board failed to comply with certain aspects of the Open Meeting Law, specifically that the Board failed to convene in open session, failed to state the reason for executive session and whether the body would reconvene in open session at the end of executive session, and failed to take a roll call vote to enter executive session. The complaint further alleges that the Board failed to timely approve its August 17, 2021 minutes.

In reviewing this matter, we have conferred with the Town Administrator and reviewed the Notice of Meeting and Agenda, attached hereto as Exhibit B, and the minutes of the meeting, attached hereto as Exhibit C, as well as the Town bylaw relating to meeting minutes of the Board. It is the Town's position that the Board opened the meeting and voted by a majority of its members to enter Executive Session, citing the statutory exemptions relied upon, but that, due to technological issues, the Zoom meeting was inadvertently not recording at that time. In regard to the meeting minutes of August 17, 2021, you allege that the Town also violated open meeting law by not approving the minutes of the August 17, 2021 Executive Session in a timely manner. It is the Town's position that the minutes were not produced within the 45-day window because they were minutes from an executive session and had to be approved in executive session.

The minutes that are attached as Exhibit C show that the meeting was opened at 6:00 P.M., that Mr. Healey made a motion to enter Executive Session per M.G.L. Chapter 30A, Section 21, with the intent to return to Open Session. The Motion clearly noted that executive session would be for the following items: (1) to discuss contract negotiations for the Town Administrator and the Fire Chief (Exemption 2) as the Chair has determined that an open meeting may have a detrimental effect on the Town's negotiating position; and (2) to review and approve the August 17, 2021

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Phone/Fax 508.376.8400

Executive Session minutes. Mr. Stivers seconded the motion, and the motion passed all in favor (5-0-0) by roll call vote (Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye). Accordingly, the actions of the Board in entering into Executive Session were in full accord with applicable requirements.

With respect to the failure to capture the opening of the meeting on the Zoom session, again, due to technological reasons, it is unfortunate that the Zoom meeting was not yet recording at that time. In response to your request that the Town announce its error at a public meeting and what steps the Town will take to correct this in the future, the Town proposes to explain the inadvertent mistake and correct it at its next Board of Selectmen meeting and continue to do so going forward, potentially using separate Zoom rooms for Executive and Open sessions.

As to your allegation regarding the executive session minutes, we note that your complaint is not rooted in the Open Meeting Law but, rather, in the requirements of a local general bylaw. Accordingly, as a threshold matter, a complaint under the Open Meeting Law is an improper vehicle under which to object to any alleged violations of a local bylaw. That said, there is no violation of the local bylaw. The Town asserts that the August 17, 2021 executive session meeting minutes could only be approved in a subsequent executive session so as not to reveal the contents discussed at the meeting and then can only be released after the reason for the executive session has lapsed. The email attached to your complaint summarizes the requirements of Section 9-25 of the Southborough Town Code. In this summary, executive session privilege is specifically listed as a valid reason for not producing the minutes within the 45-day timeframe. Here, as of October 5th, the original reason for executive session still existed and, accordingly, the minutes could not have been released. Therefore, the Town asserts that the Board had "good cause" for not providing the minutes in accordance with the bylaw. The reason for the executive session has since lapsed and the October 5th minutes will be released in due course.

Please feel free to contact me or Attorney Jason Talerman from my office with any questions or concerns regarding this response or proposed actions to address your complaints.

Sincerely,

Elizabeth Lydon, Town Counsel

cc: Board of Selectmen
Town Administrator
Attorney General's Office

Exhibit A

OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Ginny Last Name: Kremer

Address: 9 Damonmill Square, Suite 4A4

City: Concord State: MA Zip Code: 01742

Phone Number: +1 (978) 371-2226 Ext.

Email: ginny@bbhlaw.net

Organization or Media Affiliation (if any):

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

☒ Individual ☐ Organization ☐ Media

Public Body that is the subject of this complaint:

☒ City/Town ☐ County ☐ Regional/District ☐ State

Name of Public Body (including city/ town, county or region, if applicable): Town of Southborough - Board of Selectmen

Specific person(s), if any, you allege committed the violation:

Date of alleged violation: multiple

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

The Board of Selectment violated the Open Meeting Law on October 5, 2021 by starting the meeting in executive session.
https://www.youtube.com/watch?v=MLrrLaxEQp0
The Board failed to:
* Convene in open session;
* State the reason for the executive session, stating all subjects that may be revealed without compromising the purpose for which the executive session was called;
* State whether the public body will reconvene in open session at the end of the executive session; and
* Take a roll call vote of the body to enter executive session.

The Board also failed to timely approve minutes for its August 17, 2021 meeting. Those minutes had to be requested by the Town Clerk and were not approved until October 5, 2021. See Ex. 1 attached.

Due to prior serial violations of the Open Meeting Law by Southborough Boards, in 2019, the Attorney General took the extraordinary step of holding an OML training in Southborough and ordering all members of local bodies to attend. Notwithstanding, the Board has committed additioanl OML violations, hampering the ability of Southborough residents to be informed about potentially transformational zoning changes to the center of Town.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Inform residents at a public meeting that it committed additional violations of the Open Meeting Law and explain to Southborough residents what steps it will take to ensure that additional violations will not take place.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.
Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.
The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.
The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: [signature] Date: 10/29/21

For Use By Public Body
Date Received by Public Body:

For Use By AGO
Date Received by AGO:

Ex 1

From: Katie Barry
To: Amy Berry
Subject: RE: Board of Selectmen Request for minutes 8-17-2021
Date: Friday, October 1, 2021 12:01:26 PM

Thank you. These minutes are on the 10.5.21 agenda for the Board to approve.

From: Amy Berry
Sent: Friday, October 01, 2021 11:27 AM
To: Katie Barry <kbarry@southboroughma.com>
Subject: Board of Selectmen Request for minutes 8-17-2021

Southborough Town Code § 9-25 requires that minutes of each public meeting and the documents used at the meeting be submitted to the Town Clerk within 45 days of the meeting and that the Town Clerk notify the board or committee chair when that reporting requirement is not met.

I'm writing to advise you that as of today, the Town Clerk's Office has not received the minutes and documents used at the **8/17/2021** meeting of the **Board of Selectmen.**

The Attorney General has determined that a document is considered to be "**used at a meeting**" when the document is:

- Physically present, and
- Identified by name, and
- Its contents are discussed at the meeting.

As a reminder, please submit the documents as individual files and ensure the name of **each separate file** matches how it is identified in the **Documents Used at This Meeting** section of the minutes.

Please reply to this email with your response which will be posted on the town website until the minutes and documents are received.

Please advise if you are unable to provide minutes for one of the following reasons:

1. The meeting was cancelled.
2. No meeting was held due to the lack of a quorum.

The meeting involved executive session(s) and the minutes for the executive session portion(s) cannot be released at this time. Note that minutes for the open session portion of a meeting must be released. Also, the board or committee must review any withheld executive session minutes regularly to ensure there is still a valid reason to withhold minutes from the public. We suggest you consult with Town Counsel on any matters concerning the release of executive session minutes.

Thank you, Amy

Amy Berry
Town of Southborough
Assistant Town Clerk
17 Commons St.

Southborough, MA 01772
Phone: 508-485-0710 ext. 5513
Fax: 508-480-0161
aberry@southboroughma.com

Exhibit B

Town of Southborough, MA
Meeting of the Board of Selectmen
October 5, 2021 6:00 P.M.
VIRTUAL ZOOM MEETING

May be watched or may participate in the meeting remotely with the meeting link at
https://www.southboroughtown.com/remotemeetings

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

I. Call Meeting to Order

II. Executive Session
The Board will be entering into Executive Session per M.G.L. Chapter 30A, Section 21, and returning to Open Session, for the following items: (1) to discuss contract negotiations for the Town Administrator and the Fire Chief (Exemption 2) as the Chair has determined that an open meeting may have a detrimental effect on the Town's negotiating position; and (2) to review and approve the August 17, 2021 Executive Session minutes.

III. Public Comment

IV. Scheduled Appointments *(Board may vote)*
a. 7:00PM HEARING: National Grid Petition to install new pole (11-5) at 25 School Street
b. Volunteer interview: Neetu Sehgal, Scholarship Advisory Committee, expiring 6/30/2022
c. Cable Committee – Recommendation on renewal cable agreement for Comcast
d. Update on Regional Dispatch discussions

V. Reports
a. Chairman's Report
    i. Call with MassDOT on HCVE traffic study
    ii. Heritage Day
b. Members' Reports
    i. Trails Committee's recent public walking tour with DCR of the proposed Peninsula Trail
c. Town Administrator Report
    i. ALS fundraiser at Southborough Golf Club

VI. Consent Agenda
a. Approve Open Session Meeting Minutes: August 17, 2021
b. Accept donation of $100.00 for the Fire Department Ambulance Fund
c. Approve FY23 Budget/Town Meeting Schedule
d. Appointment of Special Counsel for Tax Title
e. Accept resignation from Andrew Pfaff, Capital Planning Committee, effective 9/30/21
f. Approval of successor contract for Town Administrator

VII. Other Matters *(Board may vote)*
a. Approve four (4) 1-day Alcohol License applications for Chestnut Hill Farm "Fall Fun on the Farm" events: October 10, October 17, October 24, October 31
b. November 1, 2021 Special Town Meeting
    i. Meeting logistics – update
    ii. Downtown District bylaw
    iii. Updates/ordering of articles
    iv. Approval and signing of final warrant
c. Continuation of Q4 Financial review – EEA Grant
d. Board of Health update

VIII. Public Comment

IX. Adjournment

Lisa M. Braccio, Chairman

UPCOMING MEETINGS

October 7, 2021 *October 19, 2021* *November 3, 2021*

Exhibit C

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, October 5, 2021; 7:01PM (reconvened after Executive Session)
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple, Assistant Town Administrator Vanessa Hale

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

Mr. Healey made a motion at 6:00 P.M. for the Board to enter Executive Session per M.G.L. Chapter 30A, Section 21, with the intent to return to Open Session, for the following items: (1) to discuss contract negotiations for the Town Administrator and the Fire Chief (Exemption 2) as the Chair has determined that an open meeting may have a detrimental effect on the Town's negotiating position; and (2) to review and approve the August 17, 2021 Executive Session minutes. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Chairwoman Braccio brought the meeting back into open session at 7:01 P.M. A public hearing is scheduled for 7:00PM. Public comment was rescheduled to after the public hearing.

I. Public Hearing

a. Southborough Board of Selectmen shall hold a virtual meeting to consider a request for permission by Mass Electric Company, National Grid and Verizon New England Incorporated to install a new pole, P11-5, to be located at 25 School Street. The meeting may be viewed by the public through a link located at http:\hpts\www.soughboroughtown.com\remotemeetings.

<u>National Grid – Mr. Parent, Facilities Manager</u>

National Grid seeks to install a pole to service a new dormitory for St. Mark's School. The closest pole on that side of the street is presently in use to service another building on the campus. There are no other poles on that side of the road so it is necessary to install a new pole to service the new dormitory. Mr. Healey asked if the road the proposed pole would be installed on is School Street. Mr. Parent confirmed it is. Mr. Parent informed the Board the proposed pole would be approximately 3-5 feet off the road, similar to other poles on that side of School Street. Mr. Stivers moved to close the public hearing. Ms. Malinowski seconded the motion. The motion passed unanimously (5-0-0) by roll call, Malinowski, aye; Healey, aye; Dennington, aye; Stivers, aye; Braccio, aye. Mr. Stivers moved to approve National Grid's petition to install Pole P11-5 at 25 School Street. Mr. Healey seconded the motion. Chairman Braccio suspended the motion to accommodate public comment on the matter. Mr. Healey moved to re-open the public hearing for the purpose of public comment. Mr. Stivers seconded the motion. The motion was voted all in favor by roll call vote. Roll call: Ms. Malinowski, aye; Mr. Dennington, aye; Mr. Healey, aye; Mr. Stivers, aye; Ms. Braccio, aye.

Chairwoman Braccio recognized Mr. Tim Litt. Mr. Litt requested that the pole be approved subject to not obstructing any present or potential future sidewalks. He is concerned that as the Town wants to move towards having complete streets and having sidewalks, that there are no obstacles in the way

when there are improvements. Mr. Stivers asked Mr. Parent if there is enough room to consider Mr. Litt's concern. Mr. Parent said for any project that may come forward in the future, poles are moved to accommodate sidewalks. For an existing pole line, National Grid may not be able to factor that in, other than following the normal procedure on placing the pole 3-5 feet from the road. Mr. Litt stated he is concerned that it is expensive to move poles and asked that thought be given to future sidewalks when installing poles. The public hearing was then closed.

Mr. Stivers moved to close the public hearing. Mr. Healey seconded the motion. The motion was voted all in favor by roll call vote. Roll call: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye. Mr. Stivers moved to approve the petition for the pole position with the request that if reasonably possible National Grid locate the pole in a position that would reasonably accommodate a sidewalk along the street. Mr. Healey seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote. Roll call: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

II. Public Comment

Ms. Braccio asked if anyone wanted to speak at the first Public Comment. No one stepped forward.

III. Scheduled Appointments *(Board may vote)*

b. Volunteer Interview: Neetu Sehgal, Scholarship Committee, expiring 6/30/2022.
Ms. Sehgal was born and raised in Southborough, educated in the Southborough school system and graduated from Algonquin Regional High School in 1998. She moved back in 2012 and desires to give back to her community. She recently ran into Officer Mattioli and recalled him advising her on a scholarship for community service while in high school. The board had no questions and thanked Ms. Sehgal for stepping forward. Mr. Stivers moved the board appoint Ms. Sehgal to the Scholarship Committee, expiring 6/30/2022. Ms. Malinowski seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote. Roll call: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

c. Cable Committee – Recommendation on renewal cable agreement for Comcast.
Ms. Malinowski recused herself from this matter. Mr. Barry Rubenstein from the Cable Committee provided a brief history on this matter. When Comcast built out its Framingham network, it allowed them to access a small number of subscribers in the Pine Hill area. They obtained a license from the Town of Southborough for Southborough residents. These residents have no connection to SAM and, in fact, receive Framingham Public Access. As part of the agreement, Comcast agreed to pay a percentage of gross revenues each year. The new agreement increases the license fee to 5%, which is commensurate with the Verizon and Charter contracts. These funds total approximately $2,300 per year. The agreement has been reviewed and approved by Town Counsel. Upon further review, Mr. Rubenstein would like to clear up some ambiguous language, which does not affect the material terms of the agreement. Mr. Rubenstein thanked Mr. Warren and Ms. Rule for their substantial efforts in this matter. Mr. Healey asked Mr. Rubenstein how many Southborough residents Comcast serves. Mr. Rubenstein replied there are 32 Comcast customers in Southborough. Mr. Stivers moved the Board renew the proposed cable agreement with Comcast dated 9/20/21-9/19/31 subject to final review by Town Counsel. Mr. Healey seconded the motion. Mr. Healey then amended the original motion to read: The Board renew the proposed cable agreement with Comcast dated 9/20/21-9/19/31 subject to final review by Town Counsel and there being no substantive changes to the proposed contract. Mr. Stivers moved the amended motion. Mr. Healey seconded the motion. The

motion was voted in favor (4-0-0) by roll call vote. Roll call: Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

d. Update on Regional Dispatch discussions.

Ms. Braccio welcomed Chief Achilles and Chief Paulhus. Mr. Purple provided an update to the Board's previous instruction that the Town proceed forward in exploring the opportunity for regional emergency communications dispatch. Communities involved are Hopkinton, Hudson, Grafton, Marlborough, Southborough and Westborough. Discussions have been initiated by the Westborough Fire Chief with The Collins Center [a division of the University of Massachusetts Boston] and State 911. The Collins Center and State 911 have a standing agreement that State 911 will fund the Collins Center to conduct studies for regional dispatch. Present scope of the project is to study these communities and determine: 1) what is being done in each community and; 2) what might be done collaboratively in a regional center. The first meeting with all parties will be held on Thursday, October 13th, in Southborough at the Public Safety Facility. Mr. Purple commented there is a range of situations presently occurring in each community involved. Moving forward, his recommendation is to have a team of representatives from Southborough, which should include Chief Paulhus, Chief Achilles, Mr. Purple and one member of the Board. This team will assist the community in understanding the findings of the Collins Center for future decision-making. Chief Achilles supports the project and commented he feels fortunate we are able to get information that fosters an understanding of Best Practices, what is currently being done, where current service gaps are, strengths v. weaknesses of the current system and opportunities that may be available. Chief Paulhus commented he is excited about the opportunity of the study. Both he and Chief Achilles have great relationships with their counterparts in the other participating communities. He is concerned about how the study will be perceived by local dispatchers and officers that may be affected. He looks forward to the good information that will be received from the study. Ms. Malinowski commented the study is a great step forward and wondered whether the Collins Center is looking at what is best for Southborough or what is best for Southborough as it relates to the other participating communities. Chief Achilles said the study is looking at each town individually and each town collectively – where are they at locally and what, if any, is the advantage of collaboration. Mr. Purple asked for clarification from Ms. Malinowski. Was she asking if the study will consider all options, including reducing the number of participating communities based on collaborative advantage? Ms. Malinowski indicated that is her concern. Mr. Purple suggested her concern be addressed at the meeting on October 13th. Mr. Dennington had no questions but commented the information sent by the Collins Center referenced the communities of Hanover and Norwood instead of the communities in the proposed project. Mr. Purple suggested the Collins Center include the study of those communities to simply give an example of a similar study. Mr. Healey supports having a team of people from Southborough, including a member of the Board. His main concern is there are many variables among the communities, including number and size. It is important that our team report regularly on the progress of study. Mr. Stivers commented there will be challenges in comparing the communities. For example, utilization rates in Hopkinton are 1,600 calls/10,000 residents, while Marlborough has 4,000 calls/10,000 residents. He stated he is concerned about the issue of local impact/control and wants to make sure the costs of regionalization are equitable to all communities. Ms. Braccio stated she feels the opportunity to explore regionalization is one that cannot be passed up, especially in light of the fact there is no cost to the Town. Ms. Malinowski stepped forward as Board liaison on the Southborough regionalization team, which includes Chief Achilles, Chief Paulhus and Mr. Purple.

IV. Reports

a. Chairwoman's Report

i. Call with MassDOT on HCVE traffic study

Ms. Braccio updated the Board regarding the phone call, which also included Mr. Purple and Ms. Galligan. She shared the conversation was a very positive one. They discussed removing the truck exclusion from Main Street. Ms. Braccio said there is a process to remove a truck restriction similar to creating a truck exclusion. The Global study was also discussed, specifically addressing where trucks are coming from and what can be done in the short term. A possible solution might be to add more signage on Rt. 9. Mr. Purple shared the results of the study will be available sometime in Spring 2022. Mr. Healey sought clarification on the process of decision- making. Mr. Purple stated results of the study would be shared and the Board would vote on how to proceed. Mr. Stivers asked if the discussion included the suggestion to move the Crystal Pond intersection a few hundred feet to the east to facilitate U-turns. Ms. Braccio said it was not specifically addressed but can be in the future. She shared the Global study will identify where the truck traffic is coming from and potential solutions. Ms. Malinowski asked if specific signage was suggested for Rt. 9 restricting truck access to Flagg Road. Ms. Braccio said the DOT will approve a sign that directs trucks to use the 495 cloverleaf as a turnaround. She did not have the exact verbiage and no timeline was shared but she will revisit those issues. She reiterated this is a short-term solution until the results of the Global study are available and shared her appreciation of the State's willingness to problem-solve in the short term.

ii. Heritage Day

Ms. Braccio reminded the public Heritage Day will be held on Monday, October 11, 2021. The parade will be held at 10am. There will be booths and the Library Book Sale will be held from 10am-3pm.

b. Members' Reports

i.Trails Committee's recent public walking tour with DCR of the proposed Peninsula Trail:

Mr. Dennington noted the Trails Committee hosted a public walking tour on the 25th, immediately following the CERT lunch thanking first responders for their hard work during the pandemic. Approximately 30 people attended the tour. It was guided by a DCR ranger, who explained both the area and some of its historical features. The tour was very beneficial because it allowed those who attended the opportunity to see what the proposed Peninsula Trail would look like. The Trail is located at the intersection of Central Street and Route 30 and is a paved trail along the reservoir. The Trails Committee is working with DCR to create public access to the trail. We will be hearing more about the Peninsula Trail in the coming months.

Town Administrator Report

i. ALS fundraiser at Southborough Golf Club

Mr. Purple spoke about the ALS One Golf Event that will be held this weekend, October 9, 10, and 11, at the Southborough Golf Club. This has been an annual event for the past several years and recognizes town officials whom we have lost to ALS, including Mr. Shifrin and Mr. Wilson. Former Selectman Brian Shea coordinates this event, along with Bill Harrison from the Management Company and Jen DiMartino from ALS One. The Management Company will donate ½ of the proceeds from greens fees for the weekend to ALS One. ALS One will have a QR code in the clubhouse for donations. Additional voluntary donations can be made at any time during the event. Additional information will be available on all Town related social media outlets. Mr. Purple thanked Mr. Shea for his help in making this a successful event.

V. Consent Agenda

a. Mr. Stivers asked to hold agenda item "a." Mr. Stivers pointed out typos on lines 233, 251 and 347. Mr. Stivers moved to approve the Open Session minutes; August 17, 2021 as amended. Mr. Healey seconded the motion. The motion passed (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

b. Mr. Stivers moved to accept the $100 donation for the Fire Department Ambulance Fund. Mr. Healey seconded the motion. The motion passed all in favor (5-0-0) by roll call vote: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

c. Mr. Dennington asked to hold agenda item "c." Mr. Dennington noticed a discrepancy in the memo regarding closing the Warrant for Annual Town Meeting. Mr. Dennington suggests the dates be consistent and should be December 21st. Mr. Dennington also asked about the decision not to continue with Clear Gov. Mr. Purple shared Clear Gov was part of a Community Compact initiative so there was no cost to implement. The platform offered transparency but didn't improve functionality. Mr. Purple has asked Mr. Ballantine, Finance Director to look into other potential financial tools for possible future use but for the FY 2023 budget cycle, we will be using Excel. Mr. Purple suggested this item be part of the Q1 report. Ms. Braccio will add to the upcoming Q1 report. Mr. Stivers moved to Approve FY23 Budget/Town Meeting Schedule, as amended. Mr. Dennington seconded the motion. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

d. Mr. Stivers asked to hold agenda item "d." Mr. Stivers asked about the status of this item. Mr. Purple is seeking recommendations for attorneys specializing in tax and title law and has not received a formal recommendation at this time. He will have it for the October 19th meeting. This item will be held until then by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

e. Ms. Braccio asked to hold agenda item "e." Ms. Braccio thanked Mr. Pfaff for all of his time and dedication on the Capital Planning Committee and thanked him for his service. Mr. Stivers moved to accept the resignation from Andrew Pfaff from the Capital Planning Committee, effective 9/30/21. Mr. Healey seconded the motion. The motion passed all in favor (5-0-0) by roll call vote: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

f. Mr. Healey asked to hold agenda item "f." Mr. Healey shared Ms. Malinowski and Ms. Braccio, on behalf of the Board, engaged in discussions and negotiations with Mr. Purple regarding a successor three-year contract for the position of Town Administrator. Ms. Malinowski and Ms. Braccio shared the results of those negotiations as well as the proposed contract. The contract is being reviewed by Town Counsel. Upon the Board's vote and execution, the contract will become public record. Mr. Healey moved the Board approve a three-year successor contract for Mark Purple as Town Administrator, subject to review by the Town's Labor Counsel. The contract may have substantive or ministerial changes. If changes are ministerial, the contract is approved as of this vote. If there are any substantive changes, we will revisit at our October 19th meeting. The exact term of the contract will be from October 1, 2021 and run for 2.85 years to be in line with other town contracts to expire on June 30th. The motion passed (4-1-0) by roll call vote: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, nay; Braccio, aye. Mr. Purple confirmed once the contract is signed, it will be posted on the Town's website.

VI. Other Matters Properly Before the Board (*Board may vote*)

a. Approve four (4) 1-day Alcohol License applications for Chestnut Hill Farm "Fall Fun on the Farm" events: October 10, October 17, October 24, October 31.

D.A. Hayden and Rob Warren from the Trustees of Reservations also joined the meeting. Mr. Healey believes this is not an educational event. The terms of the conservation restriction and management plan are for educational events and he felt this is a moneymaking event. He recommends the

Conservation Commission be a part of the determination of what is educational. An alcohol license tied to an educational event for children is not something he supports. Ms. Hayden responded she does believe these are educational events. Mr. Warren stated their goal is to engage the community with the farm. He asked that in the spirit of New England farm harvest festivals, the Board approve the licenses. Ms. Hayden also added in speaking with attendees of similar events, both adults and children are engaged and learning. Having experiential events encourages connection and volunteerism with the Trustees. These events allow the public to learn about the importance of keeping spaces open. Mr. Healey stated he was a part of the process to get the conservation restrictions in place and the idea that it is being used for a commercial event wasn't part of the intent. Ms. Malinowski stated serving alcohol at a children's 90 minute event is not a necessity. She is not comfortable agreeing to an alcohol license for this type of event with the conservation restriction. Mr. Stivers commented he believes it is possible to attract the public without serving alcohol. He is prepared to support the licenses this time with the understanding that clarification about what constitutes an education event will be addressed. Mr. Dennington is prepared to support the application. He does not believe the event is inconsistent with the purpose of the conservation restriction. Ms. Braccio stated she isn't comfortable with where this fits into the conservation restriction. Mr. Healey moved to approve four (4) 1-day Alcohol License applications for Chestnut Hill Farm "Fall Fun on the Farm" events: October 10, October 17, October 24, October 31. Mr. Stivers seconded the motion. Roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Mr. Healey, no; Ms. Malinowski, no; Ms. Braccio, no. The motion failed (2-3-0).

The board took a recess at 8:24pm and reconvened at 8:29pm.

b. November 1, 2021 Special Town Meeting

i. Meeting logistics – update

Town Clerk Jim Hegarty told the Board the Special Town Meeting will be held in the Trottier School gymnasium. The meeting will be in full compliance with the Board of Health directive of 6ft separation vertically and horizontally. There will be two air movers to increase the flow and masks will be mandatory. The gymnasium can accommodate 141 people. Overflow will be directed to the auditorium, which can accommodate another 100 people. He is working with the Board of Health and SEMA to provide a COVID rapid test in the parking lot prior to entering the gymnasium or auditorium. Specifics on this to follow. In terms of publicizing, there will be banners displayed in town and postcards are due to arrive to residents by 10/23 that will display a QR code linked to the Warrant. He is also working with the schools to provide notifications through electronic backpacks. Those in the auditorium will have the same ability to participate as those in the gymnasium. Ms. Braccio asked if there will be a video feed in the auditorium. Mr. Hegarty said no. The Moderator will have a camera to see if anyone at any microphone is wishing to speak. Mr. Healey asked what happens in the event 200 people show up. Mr. Hegarty said he is working on the plan should that occur. Mr. Dennington asked if speakers were required to wear a mask at the microphone and was told yes. Ms. Malinowski asked for confirmation there will be no video feed for presentations in either the gymnasium or the auditorium. Mr. Hearty confirmed there will be no video feed for presentations in either the gymnasium or the auditorium. He felt the cost to provide video feed is expensive and is not an appropriate use of public funds and stated providing video is not a requirement for Town Meeting. He also stated the size of the screen doesn't allow everyone in the room to fully view the screen (i.e. those in front have a better view than those in the back). Ms. Malinowski remarked she is concerned about the potential map change in the Downtown District by-law and whether that can be adequately conveyed without video capability. She said video capability would be a useful visual tool in the discussion. Mr. Hegarty said there will be handouts for attendees

to view the map change. However, it was decided not to pursue screens because it reduces the number of seats available for attendees due to COVID restrictions. Mr. Purple had a walk-through with Mr. Hegarty and Town Moderator Cimino and believes the stage is set to accomplish the Town's business while respecting the health and safety of all involved. Ms. Braccio thanked Mr. Hegarty for his efforts in creating a safe event.

ii. Downtown District bylaw

Ms. Braccio stated this matter is a continuation from the Board's last meeting. Ms. Malinowski had a specific question and the EDC was invited to come to this meeting to address her concern. We will not be addressing issues that have already been addressed. Mr. Anderson, Chair, called the EDC meeting to order at 8:45pm and called a roll call attendance. Ms. Malinowski said she watched the EDC meeting and was pleased to see the EDC take a position. In the motion, EDC wanted to take out 40% as the residential use limitation. In a previous draft, Ms. Malinowski noted the number was 10% and EDC had suggested striking that number. Ms. Malinowski is seeking clarification as to whether the EDC wants the number out completely or are they suggesting a different percentage as replacement for a residency use component. Ms. Connelly said 10% was intended as part of the discussion of any 1st floor mixed use building. The EDC wanted to ensure there was some mixed-use space on the 1st floor but ultimately, took the number out because it was causing confusion. The EDC is committed to ensuring all street facing 1st floor units are commercial because that's the purpose of mixed-use space the EDC is trying to encourage. This has nothing to do with the total percentage of residential units in the entire building. The language that "not more than 40% of the entire building could be residential" is a new concept that had not been discussed prior to the Planning Board meeting a few weeks ago. Ms. Connolly stated that the EDC came to the Planning Board with a simple ask more than 2 years ago – please add by-right mixed-use to have residential space over commercial space because this was contemplated in the 2008 Master Plan. It was also a primary recommendation of the ULI study. Finally, it has been supported by other research done by the Town over the past decade. In Ms. Connolly's opinion, the concept of having a percentage as a cap on residential space undermines the goal of creating mixed-use space. The current code allows for up to a 3 story building. If you put in a 2 story building with commercial space on the bottom and residential space on top, that is more than 40% (the top floor is ½ or 50% of the building) and it wouldn't be permitted. Having a percentage defeats the reason the EDC has been trying to move forward. Ms. Connolly asked for clarification about where the concern has come from, what is the benefit of having a number in the by-law and what should the number be. Ms. Braccio asked the EDC what number they are looking for. She stated currently there is no mixed use and no by-right. Not finding consensus at the Board level to take to Town Meeting only creates the opportunity to wait three more years before we can move forward with this initiative. Ms. Luttrell from the Planning Board was present. She stated the minimum requirement of 10% commercial would allow a building to be 90% residential which may be easier to develop. The reason for mixed use was to bring small scale commercial development to the downtown. Heavy emphasis on residential development won't encourage small commercial development. A maximum of 10 % commercial development meets the by-right requirement of the by-law so you would have 10% commercial and 90% residential. In other towns, this has been an issue. Mr. Healey commented he thinks it is important to have this item on the Warrant at the Special Town Meeting and let it play out there given there is no consensus on the Board to change the recommendation from the Planning Board. He called the Board's attention to a recent publication of research from the Boston Foundation. In it, the research suggests explanations similar to the ones given by the Planning Board are routinely used by suburban planning boards to keep out downtown residential development. Limiting residential development limits Southborough's commitment to diversity, inclusion and equity in housing – something Southborough

residents have said they want. Mr. Healey encourages the EDC to make clear the changes by the Planning Board are contrary to the goals the EDC are advancing. Ms. Braccio commented that we need to look at downtown development from a historical perspective and from a parking perspective. Ms. Braccio calls these are guardrail issues. Mr. Anderson remarked that the graphic shown by Ms. Braccio indicates that nothing has been built in the downtown area since 1978. Mr. Wood from EDC pointed out that the 10% number was a typo on the first floor. The original language was "up to 10%" and it was used to meet an ADA requirement. 10% commercial and 90% residential was never the EDC goal or intent. Ms. Connolly commented that the EDC wants to compromise. 40% doesn't make sense for mixed use. She feels it is important to understand why mixed use is important. It is the modern economic model of development today. It is the model for the future and it is sustainable. She has spent time dealing with historical considerations and she is surprised that there is pushback on the residential component. When she began this process, it was with the understanding that diversity in housing is a common goal. Mixed use is a part of moving Southborough into the future. Ms. Luttrell clarified 10% minimum requirement for non-residential use is part of the mixed-use definition. It is not a typo. It was stated as such through version 9. The Planning Board changed it. Ms. Malinowski asked for confirmation that the EDC does not want a percentage to define the maximum amount of residential units for mixed use. Ms. Connolly replied that is the EDC's preference. Mr. Stivers stated he believes it is important to get this matter to Town Meeting for the citizens to decide. In terms of the by-law, he believes there is some sort of structure that is needed but it can be modified in the future, as needed. Mr. Stivers is in favor of relaxing constraints on residential use, in favor of bumping up the FAR number and is in favor of adding to the number of units permitted. The key goal is to increase investment in downtown and keep moving this issue forward. Ms. Braccio said the Planning Board has left public hearings on this matter open until October 18th. Ms. Malinowski is in favor of bringing the article forward as written. She is in favor of keeping the number of units at 3, as increasing to 4 units would trigger affordable housing, which would increase the workload for the building inspector. Mr. Dennington supports a by-law that has a realistic chance of passing at Town Meeting. He supports the by-law as written. He is in favor of small scale mixed use. This can be accomplished with some mixed use by-right and special permits. He would like to see the Planning Board and EDC keep discussion open to resolve the outstanding issues. He believes we are closer than ever to realizing substantial change. He stated Chairwoman Braccio has done an incredible job in managing many disparate views on this matter into a by-law that has the potential for real change and movement forward. Mr. Anderson added the act of passing a zoning by-law is not enough to achieve success. He believes we need to create the environment for developers to bring projects forward that Southborough residents want. These projects must include diversity of housing and small shops. Ms. Braccio thanked the EDC and Planning Board for attending tonight's meeting. Mr. Anderson called for a motion to adjourn the EDC meeting. The EDC meeting was adjourned at 9:39pm.

iii. Updates/ordering of articles

Mr. Dennington suggested a correction in Article 10. The language reads multifamily units up to 12 units, not to exceed 10 units. Language should read not to exceed 10 units. Ms. Braccio asked the Board if anyone has a concern with how the Articles are numbered. There are no concerns by the Board with regard to the ordering of articles. Article 1 – Mr. Purple updated the Board that Ms. Rosenbloom, Personnel Board Chair, had added additional detail to Article I to include a position entitled Senior IT Specialist, Section 20, Schedule A, Grade 7. Ms. Braccio asked the Board for feedback on Article II – amend town code Select Board. Mr. Stivers supports Select Board. Mr. Dennington supports Select Board. Ms. Malinowski supports Select Board. Mr. Healey supports changing the name but to Board of Selectwomen and Selectmen – a term that he feels honors the

historical background of the position. Ms. Braccio is leaning in support for Select Board since it is becoming a commonly used term by other cities and towns across the Commonwealth. Ms. Braccio stated that at this Thursday's Advisory meeting, the goal is for the Board to take positions on the Articles. In the future, Ms. Braccio recommends votes by the Board either to support or defeat articles are included in the printed warrants. It supports transparency with the public. Mr. Dennington asked if there would be updated information on Article 4, the request to levy $85,000 for an IT server replacement. Ms. Braccio said an update would be provided at Thursday's Advisory meeting. Ms. Malinowski provided an update/overview of the Board of Health-Personnel Benefits. She said this article is to fully fund the Health Director and Public Health Nurse from 11/1/21-6/30/22. Both have contracts that are in place until 6/30/22. This article seeks to increase the budget to cover their salaries and benefits. Mr. Purple updated the Board about discussions with the Town Accountant regarding the Water Enterprise Fund and the annual assessment from the MWRA. The number budgeted by the Town was significantly higher than the assessment ($150,000). The correction of this accounting matter will be addressed in the article dealing with budget adjustments.

iv. Approval and signing of final warrant

Mr. Healey moved to approve and sign the final Warrant, as amended. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Mr. Healey, aye; Ms. Braccio, aye. (5-0-0). All members of the Board of Selectmen will be in tomorrow, October 5th, to sign the Warrant.

c. Continuation of Q4 Financial review –EEA Grant

As part of the FY21 budget review process, Ms. Malinowski has concerns about the EDC's consulting budget because almost all of the budget was used. Her understanding of the purpose of that budget is to apply for grants, including grants on Rt. 9. Ms. Malinowski determined approximately $2,500 in grant or town funds were spent on advocacy material for the Downtown District. Her understanding is that town funds, including reimbursements from grants, cannot be spent on advocacy for a position on a warrant article. She sought advice from Town Counsel and learned policy making boards can use such funds for advocacy for a position. Ms. Malinowski queried whether the EDC is considered a policy making board. She recommends the Board bring forward a policy to eliminate any ambiguity and ensure integrity and creditability of any grant processes that come before the Board. Mr. Healey asked what is the trigger for when funds can be used. Ms. Malinowski replied if materials advocate a position, that is the trigger, although she is not clear on the timing. She believes there should be a line drawn for anything that involves a public vote and would appreciate some guidance from Town Counsel. Mr. Dennington thinks boards in town may not be aware of this restriction and a simple educational process for town boards is important. The message is there is a policy which states town funds cannot be used to advocate for or against a position placed before the public. Mr. Stivers wanted to clarify that he feels it is important not to hinder boards that are problem solving. Educational materials/handouts for Town Meeting as to why a proposal is being brought forth seem reasonable. However, using town funds for advocacy does not. He wants to think about the issue a bit more. Ms. Braccio echoed Mr. Stivers's sentiments in that educational materials are different than advocacy materials. Ms. Braccio asked Ms. Malinowski to draft a potential Board policy addressing this issue. Mr. Healey inquired as to whether the materials in question have been distributed. Ms. Malinowski said she believes they have not. Mr. Healey suggested we inform the EDC of the situation and request they not distribute materials. Ms. Malinowski or Mr. Purple will follow up with the EDC.

d. Board of Health update

Dr. Fazen's report analyzing the structure and activities of the Board of Health is ongoing and the Board was notified he will be conducting a public forum on October 21, 2021 at 7pm via Zoom. It will be recorded. If anyone has questions, they can send them to Ms. Malinowski and she will ensure they are read into the public record. The forum will be advertised.

VII. Public Comment

Mr. Fling has concerns about the upcoming Town Meeting and the lack of visuals available for attendees. He suggests a QR code be printed in the Warrant as a potential solution to the lack of visuals. He also would like families to be seated next to one another. With regard to the Downtown District and the FAR chart that was shown, he would like future discussion to include consideration of .3 FAR. He believes .3 FAR may be too restrictive for expanded use.

Mr. Dennington stated in the Warrant, Part 7 adds the map. The map wasn't in the Warrant. Is this a separate article? Mr. Purple stated Town Counsel opined the map is a separate article but if the Board want to include in the Warrant, they can do so. Mr. Purple will reach out to Town Counsel for clarification and also query what vote must be taken at Town Meeting to amend the map. Mr. Purple also stated if the change is ministerial, there will be no need for Board to amend. Mr. Miller urges the Board to memorialize the Planning Board map prior to Town Meeting for sake of clarity. He also thanked Ms. Malinowski for her discussion on EDC funds relative to advocacy. He appreciated the information. Finally, he thanked Ms. Braccio for her clear facts with regard to the FAR discussion relative to the Downtown District. Her information provided much needed clarity.

VIII. Adjournment

Mr. Stivers moved to adjourn the meeting. The motion was seconded by Ms. Malinowski and voted all in favor by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Mr. Healey, aye; Ms. Malinowski, aye; Ms. Braccio, aye. The meeting was adjourned at 10:27PM.

Upcoming Meetings
October 19, 2021

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the October 5, 2021 BOS Meeting:

- BOS Downtown District Slides 10.5.21
- Draft Downtown District Bylaw v9 06.23.21 (BOS approved 06.29.21) (JC edits 09.15.21) (PB edits 09.20.21) (002)(EDC accepted 10.05.21)
- Pole Hearing - National Grid P11-5
- Citizen Activity Form, Neetu Sehgal
- Draft Comcast Cable Television Renewal License
- Memo from Edward J. Collins, Jr to MA State 911 Department 9.8.21
- Draft Regular Session Minutes 8.17.21
- Letter from Chief Achilles to BOS 9.28.21
- Letter from Brian Ballantine to All Departments 10.4.21

- Letter of Resignation, Andrew Pfaff, Capital Planning Committee 9.30.21
- Letter from Kate Carter to Mark Purple 10.1.21
- Special Town Meeting Warrant Draft 211001
- Letter from the EDC to BOS and Planning Board 9.27.21

TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS

147 Cordaville Road
Southborough, MA 01772

Tel: 508-485-1210
Fax: 508-229-4444

DATE: November 2, 2021

MEMORANDUM

TO: **Southborough Board of Selectmen**
CC: **Mark Purple, Town Administrator**
Chris Leroy, Tree Warden
FROM: **Karen Galligan, DPW Superintendent**
SUBJECT: **Tree Hearing Appeal – Downtown and Various Streets Project**

As you know, on November 1, 2021, the Tree Warden and the DPW held tree hearings for trees slated for removal due to the St. Mark's Street and Route 85 intersection reconfiguration and improvements project.

Prior to the end of the hearings the DPW received written objections to the removal of all of the trees. The DPW has sent a public hearing advertisement to the Metrowest Daily News advertising the appeal hearing with the Selectmen. The ad will run on November 4th and 8th. That hearing will be remote on November 16th at 7:30. I have attached the information used for the original tree hearing, notes from that hearing, and the project plan referenced at the hearing.

I have also attached other relevant pages regarding the approved work for the intersection improvement, including the new intersection layout, sidewalks on St. Mark's Street, the approved sidewalks on Marlborough Road, drainage, the park layout and the park planting plan. The Town's accepted Complete Streets Priority Plan and the Sidewalk Construction Recommendation Committee's Report are attached as well. Both of these aforementioned plans/reports identify Marlborough Road as a priority for sidewalk construction.

Also, I just want to make sure the Board recognizes that the St. Mark's Street/Route 85 intersection project is the third, of four, locations in the Town's awarded Downtown and Various Streets Project contract. Each section was vetted separately or as part of the Main Street Reconstruction TIP project. The other locations in the current Downtown and Various Streets Project contract are:

- **L1** Downtown Main Street, including water main replacement, drainage work, sidewalks and paving from the eastern end of the Main Street Reconstruction TIP Project, at Park Street, east past the train tracks to the intersection with Boston Road, then North down Newton Street to the Medical Building.
- **L2** Sidewalk improvements on Cordaville Road heading south from the southern end of the Main Street Reconstruction TIP Project to the northern Cemetery entrance.
- **L4** The project also includes intersection improvements to the Flagg Road/Deerfoot Road intersection, as recommended by the 2016 Flagg Road Safety Study.

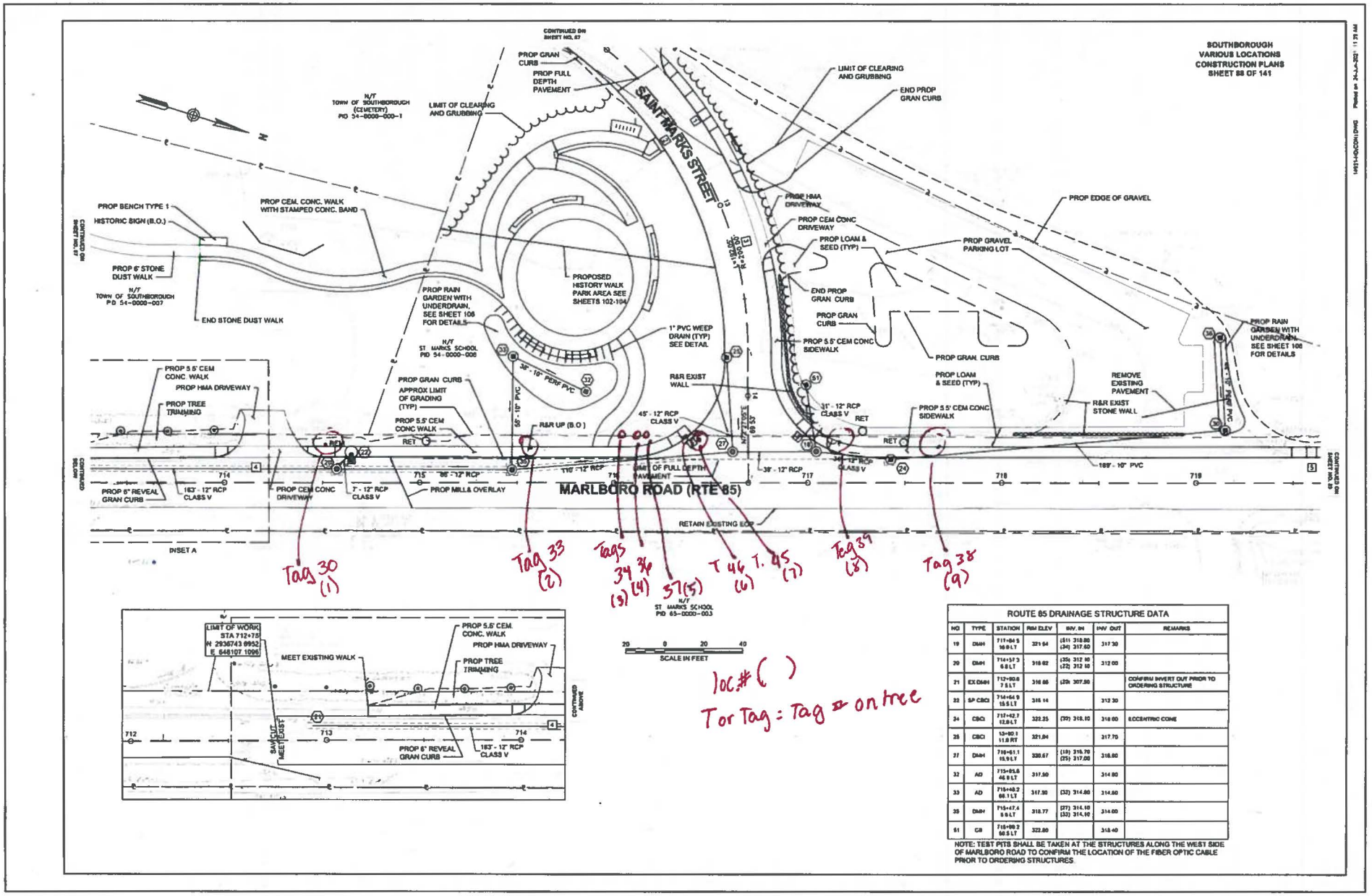
The full set of plans can be viewed, as bid, on the Town's website at:
https://www.southboroughtown.com/sites/g/files/vyhlif7351/f/uploads/plans_0.pdf

I hope that this information helps with the Board's tree hearing appeals, gives the Board, and the public, context for the St. Mark's Street intersection part of the contract, as well as context for the overall Downtown and Various Streets Project contract.

TREE HEARING LIST

Hearing Date: November 1, 2021

Tag #	Plan Loc #	Street	Tree Type	Diameter Size	Comments	Vote
30	1	Marlboro Rd	Ash	12"	Dying Tree - in future sidewalk	Remove
33	2	Marlboro Rd	Oak	12"	Tree is in the sidewalk and directly next to utility pole	Remove
34	3	Marlboro Rd	Oak	10"	Tree root system will be effected by sidewalk installation	Remove
36	4	Marlboro Rd	Oak	8"	Tree root system will be effected by sidewalk installation	Remove
37	5	Marlboro Rd	Oak	8"	Tree root system will be effected by sidewalk installation	Remove
45	6	Marlboro Rd	Oak	36"	Tree is in the relocated intersection/road	Remove
46	7	Marlboro Rd	Oak	5"	Tree is in the relocated intersection/road	Remove
39	8	Marlboro Rd	Ash	14" dbl	Double trunked tree, in sidewalk	Remove
38	9	Marlboro Rd	Maple	12"	Dying Tree - in future sidewalk	Remove


SOUTHBOROUGH
VARIOUS LOCATIONS
CONSTRUCTION PLANS
SHEET 88 OF 141
SAINT MARKS STREET
MARLBORO ROAD (RTE 85)
LIMIT OF CLEARING AND GRUBBING
END PROP GRAN CURB
PROP GRAN CURB
PROP FULL DEPTH PAVEMENT
PROP BENCH TYPE 1
HISTORIC SIGN (B.O.)
PROP 6' STONE DUST WALK
END STONE DUST WALK
PROP CEM. CONC. WALK WITH STAMPED CONC. BAND
PROPOSED HISTORY WALK PARK AREA SEE SHEETS 102-104
PROP RAIN GARDEN WITH UNDERDRAIN, SEE SHEET 106 FOR DETAILS
PROP HMA DRIVEWAY
PROP CEM CONC DRIVEWAY
PROP LOAM & SEED (TYP)
PROP GRAVEL PARKING LOT
PROP EDGE OF GRAVEL
1" PVC WEEP DRAIN (TYP) SEE DETAIL
PROP 5.5' CEM CONC SIDEWALK
R&R EXIST WALL
REMOVE EXISTING PAVEMENT
R&R EXIST STONE WALL
PROP 5.5' CEM CONC WALK
PROP TREE TRIMMING
PROP GRAN CURB
APPROX LIMIT OF GRADING (TYP)
R&R UP (B.O.)
PROP 6" REVEAL GRAN CURB
PROP CEM CONC DRIVEWAY
PROP MILL & OVERLAY
RETAIN EXISTING EOP
INSET A
LIMIT OF WORK STA 712+75 N 2936743.9952 E 648107.1096
MEET EXISTING WALK
SAWCUT MEET EXIST
ROUTE 85 DRAINAGE STRUCTURE DATA
NO | TYPE | STATION | RIM ELEV | INV. IN | INV. OUT | REMARKS
19 | DMH | 711+84.5 16.9 LT | 321.94 | (611) 318.80 (34) 317.60 | 317.30 |
20 | DMH | 714+57.3 6.8 LT | 318.62 | (35) 312.10 (72) 312.10 | 312.00 |
21 | EX DMH | 712+80.6 7.5 LT | 316.66 | (20) 307.30 | | CONFIRM INVERT OUT PRIOR TO ORDERING STRUCTURE
22 | SP CBCI | 714+64.9 19.5 LT | 316.14 | | 312.30 |
24 | CBCI | 717+42.7 12.0 LT | 322.25 | (39) 318.10 | 318.00 | ECCENTRIC CONE
25 | CBCI | 13+80.1 11.8 RT | 321.84 | | 317.70 |
27 | DMH | 716+61.1 16.9 LT | 320.67 | (18) 316.70 (25) 317.00 | 316.80 |
32 | AD | 715+05.6 46.8 LT | 317.30 | | 314.80 |
33 | AD | 715+48.2 68.1 LT | 317.30 | (32) 314.80 | 314.80 |
35 | DMH | 715+47.4 9.6 LT | 318.77 | (27) 314.10 (33) 314.10 | 314.05 |
51 | CB | 715+89.2 50.5 LT | 322.80 | | 318.40 |
NOTE: TEST PITS SHALL BE TAKEN AT THE STRUCTURES ALONG THE WEST SIDE OF MARLBORO ROAD TO CONFIRM THE LOCATION OF THE FIBER OPTIC CABLE PRIOR TO ORDERING STRUCTURES.
Tag 30 (1)
Tag 33 (2)
Tag 5 (3)
34 (4)
36 (5)
T 46 (6)
T. 45 (7)
Tag 39 (8)
Tag 38 (9)
loc.#( )
T or Tag: Tag = on tree

TREE REMOVAL HEARING

LEGAL NOTICE
PUBLIC HEARING NOTICE
for TREE REMOVAL HEARING

The Southborough Tree Warden, under the requirements of the Massachusetts General Laws, Chapter 87, Section 3, (cutting of Public Shade Trees; Hearing; Damages) will conduct a public hearing on **Monday, November 1, 2021 at 12:00 PM** outside at the north end of the Southborough Library Parking Lot, 25 Main Street to discuss the removal of nine (9) trees located on Marlborough Road. The trees range in size from six inch (6") to thirty-six inch (36") and consist of one (1) elm tree, one (1) maple tree, two (2) ash trees (one double trunked) and five (5) oak trees. Each tree is posted. A complete list of the proposed tree removal locations, species, size and pictures can also be found at https://www.southboroughtown.com/tree-grounds.

Any person wishing to be heard on the proposed plan should appear at the time and place designated. Objection to the proposed removals may be made in writing prior to, or at the hearing.

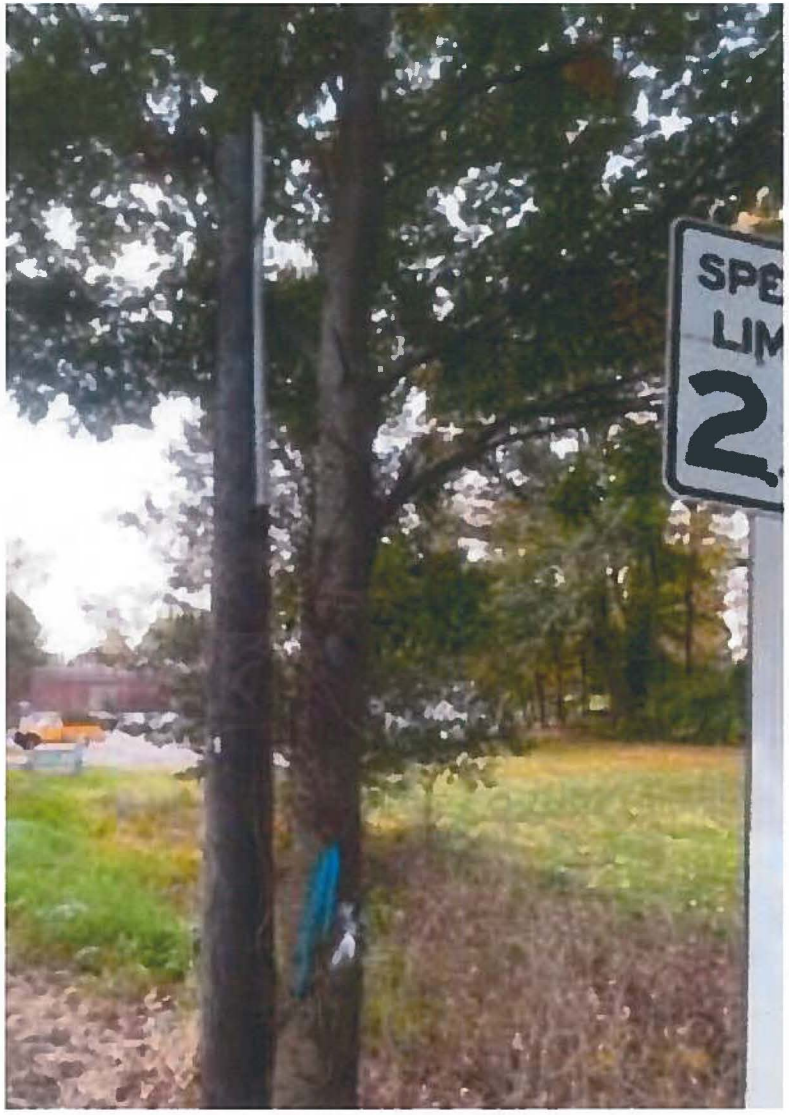
Christopher Leroy
Tree Warden

Karen Galligan,
DPW Superintendent

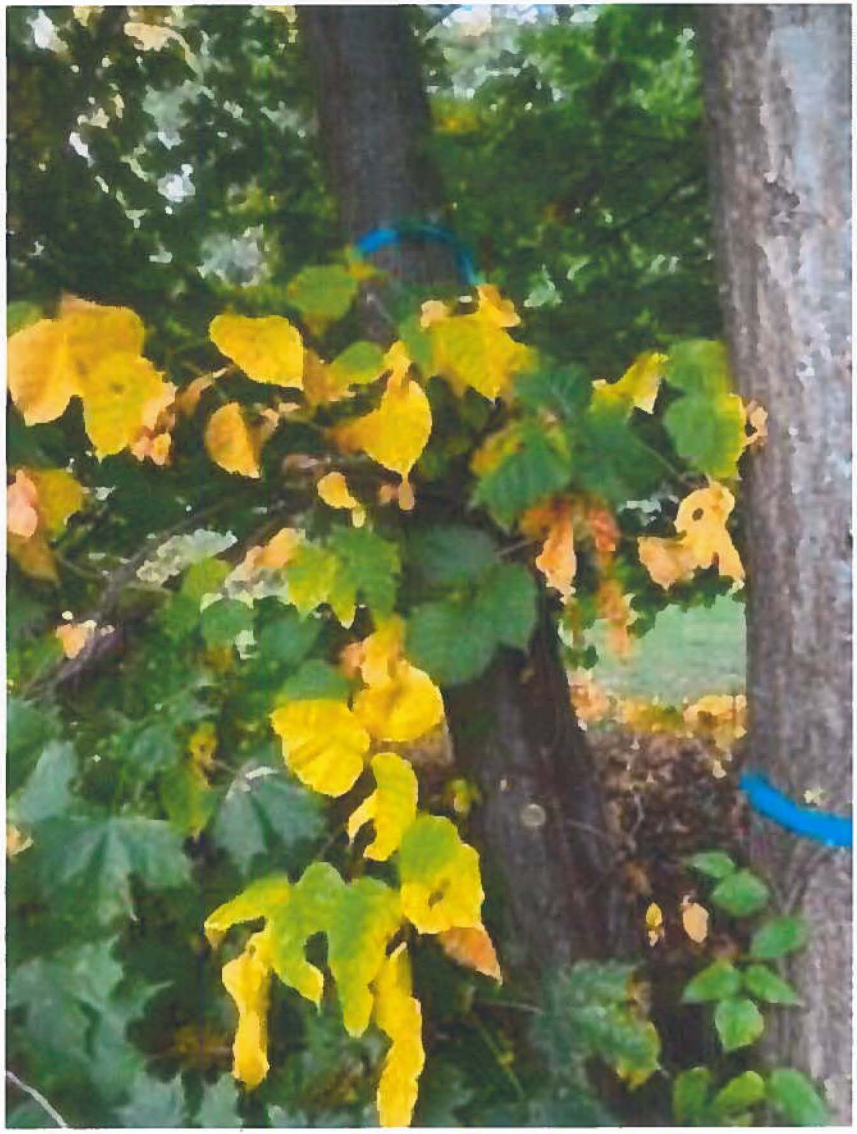
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MWDN 10/23, 10/25/21



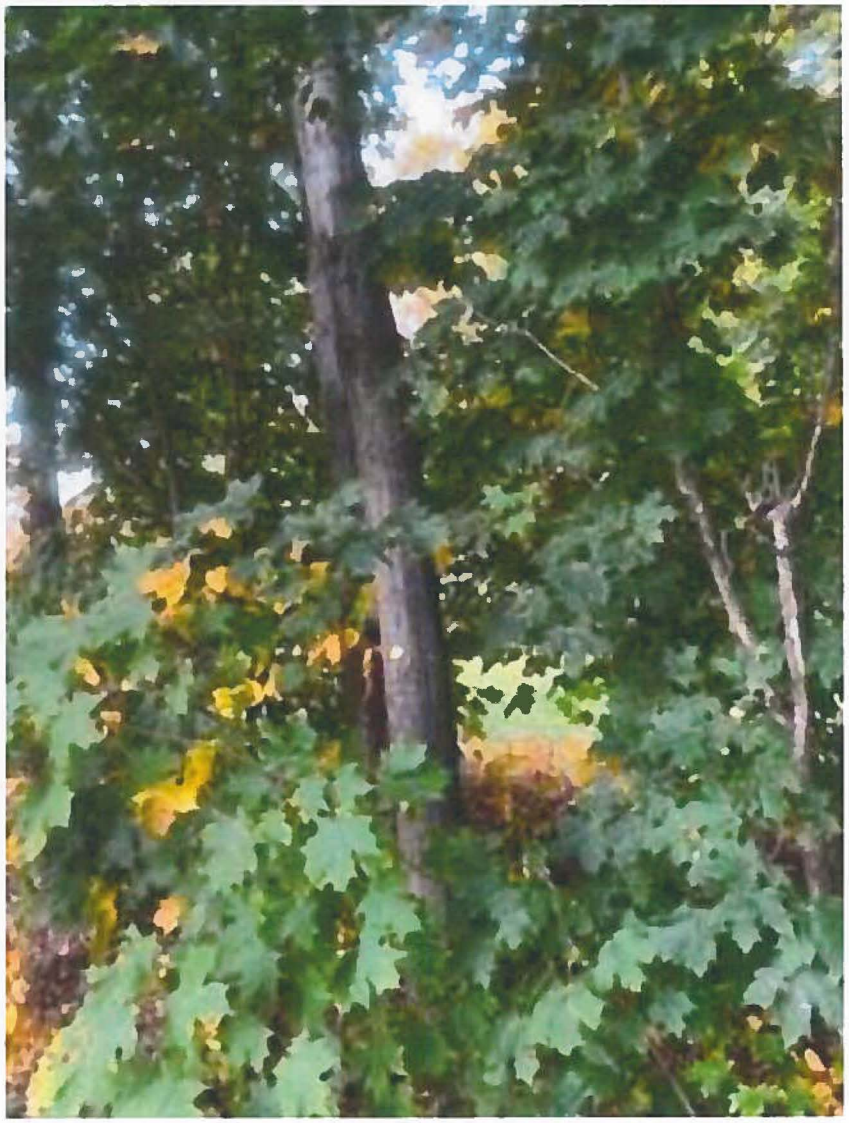
16” Ash – Tag 30



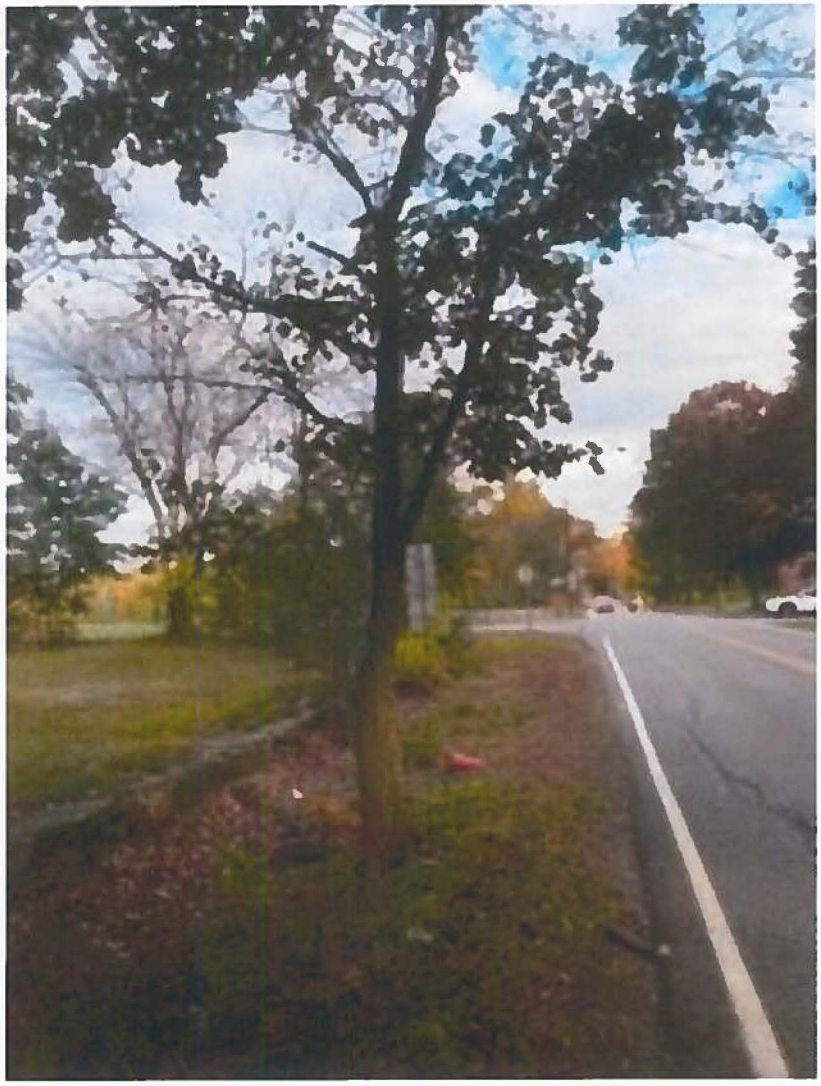
12” Oak – Tag 33



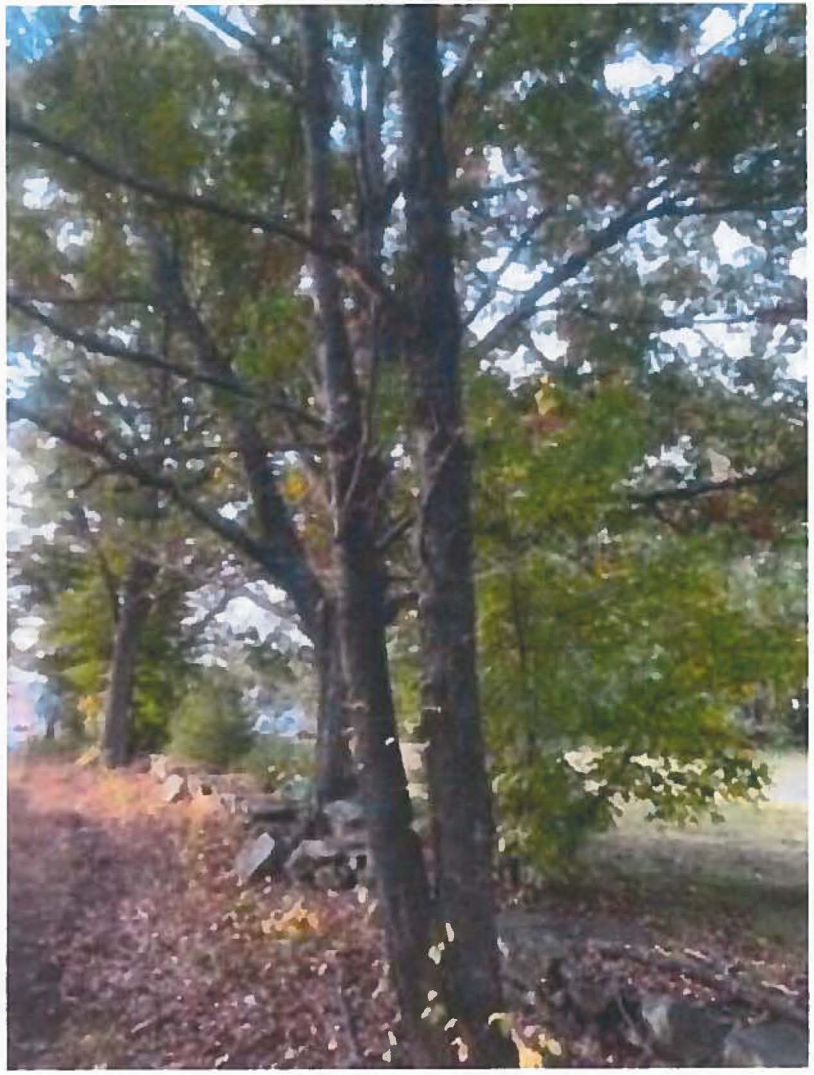
8” Oak – Tag 37



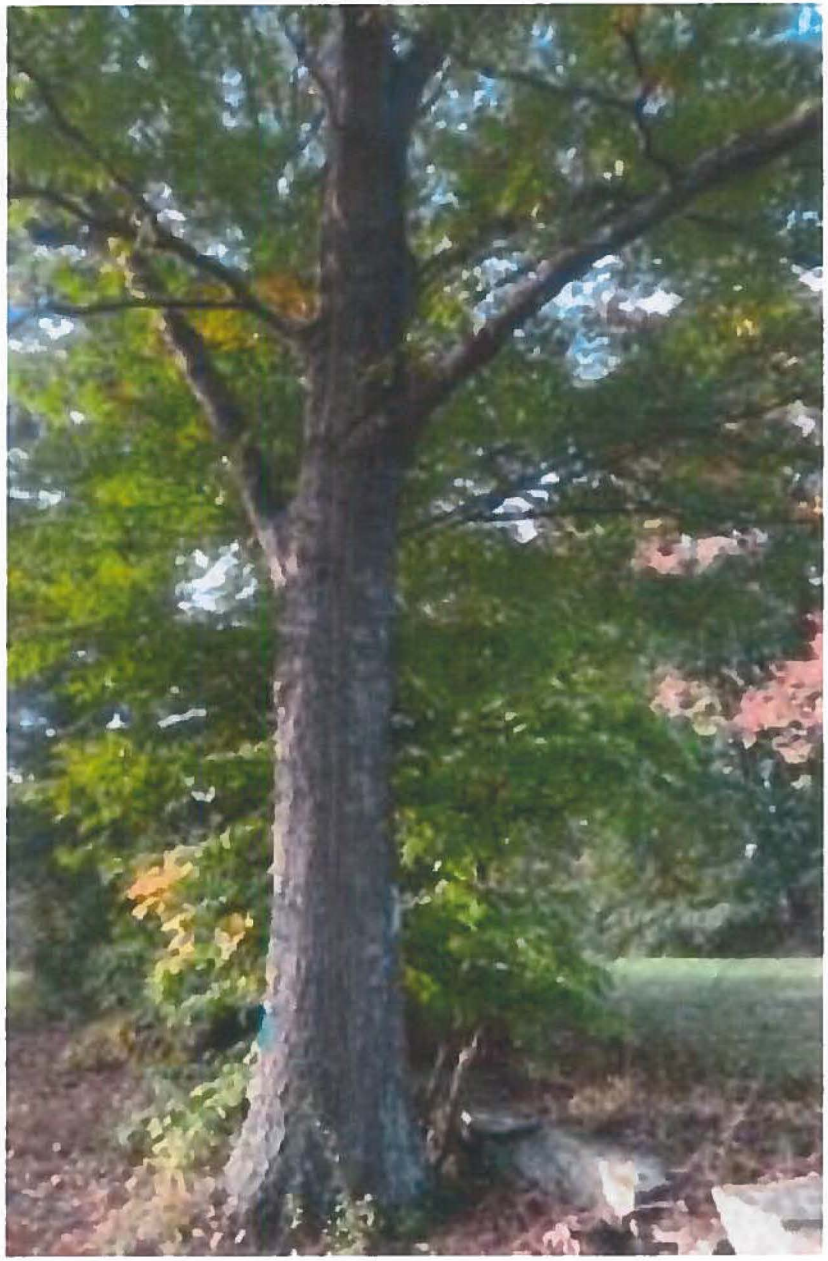
8” Oak – Tag 36



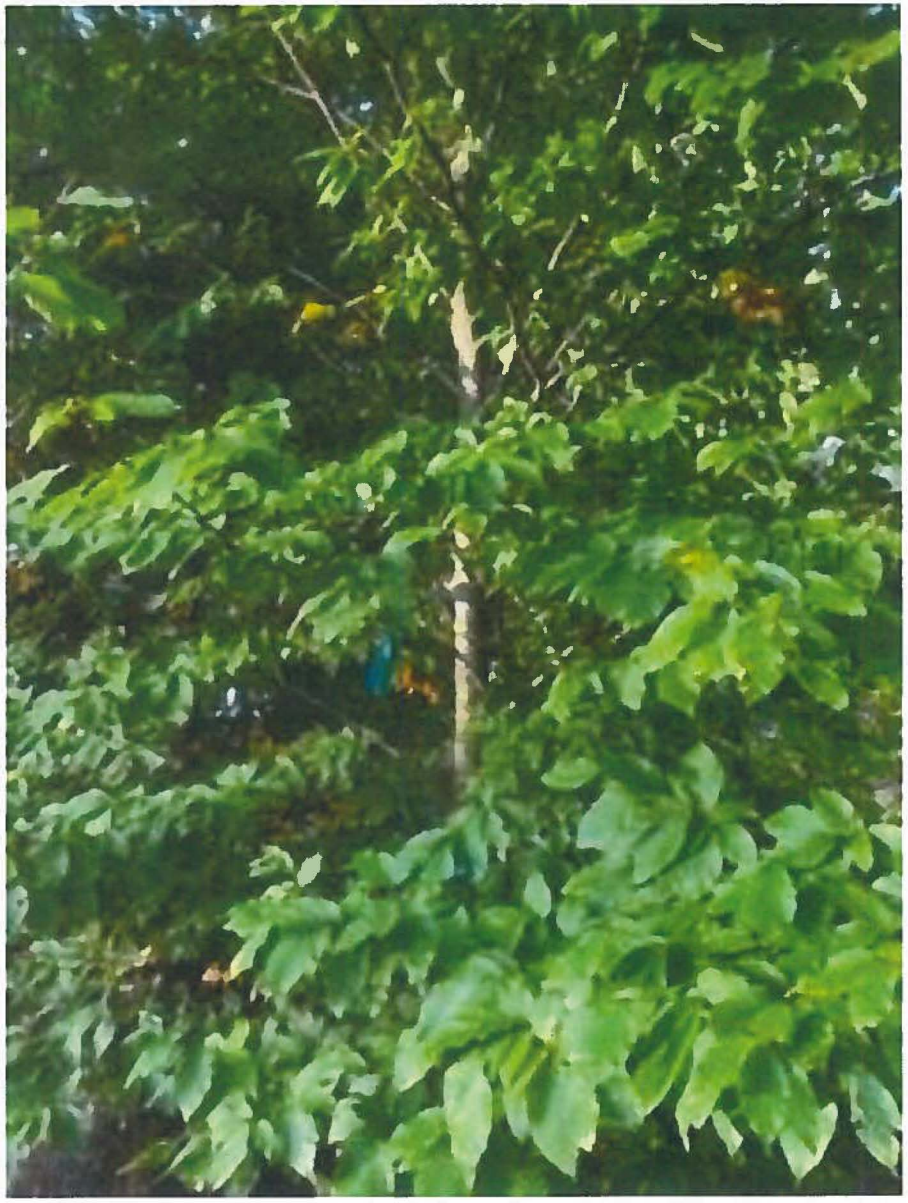
12” Maple – Tag 38



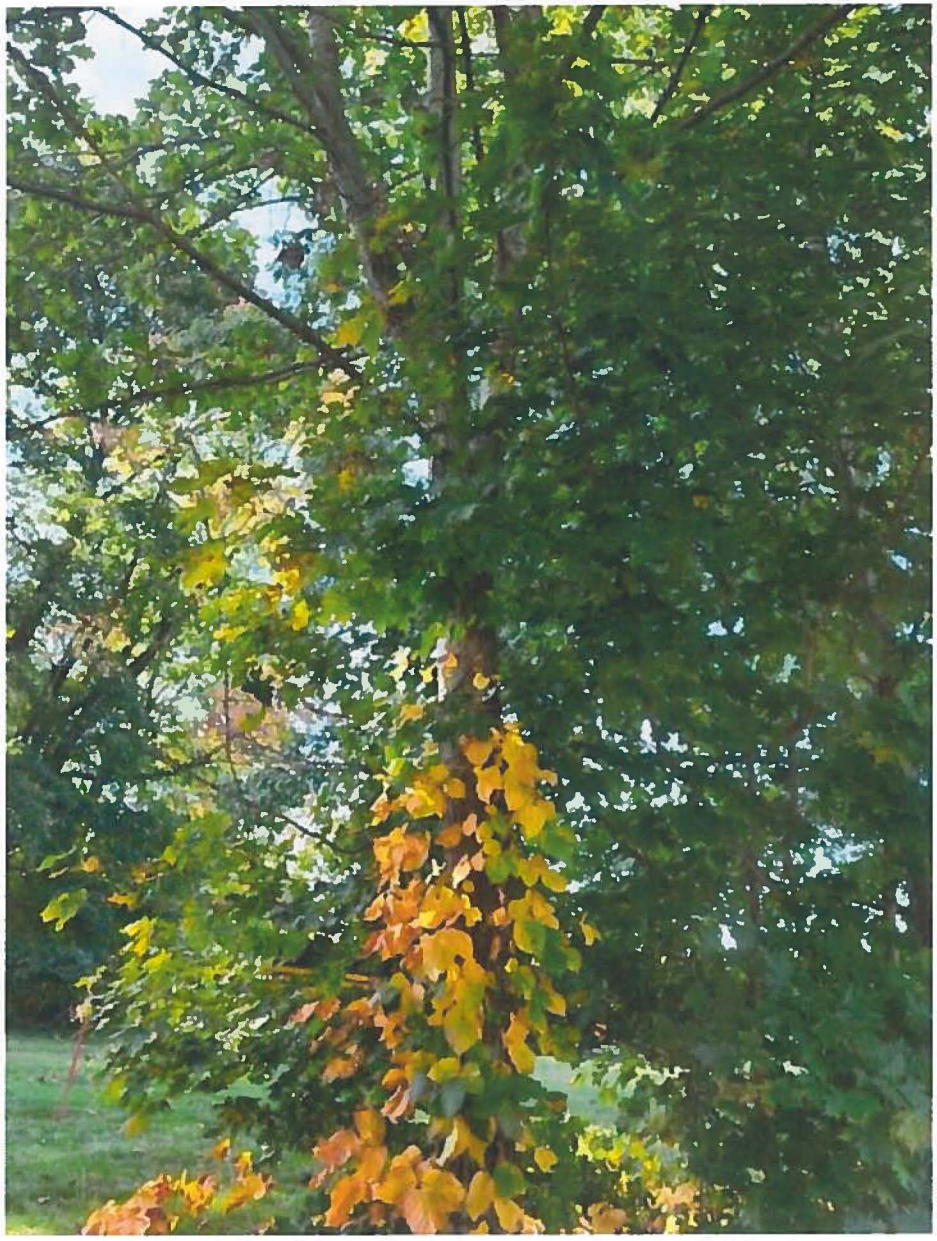
28” Ash (double) – Tag 39



36” Oak – Tag 45



5” Oak – Tag 46



10” Oak – Tag 34

Town of Southborough Massachusetts
Department of Public Works
147 Cordaville Road, Southborough, MA 01772

Christopher Leroy
Tree Warden

Karen Galligan
DPW Superintendent

TREE REMOVAL HEARING

on November 1, 2021 (Rain or Shine)

Proposed Tree Removal

Time of Hearing:	**12:00 pm**
Location:	**Outside at north end of the Southborough Library Parking Lot, 25 Main Street**
Tree Size/Species/Tag #:	**16" Ash / Tag 30** ✓
Reason for Removal:	**Road and Intersection Improvement**

OBJECTIONS TO THE REMOVAL OF THIS TREE MUST BE RECEIVED IN WRITING, BY THE TREE WARDEN, OR DPW SUPERINTENDENT, EITHER AT THE DPW OFFICE, LISTED ABOVE, OR BY EMAIL, AT THE BELOW LISTED EMAIL *PRIOR TO THE HEARING* AT 12:00 PM ON NOVEMBER 1, 2021.

P. 508-485-1210/F. 508-983-7754
kgalligan@southboroughma.com

Town of Southborough Massachusetts
Department of Public Works
147 Cordaville Road, Southborough, MA 01772

Christopher Leroy
Tree Warden

Karen Galligan
DPW Superintendent

TREE REMOVAL HEARING

on November 1, 2021 (Rain or Shine)

Proposed Tree Removal

Time of Hearing:	**12:00 pm**
Location:	**Outside at north end of the Southborough Library Parking Lot, 25 Main Street**
Tree Size/Species/Tag #:	**12" Oak / Tag 33✓**
Reason for Removal:	**Road and Intersection Improvement**

OBJECTIONS TO THE REMOVAL OF THIS TREE MUST BE RECEIVED IN WRITING, BY THE TREE WARDEN, OR DPW SUPERINTENDENT, EITHER AT THE DPW OFFICE, LISTED ABOVE, OR BY EMAIL, AT THE BELOW LISTED EMAIL *PRIOR TO THE HEARING* AT 12:00 PM ON NOVEMBER 1, 2021.

P. 508-485-1210/F. 508-983-7754
kgalligan@southboroughma.com

Town of Southborough Massachusetts
Department of Public Works
147 Cordaville Road, Southborough, MA 01772

Christopher Leroy
Tree Warden

Karen Galligan
DPW Superintendent

TREE REMOVAL HEARING

on November 1, 2021 (Rain or Shine)

Proposed Tree Removal

Time of Hearing:	**12:00 pm**
Location:	**Outside at north end of the Southborough Library Parking Lot, 25 Main Street**
Tree Size/Species/Tag #:	**8" Oak / Tag 36** ✓
Reason for Removal:	**Road and Intersection Improvement**

OBJECTIONS TO THE REMOVAL OF THIS TREE MUST BE RECEIVED IN WRITING, BY THE TREE WARDEN, OR DPW SUPERINTENDENT, EITHER AT THE DPW OFFICE, LISTED ABOVE, OR BY EMAIL, AT THE BELOW LISTED EMAIL *PRIOR TO THE HEARING* AT 12:00 PM ON NOVEMBER 1, 2021.

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DPW Superintendent

TREE REMOVAL HEARING

on November 1, 2021 (Rain or Shine)

Proposed Tree Removal

Time of Hearing:	**12:00 pm**
Location:	**Outside at north end of the Southborough Library Parking Lot, 25 Main Street**
Tree Size/Species/Tag #:	**8" Oak / Tag 37** ✓
Reason for Removal:	**Road and Intersection Improvement**

OBJECTIONS TO THE REMOVAL OF THIS TREE MUST BE RECEIVED IN WRITING, BY THE TREE WARDEN, OR DPW SUPERINTENDENT, EITHER AT THE DPW OFFICE, LISTED ABOVE, OR BY EMAIL, AT THE BELOW LISTED EMAIL *PRIOR TO THE HEARING* AT 12:00 PM ON NOVEMBER 1, 2021.

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Tree Warden

Karen Galligan
DPW Superintendent

TREE REMOVAL HEARING

on November 1, 2021 (Rain or Shine)

Proposed Tree Removal

Time of Hearing:	**12:00 pm**
Location:	**Outside at north end of the Southborough Library Parking Lot, 25 Main Street**
Tree Size/Species/Tag #:	**12" Maple / Tag 38**
Reason for Removal:	**Road and Intersection Improvement**

OBJECTIONS TO THE REMOVAL OF THIS TREE MUST BE RECEIVED IN WRITING, BY THE TREE WARDEN, OR DPW SUPERINTENDENT, EITHER AT THE DPW OFFICE, LISTED ABOVE, OR BY EMAIL, AT THE BELOW LISTED EMAIL *PRIOR TO THE HEARING* AT 12:00 PM ON NOVEMBER 1, 2021.

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DPW Superintendent

TREE REMOVAL HEARING

on November 1, 2021 (Rain or Shine)

Proposed Tree Removal

Time of Hearing:	**12:00 pm**
Location:	**Outside at north end of the Southborough Library Parking Lot, 25 Main Street**
Tree Size/Species/Tag #:	**28" Ash / Tag 39 (double)** ✓
Reason for Removal:	**Road and Intersection Improvement**

OBJECTIONS TO THE REMOVAL OF THIS TREE MUST BE RECEIVED IN WRITING, BY THE TREE WARDEN, OR DPW SUPERINTENDENT, EITHER AT THE DPW OFFICE, LISTED ABOVE, OR BY EMAIL, AT THE BELOW LISTED EMAIL *PRIOR TO THE HEARING* AT 12:00 PM ON NOVEMBER 1, 2021.

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DPW Superintendent

TREE REMOVAL HEARING

on November 1, 2021 (Rain or Shine)

Proposed Tree Removal

Time of Hearing:	**12:00 pm**
Location:	**Outside at north end of the Southborough Library Parking Lot, 25 Main Street**
Tree Size/Species/Tag #:	**36" Oak / Tag 45** ✓
Reason for Removal:	**Road and Intersection Improvement**

OBJECTIONS TO THE REMOVAL OF THIS TREE MUST BE RECEIVED IN WRITING, BY THE TREE WARDEN, OR DPW SUPERINTENDENT, EITHER AT THE DPW OFFICE, LISTED ABOVE, OR BY EMAIL, AT THE BELOW LISTED EMAIL *PRIOR TO THE HEARING* AT 12:00 PM ON NOVEMBER 1, 2021.

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Tree Warden

Karen Galligan
DPW Superintendent

TREE REMOVAL HEARING

on November 1, 2021 (Rain or Shine)

Proposed Tree Removal

Time of Hearing:	**12:00 pm**
Location:	**Outside at north end of the Southborough Library Parking Lot, 25 Main Street**
Tree Size/Species/Tag #:	**5" Elm, / Tag 46** ✓
Reason for Removal:	**Road and Intersection Improvement**

OBJECTIONS TO THE REMOVAL OF THIS TREE MUST BE RECEIVED IN WRITING, BY THE TREE WARDEN, OR DPW SUPERINTENDENT, EITHER AT THE DPW OFFICE, LISTED ABOVE, OR BY EMAIL, AT THE BELOW LISTED EMAIL *PRIOR TO THE HEARING* AT 12:00 PM ON NOVEMBER 1, 2021.

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147 Cordaville Road, Southborough, MA 01772

Christopher Leroy
Tree Warden

Karen Galligan
DPW Superintendent

TREE REMOVAL HEARING

on November 1, 2021 (Rain or Shine)

Proposed Tree Removal

Time of Hearing:	**12:00 pm**
Location:	**Outside at north end of the Southborough Library Parking Lot, 25 Main Street**
Tree Size/Species/Tag #:	**10" Oak / Tag 34** ✓
Reason for Removal:	**Road and Intersection Improvement**

OBJECTIONS TO THE REMOVAL OF THIS TREE MUST BE RECEIVED IN WRITING, BY THE TREE WARDEN, OR DPW SUPERINTENDENT, EITHER AT THE DPW OFFICE, LISTED ABOVE, OR BY EMAIL, AT THE BELOW LISTED EMAIL *PRIOR TO THE HEARING* AT 12:00 PM ON NOVEMBER 1, 2021.

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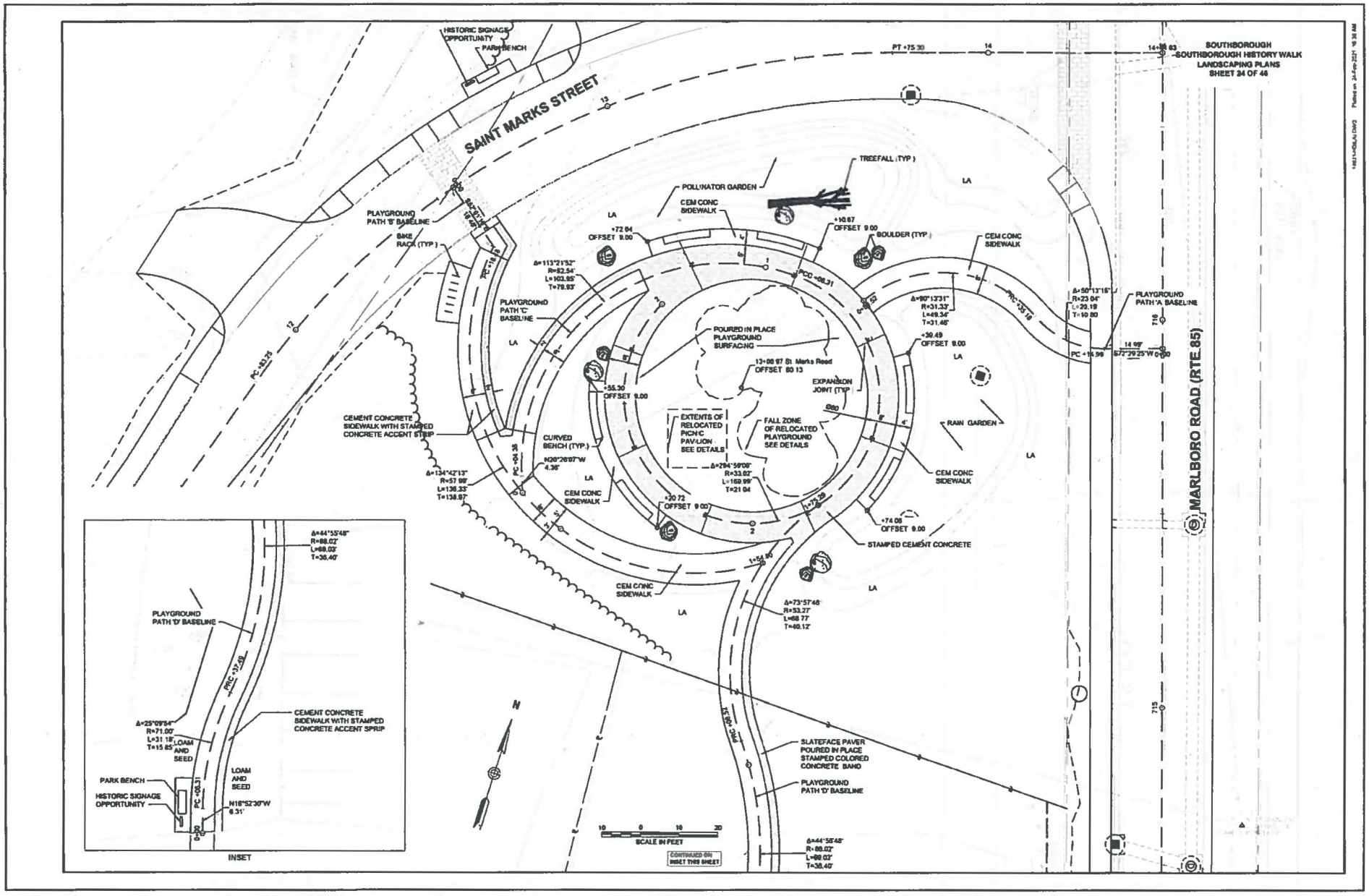
Southborough Complete Streets Prioritization Evaluation Matrix: *DRAFT January 22, 2023*

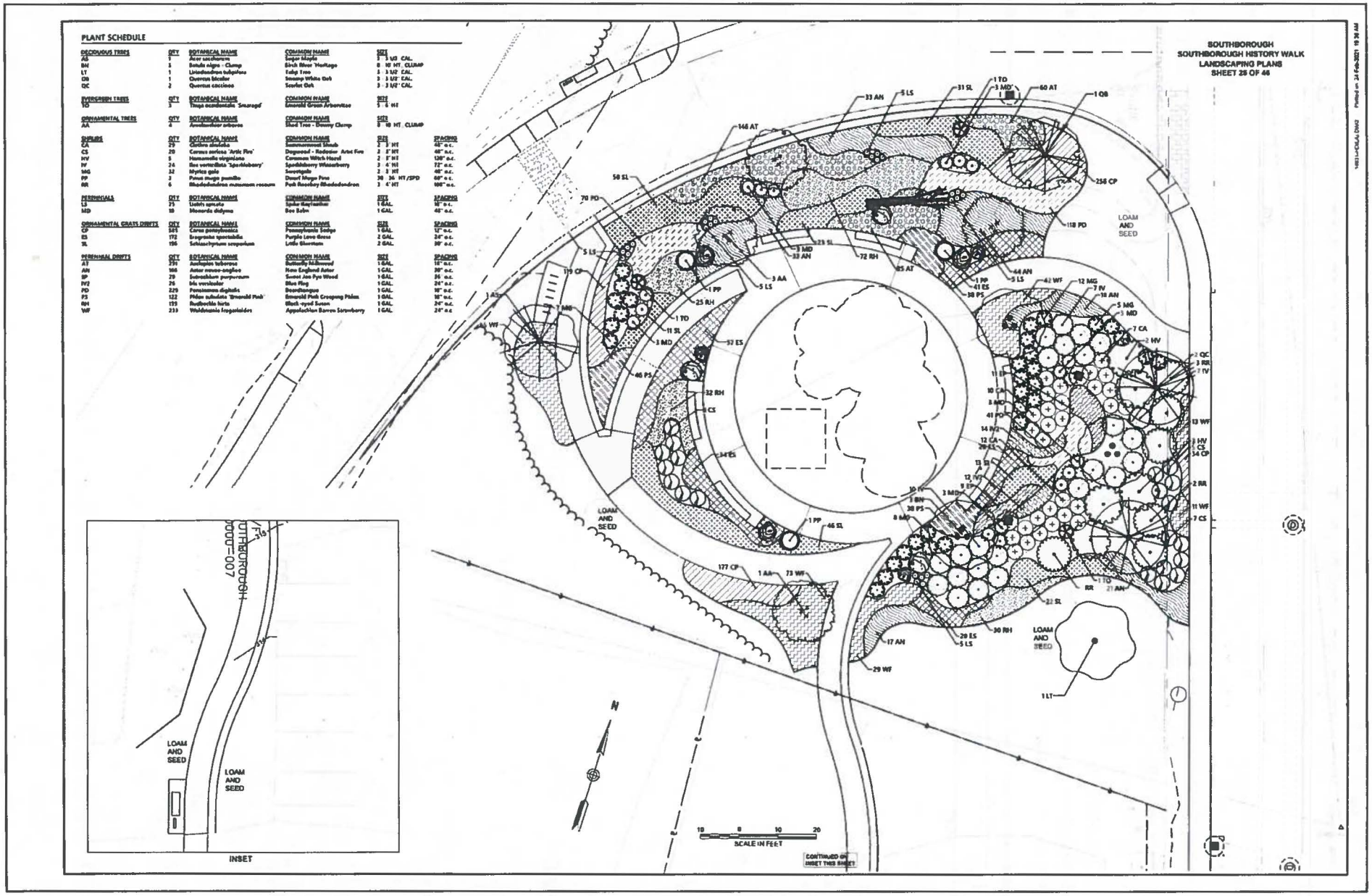
Revised ID	ID	Project Description	Roadway	Project Elements (S - Traffic & Safety, B - Bicycle, P - Pedestrian, T - Transit)	Roadway Functional Classification	Criteria														Funding Sources					
						1. Traffic Volumes	2. Pedestrian/ Bicycle Activity	3. Vehicle Speeds	4. Crash History (2015 to 2020)	5. Connections to Key Nodes	6. Available ROW/ Roadways	7. Environmental Impacts	8. Constructability	9. Project Cost	10. Context Sensitive Design	Total Score (out of 50)	Weighted Total Score (out of 30)	RANKING	WEIGHTED RANKING	Notes	Project Cost	Complete Streets Funding	Other Funding	Project Start Location: X,Y Coordinates (MA State Plane meter)	Project End Location: X,Y Coordinates (MA State Plane meter)
		Weighted Criteria				0.5	1	0.5	0.85	1	0.85	0.75	0.75	0.75	0.5										
		Main Street Bicycle Lanes		S1 - Pavement markings or signage that provides a new separate accommodation for bicycle, pedestrian or transit modes	A	3	3	5	5	2	5	5	5	5	5	43	31.25	1	1	Sears Road to Westborough T.L. (State Owned)	$ -				
		River St & Southville Rd Signal Improvements	River Street / Southville Rd	P2, Providing ADA/AAB Compliant Curb Ramps, P13 - New pedestrian accommodations at existing traffic signals	A	4	3	4	4	5	5	4	2	5	5	41	30.4	3	2	Southville Road east of River Street is State Owned.	$ -				
		Southborough MBTA Station Pedestrian Improvements	River Street	P2 - Providing ADA/AAB compliant curb ramps, P3 - Detectable warning surfaces, T1 - Improving transit connections for pedestrians including: ramps, providing and/or moving crosswalks, signing	A	4	3	4	4	5	5	4	2	5	5	41	30.4	3	2	River Street is State Owned	$ -				
		Sudbury Reservoir Trail Crossing	Framingham Road	P2 - Providing ADA/AAB compliant curb ramps, P12 - New or improved crossing treatments at intersections, midblock, etc. including RRFB's and HAWK signals,	A	5	2	5	2	5	5	3	5	5	5	42	30.2	2	4	From Causeway to Woodward School	$ -				
		Southborough History Walk	St Mark's Street, Common Street, Marlboro Road	P6 - Providing pedestrian buffer zones, PO - Pedestrian Facilities - Other	A	3	4	4	3	5	5	3	3	1	5	36	27.05	5	5	Sidewalk connections and gathering areas at intersection of St Marks St & Marlboro Rd	$ -				
		Main Street Rail Crossing	Main Street (Route 30)	T6 - Railroad at-grade crossing upgrades, P2 - Providing ADA/AAB compliant curb ramps	A	3	4	1	1	5	5	5	2	1	5	32	24.6	8	6		$ -				
		Northboro Road Shared Use Path	Northboro Rd - Chestnut Hill to Marlborough CL	B10 - New shared use paths	A	3	2	5	5	5	3	2	2	1	5	33	24.05	6	7		$ -				
	3	Sudbury Reservoir Trail Connection	Cordaville Rd (Rte 85)	P2 - Providing ADA/AAB compliant curb ramps, P5 - Providing new sidewalks, P12 - New or improved crossing treatments at intersections, midblock, etc. including RRFB's and HAWK signals,	A	4	3	4	4	2	4	2	2	4	4	33	23.8	6	8	Sidewalk from Causeway to Woodward School	$ -				
	16	Route 85 North/South Pedestrian Connection	Cordaville Rd (Rte 85)	P5 - Providing new sidewalks	A	4	3	4	4	5	3	1	1	1	4	30	22.2	9	9	Sudbury Reservoir Trail Crossing to Town Center Plaza (Rte 9 Int State Owned)	$ -				
	2	Newton Street Complete Streets Improvements	Newton Street	P2 - Providing ADA/AAB compliant curb ramps, P5 - Providing new sidewalks, B5 - Providing bicycle-safe drain grates and other hardware, B8 - Shared lane markings (sharrows)	A	2	3	4	3	5	1	4	2	1	5	30	22.15	9	10		$ -				
		Route 85 Complete Streets Improvements	River Street / Cordaville Road (Route 85)	P2 - Providing ADA/AAB compliant curb ramps, P10 - Widening existing sidewalks, P5 - Providing new sidewalks, P13 - New pedestrian accommodations at existing traffic signals, B2 Designated bicycle lanes, B5 - Providing bicycle-safe drain grates and other hardware, B8 - Shared lane markings (sharrows), S12 - Roadway resurfacing or micro surfacing if restriping for new bicycle lanes	A	4	3	4	4	5	1	2	2	1	4	30	22	9	11	Southville Road to Richards Road	$ -				
		Richards Road & Cordaville Road Safety Improvements	Cordaville Road (Route 85) / Richards Road	S13 - Intersection Reconstruction, P5 Providing new sidewalks, P13 - New pedestrian accommodations at existing traffic signals	A	4	3	4	4	5	1	2	2	1	4	30	22	9	11		$ -				
	4	Oak Hill Road	Oak Hill Road	P5 - Providing new sidewalks	A	2	3	4	4	5	1	3	2	1	3	28	21.25	15	13		$ -				
		Boston Road Bicycle Lanes	Boston Road (Rte 30) - Main Street to Framingham Rd	B2 Designated bicycle lanes, B5 - Providing bicycle-safe drain grates and other hardware, B8 - Shared lane markings (sharrows), S12 - Roadway resurfacing or micro surfacing if restriping for new bicycle lanes	A	4	2	2	4	5	1	3	2	2	1	28	21	15	14		$ -				
	9	Flagg Road	Flagg Road	P5 - Providing new sidewalks	C	1	4	2	4	5	1	3	2	1	3	26	20.75	23	15		$ -				
	28	Pine Hill Road	Pine Hill Road	P5 - Providing new sidewalks	C	2	2	3	5	5	1	3	2	1	3	27	20.6	19	16		$ -				
	15	Marlboro Rd (west of Framingham Rd)	Marlboro Rd (west of Framingham Rd)	P5 - Providing new sidewalks	A	5	3	5	5	2	1	2	2	1	3	29	20.35	13	17		$ -				
	1	Marlboro Road (Rte 85) Complete Streets Improvements - South	Marlboro Rd (Rte 85), north of Rte 30	P2 - Providing ADA/AAB compliant curb ramps, P5 - Providing new sidewalks, B5 - Providing bicycle-safe drain grates and other hardware, B8 - Shared lane markings (sharrows)	A	3	4	4	3	4	1	2	2	1	3	27	20.15	19	18	Sidewalk on/ north of RR bridge	$ -				
	7	Main Street Shared Use Path	Main Street (Route 30) - west of Sears Rd	B10 - New shared use paths	A	3	3	5	5	2	1	3	2	1	3	28	20.1	15	19	Sears Road to Westborough T.L. (State Owned)	$ -				
		West Bike Loop	Northboro Road, Chestnut Hill Road & Johnson Road	S10 - Road diets, B10 - New shared use paths	C	2	2	5	2	1	4	2	3	3	5	29	20.1	13	19	Assumes Northboro Rd btwn Johnson Rd & Main St is one-way	$ -				
	43	9/11 Field Pedestrian Connection	Acrebridge Road	P5 - Providing new sidewalks	C	3	3	2	1	5	3	1	2	3	3	26	19.9	23	21		$ -				
	21	Northboro Road	Northboro Road	P5 - Providing new sidewalks	A	3	1	4	5	5	1	2	2	1	3	27	19.85	19	22		$ -				
	41	Route 30, Framingham Town Line to Meadow St	Route 30, Framingham Town Line to Meadow St	P5 - Providing new sidewalks	A	5	1	4	5	3	1	3	2	1	3	28	19.6	15	23	State Owned	$ -				
	35	Woodland Road (north of I-90)	Woodland Road (north of I-90)	P5 - Providing new sidewalks	C	2	2	3	3	5	1	3	2	1	3	25	18.9	25	24		$ -				
	20	Sears Road	Sears Road	P5 - Providing new sidewalks	L	1	3	2	4	4	1	3	2	1	3	24	18.75	26	25		$ -				
	11	Parkerville Rd (south Rte 9, north I-90)	Parkerville Rd (south Rte 9, north I-90)	P5 - Providing new sidewalks	C	1	4	3	2	4	1	3	2	1	3	24	18.55	26	26		$ -				
	14	Framingham Road	Framingham Road	P5 - Providing new sidewalks	A	5	1	5	5	2	1	2	2	1	3	27	18.35	19	27		$ -				
	8	School Street	School Street	P5 - Providing new sidewalks	L	1	4	2	1	5	1	3	2	1	3	23	18.2	31	28		$ -				

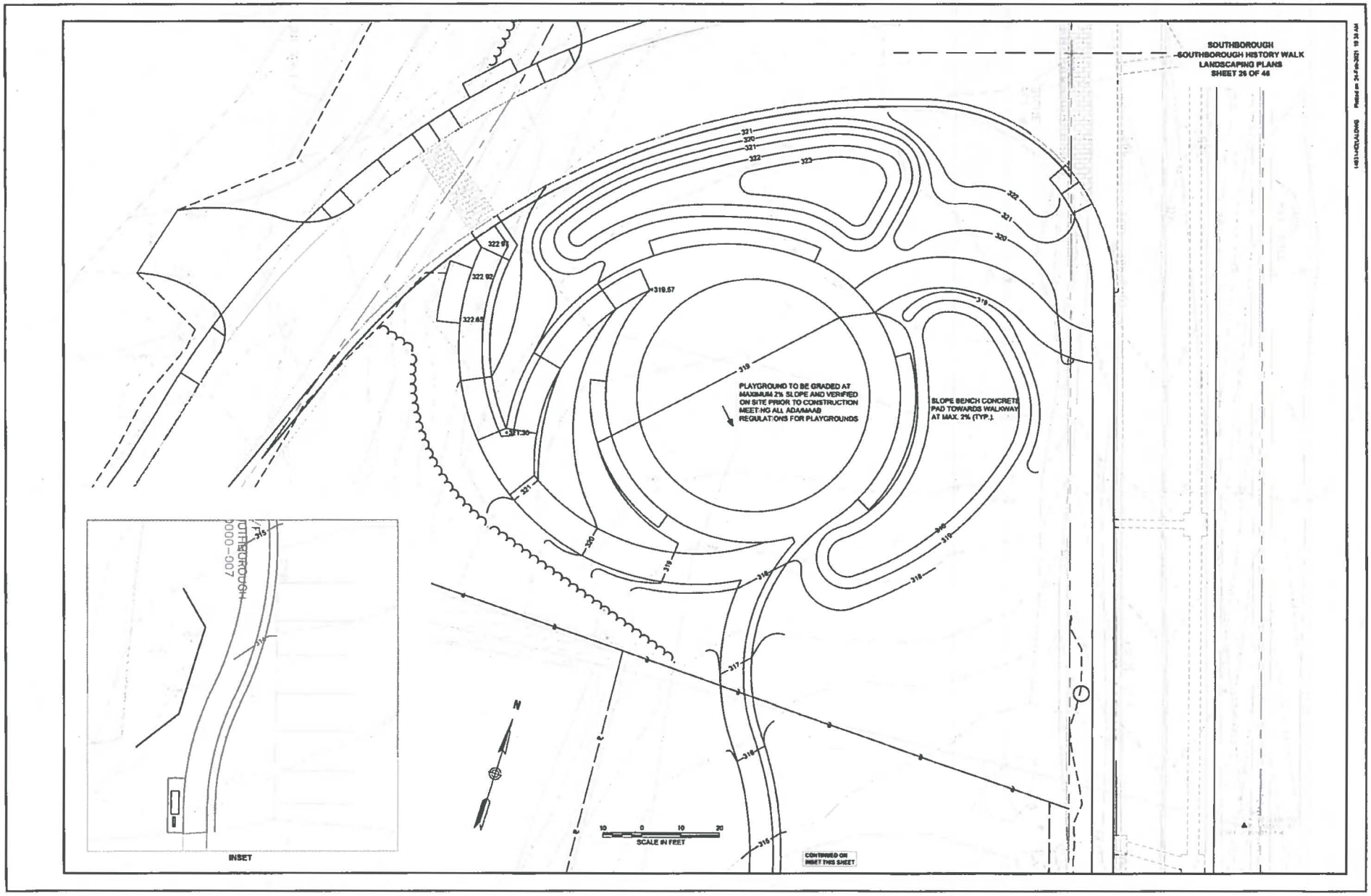
Southborough Complete Streets Prioritization Evaluation Matrix: *DRAFT January 22, 2022*

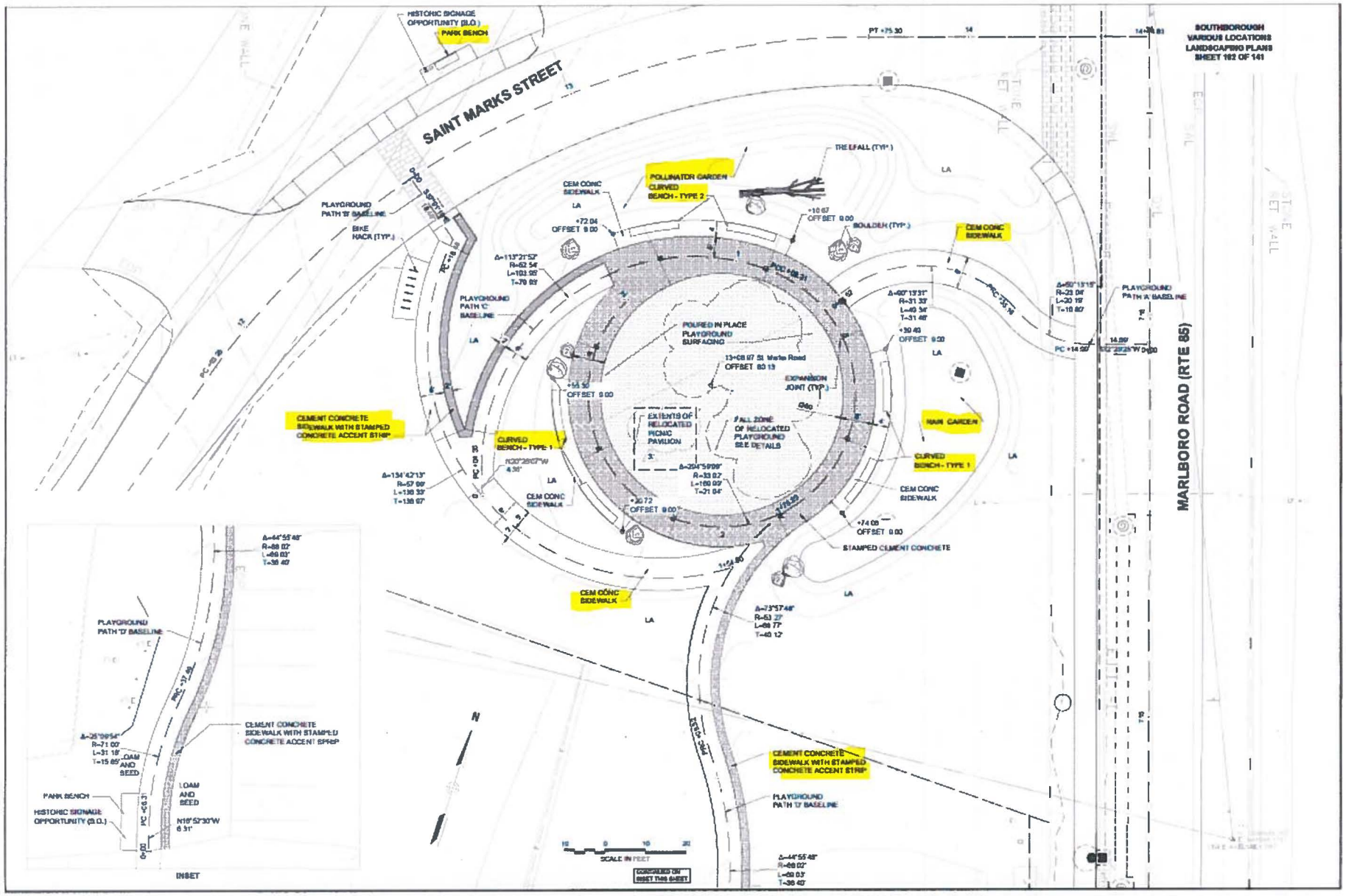
Revised ID	ID	Project Description	Roadway	Project Elements (S - Traffic & Safety, B - Bicycle, P - Pedestrian, T - Transit)	Roadway Functional Classification	Criteria														Funding Sources					
						1. Traffic Volumes	2. Pedestrian/ Bicycle Activity	3. Vehicle Speeds	4. Crash History (2015 to 2020)	5. Connections to Key Nodes	6. Available ROW/ Readiness	7. Environmental Impacts	8. Constructability	9. Project Cost	10. Context Sensitive Design	Total Score (out of 30)	Weighted Total Score (out of 30)	RANKING	WEIGHTED RANKING	Notes	Project Cost	Complete Streets Funding	Other Funding	Project Start Location: X,Y Coordinates (MA State Plane meter)	Project End Location: X,Y Coordinates (MA State Plane meter)
				Weighted Criteria		0.5	1	0.5	0.85	1	0.85	0.75	0.75	0.75	0.5										
	13	Woodland Road (south of I-90)	Woodland Road (south of I-90)	P5 - Providing new sidewalks	C	2	3	3	2	4	1	3	2	1	3	24	18.05	26	29		$ -				
	19	Mt Vickery Road (east of Route 85)	Mt Vickery Road (east of Route 85)	P5 - Providing new sidewalks	L	1	3	2	2	5	1	3	2	1	3	23	18.05	31	29		$ -				
	32	Parmenter Road	Parmenter Road	P5 - Providing new sidewalks	C	1	1	2	4	1	3	4	2	3	3	24	17.7	26	31		$ -				
	29	Mt Vickery Road (west of Route 85)	Mt Vickery Road (west of Route 85)	P5 - Providing new sidewalks	L	1	3	2	2	5	1	2	2	1	3	22	17.3	33	32		$ -				
	25	Chestnut Hill Road	Chestnut Hill Road	P5 - Providing new sidewalks	L	1	2	2	2	1	3	3	2	3	3	22	16.25	33	33		$ -				
	27	Breakneck Hill Road	Breakneck Hill Road	P5 - Providing new sidewalks	C	1	1	2	3	5	1	2	2	1	3	21	16.15	35	34		$ -				
	12	Route 30, Meadow St to Framingham Rd	Route 30, Meadow St to Framingham Rd	P5 - Providing new sidewalks	A	5	1	4	5	1	1	1	2	1	3	34	16.1	26	35		$ -				
	26	John Matthews Road	John Matthews Road	P5 - Providing new sidewalks	L	1	1	1	1	4	1	4	2	3	3	21	15.95	35	36		$ -				
	17	Deerfoot Rd (north of Clifford Street)	Deerfoot Rd (north of Clifford Street)	P5 - Providing new sidewalks	C	1	3	2	1	2	1	3	2	3	3	21	15.7	35	37		$ -				
	33	Gilmore Road	Gilmore Road	P5 - Providing new sidewalks	L	1	2	2	2	2	1	3	2	3	3	21	15.55	35	38		$ -				
	6	Clifford Street	Clifford Street	P5 - Providing new sidewalks	C	1	4	2	1	2	1	3	2	1	3	20	15.2	39	39		$ -				
	10	Latisquama Road	Latisquama Road	P5 - Providing new sidewalks	C	1	4	2	1	2	1	3	2	1	3	20	15.2	39	39		$ -				
	5	Richards Road (east)	Richards Road (east)	P5 - Providing new sidewalks	C	1	3	2	3	2	1	2	2	1	3	20	15.15	39	41		$ -				
	18	Highland Street	Highland Street	P5 - Providing new sidewalks	L	1	3	2	2	2	1	3	2	1	3	20	15.05	39	42		$ -				
	24	Atwood Street	Atwood Street	P5 - Providing new sidewalks	L	1	3	2	2	2	1	3	2	1	3	20	15.05	39	42		$ -				
	31	Fisher Road, Schipper Farm Lane Rd to Marlborough	Fisher Road, Schipper Farm Lane Rd to Marlborough	P5 - Providing new sidewalks	C	1	3	2	3	1	1	3	2	1	3	20	14.9	39	44		$ -				
	37	Middle Road (south of Route 9)	Middle Road (south of Route 9)	P5 - Providing new sidewalks	L	1	3	2	2	1	1	4	2	1	3	20	14.8	39	45		$ -				
	30	White Bagley Road	White Bagley Road	P5 - Providing new sidewalks	C	2	3	2	2	2	1	2	2	1	3	20	14.8	39	46		$ -				
	36	Deerfoot Rd (south of Clifford St, north of Rte 9)	Deerfoot Rd (south of Clifford St, north of Rte 9)	P5 - Providing new sidewalks	C	1	3	2	1	1	1	3	2	3	3	20	14.7	39	47		$ -				
	48	Woodbury Road	Woodbury Road	P5 - Providing new sidewalks	L	1	2	2	2	1	1	3	2	3	3	20	14.55	39	48		$ -				
	45	Edgewood Road	Edgewood Road	P5 - Providing new sidewalks	L	1	2	2	2	1	1	3	3	1	3	19	13.8	50	49		$ -				
	38	Johnson Road	Johnson Road	P5 - Providing new sidewalks	A	2	1	3	2	1	1	2	2	3	3	20	13.8	39	49		$ -				
	23	Middle Road (north of Route 9)	Middle Road (north of Route 9)	P5 - Providing new sidewalks	L	1	3	2	2	2	1	1	2	1	3	18	13.55	51	51		$ -				
	46	Deerfoot Rd (south of Route 9)	Deerfoot Rd (south of Route 9)	P5 - Providing new sidewalks	C	1	1	1	1	1	1	4	2	3	3	18	12.95	51	52		$ -				
	39	Oregon Road	Oregon Road	P5 - Providing new sidewalks	L	2	2	2	1	1	1	3	2	1	3	18	12.7	51	53		$ -				
	42	Lovers Lane	Lovers Lane	P5 - Providing new sidewalks	L	1	2	2	1	1	1	3	2	1	3	17	12.2	54	54		$ -				
	44	Lynbrook Road	Lynbrook Road	P5 - Providing new sidewalks	L	1	2	2	1	1	1	3	2	1	3	17	12.2	54	54	State Owned	$ -				
	47	Meadow Lane, Rte 30 to Kallander Dr	Meadow Lane; Rte 30 to Kallander Dr	P5 - Providing new sidewalks	L	1	1	1	1	1	1	3	2	3	3	17	12.2	54	54		$ -				
	40	Valley Road	Valley Road	P5 - Providing new sidewalks	L	1	1	1	1	1	1	3	2	3	3	17	12.2	54	54		$ -				
	34	Jericho Hill Road	Jericho Hill Road	P5 - Providing new sidewalks	C	1	1	2	2	1	1	3	2	1	3	17	12.05	54	58		$ -				
	22	General Henry Knox Road	General Henry Knox Road	P5 - Providing new sidewalks	L	1	1	1	1	1	1	4	2	1	3	16	11.45	59	59		$ -				
	49	Willow Street	Willow Street	P5 - Providing new sidewalks	L	1	1	1	1	1	1	3	1	2	3	15	10.7	60	60		$ -				

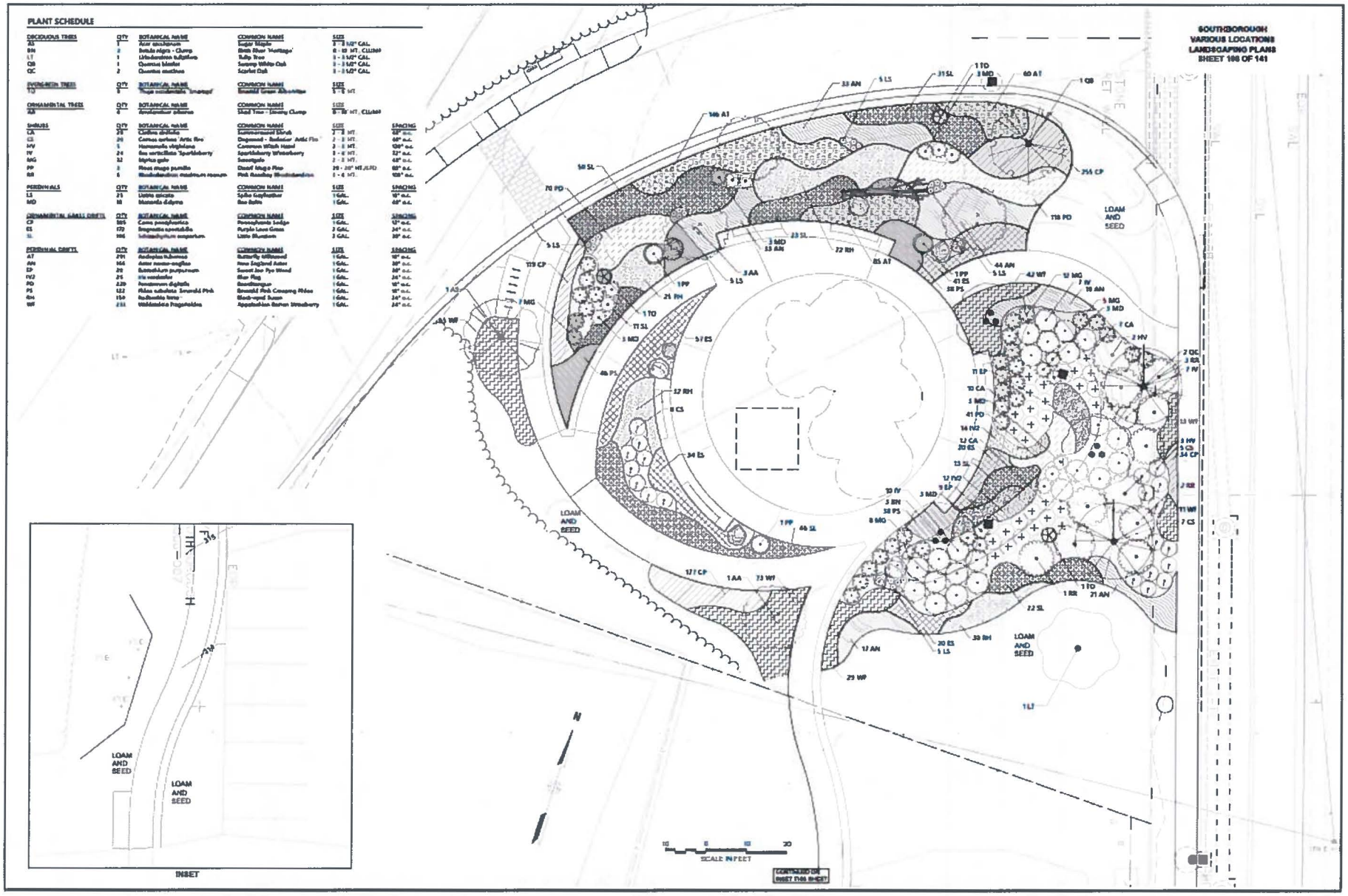
		New Sidewalk Construction Recommendation Committee, Evaluation Matrix												
Street Name	**Functional Classification**	**1. Traffic Volumes**	**2. Pedestrian Activity**	**3. Safety**	**4. Available Right-of-Way**	**5. Connects to Destination**	**6. Connectivity**	**7. Environmental Impacts**	**8. Construction Challenges**	**9. Conforms to Town Goals**	**10. Future Need**	**Total Score (out of 100)**	**RANKING**	**Notes**
Marlboro Rd (Rte 85), north of Rte 30	A	9	9	9	9	9	9	8	8	5	1	76	1	Sidewalk on/ north of RR bridge
Newton Street	A	7	6	7	8	8	9	8	7	5	9	74	2	
Cordaville Rd (Rte 85), south of Rte 30 north of Rte 9 (causeway excluded)	A	9	6	9	9	8	8	9	9	5	1	73	3	
Oak Hill Road	A	5	7	9	8	8	8	8	7	5	5	70	4	
Richards Road (east)	C	7	7	6	8	9	8	8	8	5	1	67	5	
Clifford Street	C	5	8	9	8	8	5	6	6	5	5	65	6	
Main Street (west of Sears Rd)	A	9	6	8	9	5	6	8	8	5	1	65	6	State Owned
School Street	L	3	8	6	6	7	9	8	4	5	7	63	8	
Flagg Road	C	5	9	9	7	6	1	6	5	5	9	62	9	
Latisquama Road	C	3	9	6	8	9	7	8	6	5	1	62	9	
Parkerville Rd (south Rte 9, north I-90)	C	5	9	7	9	8	5	6	7	5	1	62	9	
Route 30, Meadow St to Framingham Rd	A	9	4	9	9	8	9	5	2	5	1	61	12	
Woodland Road (south of I-90)	C	5	7	7	9	6	5	7	8	5	1	60	13	
Framingham Road	A	7	2	8	9	5	5	9	9	5	1	60	13	
Marlboro Rd (west of Framingham Rd)	C	9	7	7	9	3	1	9	9	5	1	60	13	
Cordaville Rd (Rte 85), south of Rte 30 north of Rte 9 (causeway included)	A	9	6	9	5	8	8	6	2	5	1	59	16	Rte 9 Int State Owned
Deerfoot Rd (north of Clifford Street)	C	5	8	9	8	8	5	5	4	5	1	58	17	
Highland Street	L	3	7	6	6	8	7	6	8	5	1	57	18	
Mt Vickery Road (east of Route 85)	L	3	6	9	6	7	5	6	4	5	5	56	19	
Sears Road	L	3	7	9	8	5	5	6	6	5	1	55	20	
Northboro Road	A	7	3	7	9	2	1	8	8	5	5	55	20	
General Henry Knox Road	L	3	4	5	9	5	5	9	9	5	1	55	20	
Middle Road (north of Route 9)	L	5	7	7	7	9	5	4	4	5	1	54	23	
Atwood Street	L	3	7	7	6	7	7	6	5	5	1	54	23	
Chestnut Hill Road	L	5	5	7	8	6	1	6	4	5	7	54	23	
John Matthews Road	L	3	4	4	9	5	5	9	9	5	1	54	23	
Breakneck Hill Road	C	5	5	9	6	7	1	6	4	5	5	53	27	
Pine Hill Road	C	5	5	9	6	1	3	6	4	5	9	53	27	
Mt Vickery Road (west of Route 85)	L	3	6	9	9	7	5	4	4	5	1	53	27	
White Bagley Road	C	5	6	8	9	6	5	4	4	5	1	53	27	
Fisher Road; Schipper Farm Lane Rd to Marlborough	C	7	6	6	9	1	5	6	6	5	1	52	31	
Parmenter Road	C	5	3	9	8	1	1	4	6	5	9	51	32	
Gilmore Road	L	3	4	8	8	4	5	4	4	5	5	50	33	
Jericho Hill Road	C	5	2	7	8	1	1	8	8	5	5	50	33	
Woodland Road (north of I-90)	C	5	4	7	8	4	1	6	8	5	1	49	35	
Deerfoot Rd (south of Clifford St, north of Rte 9)	C	5	6	7	6	6	1	4	6	5	1	47	36	
Middle Road (south of Route 9)	L	5	6	7	8	4	1	5	5	5	1	47	36	
Johnson Road	A	7	3	5	9	2	1	8	6	5	1	47	36	
Oregon Road	L	5	5	8	6	2	1	4	4	5	5	45	39	
Woodbury Road	L	3	5	7	8	3	5	4	4	5	1	45	39	
Route 30, Framingham Town Line to Meadow St	A	9	2	9	6	2	1	5	4	5	1	44	41	State Owned
Lovers Lane	L	3	5	9	8	2	1	4	4	5	1	42	42	
Acrebridge Road	C	7	1	6	8	4	1	4	4	5	1	41	43	
Lynbrook Road	L	3	5	5	9	2	1	6	4	5	1	41	43	State Owned
Edgewood Road	L	3	5	6	8	3	1	4	4	5	1	40	45	
Deerfoot Rd (south of Route 9)	C	5	1	7	8	1	1	5	4	5	1	38	46	
Meadow Lane; Rte 30 to Kallander Dr	L	3	3	3	6	1	1	9	6	5	1	38	46	
Valley Road	L	3	3	7	6	3	1	4	4	5	1	37	48	
Willow Street	L	3	2	8	6	2	1	4	1	5	1	33	49	


SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
LANDSCAPING PLANS
SHEET 24 OF 48
SAINT MARKS STREET
MARLBORO ROAD (RTE.85)
HISTORIC SIGNAGE OPPORTUNITY
PARK BENCH
PLAYGROUND PATH 'B' BASELINE
BIKE RACK (TYP.)
PLAYGROUND PATH 'C' BASELINE
POLLINATOR GARDEN
CEM CONC SIDEWALK
TREEFALL (TYP.)
BOULDER (TYP.)
POURED IN PLACE PLAYGROUND SURFACING
EXPANSION JOINT (TYP.)
EXTENTS OF RELOCATED PICNIC PAVILION SEE DETAILS
FALL ZONE OF RELOCATED PLAYGROUND SEE DETAILS
CURVED BENCH (TYP.)
CEMENT CONCRETE SIDEWALK WITH STAMPED CONCRETE ACCENT STRIP
RAIN GARDEN
STAMPED CEMENT CONCRETE
SLATEFACE PAVER POURED IN PLACE STAMPED COLORED CONCRETE BAND
PLAYGROUND PATH 'A' BASELINE
PLAYGROUND PATH 'D' BASELINE
LOAM AND SEED
INSET
SCALE IN FEET
CONTINUED ON INSET THIS SHEET


PLANT SCHEDULE
DECIDUOUS TREES
QTY
BOTANICAL NAME
COMMON NAME
SIZE
AS 1 Acer saccharum Sugar Maple 3" - 3 1/2" CAL.
BN 1 Betula nigra - Clump River Birch - Clump 8 - 10' HT., CLUMP
LT 1 Liriodendron tulipifera Tulip Tree 3 - 3 1/2" CAL.
QB 1 Quercus bicolor Swamp White Oak 3 - 3 1/2" CAL.
QC 2 Quercus coccinea Scarlet Oak 3 - 3 1/2" CAL.
EVERGREEN TREES
QTY
BOTANICAL NAME
COMMON NAME
SIZE
TO 3 Thuja occidentalis 'Smaragd' Emerald Green Arborvitae 5 - 6' HT
ORNAMENTAL TREES
QTY
BOTANICAL NAME
COMMON NAME
SIZE
AA 4 Amelanchier arborea Shad Tree - Downy Clump 8 - 10' HT., CLUMP
SHRUBS
QTY
BOTANICAL NAME
COMMON NAME
SIZE
SPACING
CA 29 Clethra alnifolia Summersweet Shrub 2 - 3' HT 48" o.c.
CS 20 Cornus sericea 'Artic Fire' Dogwood - Redosier Artic Fire 3 - 5' HT 48" o.c.
HV 5 Hamamelis virginiana Common Witch Hazel 3 - 5' HT 120" o.c.
IV 24 Ilex verticillata 'Jim-dandy' Spicebberry Winterberry 3 - 4' HT 72" o.c.
MG 32 Myrica gale Sweetgale 2 - 3' HT 48" o.c.
PP 3 Pinus mugo pumilio Dwarf Mugo Pine 30 - 36" HT /SPD 60" o.c.
RR 6 Rhododendron catawbiense roseum Pink Rosebay Rhododendron 3 - 4' HT 108" o.c.
PERENNIALS
QTY
BOTANICAL NAME
COMMON NAME
SIZE
SPACING
LS 71 Liatris spicata Spike Gayfeather 1 GAL. 12" o.c.
MD 18 Monarda didyma Bee Balm 1 GAL. 48" o.c.
ORNAMENTAL GRASS DRIFTS
QTY
BOTANICAL NAME
COMMON NAME
SIZE
SPACING
CP 581 Carex pensylvanica Pennsylvania Sedge 1 GAL. 12" o.c.
ES 172 Eragrostis spectabilis Purple Love Grass 2 GAL. 24" o.c.
SS 196 Schizachyrium scoparium Little Bluestem 2 GAL. 36" o.c.
PERENNIAL DRIFTS
QTY
BOTANICAL NAME
COMMON NAME
SIZE
SPACING
AT 291 Asclepias tuberosa Butterfly Milkweed 1 GAL. 18" o.c.
AN 186 Aster novae-angliae New England Aster 1 GAL. 30" o.c.
IP 29 Iris pseudacorus Sweet Jon Pye Weed 1 GAL. 36" o.c.
IV2 26 Iris versicolor Blue Flag 1 GAL. 24" o.c.
PD 229 Penstemon digitalis Beardtongue 1 GAL. 18" o.c.
PJ 122 Phlox subulata 'Emerald Pink' Emerald Pink Creeping Phlox 1 GAL. 18" o.c.
RH 139 Rudbeckia hirta Black-eyed Susan 1 GAL. 24" o.c.
WF 233 Waldsteinia fragarioides Appalachian Barren Strawberry 1 GAL. 24" o.c.
SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
LANDSCAPING PLANS
SHEET 28 OF 46
LOAM AND SEED
INSET
SCALE IN FEET
CONTINUED ON INSET THIS SHEET


SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
LANDSCAPING PLANS
SHEET 26 OF 46
PLAYGROUND TO BE GRADED AT MAXIMUM 2% SLOPE AND VERIFIED ON SITE PRIOR TO CONSTRUCTION MEETING ALL ADA/MAAB REGULATIONS FOR PLAYGROUNDS
SLOPE BENCH CONCRETE PAD TOWARDS WALKWAY AT MAX. 2% (TYP.).
319.57
321.30
322.92
322.85
INSET
N
SCALE IN FEET
CONTINUED ON SHEET THIS SHEET


SOUTHBOROUGH
VARIOUS LOCATIONS
LANDSCAPING PLANS
SHEET 102 OF 141
SAINT MARKS STREET
MARLBORO ROAD (RTE 85)
HISTORIC SIGNAGE OPPORTUNITY (S.O.)
PARK BENCH
PLAYGROUND PATH 'B' BASELINE
BIKE RACK (TYP.)
CEM CONC SIDEWALK
POLLINATOR GARDEN
CURVED BENCH - TYPE 2
TREEFALL (TYP.)
BOULDER (TYP.)
PLAYGROUND PATH 'C' BASELINE
POURED IN PLACE PLAYGROUND SURFACING
EXPANSION JOINT (TYP.)
EXTENTS OF RELOCATED PICNIC PAVILION
FALL ZONE OF RELOCATED PLAYGROUND SEE DETAILS
RAIN GARDEN
CURVED BENCH - TYPE 1
CEMENT CONCRETE SIDEWALK WITH STAMPED CONCRETE ACCENT STRIP
STAMPED CEMENT CONCRETE
PLAYGROUND PATH 'A' BASELINE
PLAYGROUND PATH 'D' BASELINE
LOAM AND SEED
INSET
N
SCALE IN FEET
PLAYGROUND PATH 'I' BASELINE


PLANT SCHEDULE
SOUTHBOROUGH
VARIOUS LOCATIONS
LANDSCAPING PLANS
SHEET 100 OF 141
LOAM AND SEED
INSET
SCALE IN FEET

Mark Purple

From: Karen Galligan
Sent: Wednesday, November 10, 2021 8:24 AM
To: Mark Purple
Subject: FW: objection to tree felling - Michael Weishan

Thx - *kg*

From: Michael Weishan
Sent: Friday, October 29, 2021 11:08 AM
To: Meme Luttrell <mluttrell@southboroughma.com>
Cc: Karen Galligan <kgalligan@southboroughma.com>
Subject: Re: objection to tree felling

All the trees, thanks. I would like to get a better idea of what is going on and get this in front of the BOS before we march to much further down the road.

> On Oct 29, 2021, at 10:17 AM, Meme Luttrell <mluttrell@southboroughma.com> wrote:
>
> Hi Michael,
> So there is no misunderstanding, are you objecting to the removal of all tress subject to the 11/1 Tree Hearing (tag #'s 30, 37,36,38,39,45,46,34) or just tag#33?
> Thanks,
> Meme
>
> Sent from Mail for Windows
>
> ---
>
> **From:** Karen Galligan
> **Sent:** Friday, October 29, 2021 9:35 AM
> **To:** Michael Weishan
> **Cc:** Jim Blaschke; Anne Pfaff; Kathleen Battles; Kevin Miller; Deans-Rowe Rebecca; Meme Luttrell; Karen Galligan
> **Subject:** RE: objection to tree felling
>
> Michael,
>
> You don't have to do anything at this point. A written objection automatically creates an appeal to the Selectmen. You don't even need to come to the initial hearing on Monday.
>
> Thanks,
>
> Karen Galligan
> DPW Superintendent
>
> ---
>
> **From:** Michael Weishan
> **Sent:** Thursday, October 28, 2021 10:02 PM

To: Karen Galligan <kgalligan@southboroughma.com>
Cc: Jim Blaschke <jblaschke@southboroughma.com>; Anne Pfaff <anne.pfaff@southboroughma.com>; Kathleen Battles <kbattles@southboroughma.com>; Kevin Miller <kmiller@southboroughma.com>; Deans-Rowe Rebecca <rebecca.deans-rowe@southboroughhistory.org>
Subject: objection to tree felling

Dear Karen

Please register my official objection to the felling of these trees and let me know next steps.

<627D2C269F994C0C94E8383ECB346D99.jpg>

Michael Weishan, Chair
Southborough Historical Commission
508.624.7640
mweishan@southboroughma.com

Michael Weishan, Chair
Southborough Historical Commission
508.624.7640
mweishan@southboroughma.com

Mark Purple

From: Karen Galligan
Sent: Wednesday, November 10, 2021 8:23 AM
To: Mark Purple
Subject: FW: tree hearing - Margarite Landry

Thx - *kg*

From: Margarite Landry <margace@aol.com>
Sent: Saturday, October 30, 2021 6:28 PM
To: Karen Galligan <kgalligan@southboroughma.com>; Lisa Braccio <lbraccio@southboroughma.com>; Chelsea Malinowski <cmalinowski@southboroughma.com>; Sam Stivers <sstivers@southboroughma.com>; Andrew Dennington <adennington@southboroughma.com>; Martin Healey <mhealey@southboroughma.com>; Chris Leroy <cleroy@southboroughma.com>
Cc: Mark Purple <mpurple@southboroughma.com>
Subject: Fwd: tree hearing

[EXTERNAL]

Dear Karen, and Select Board,

I am writing as a resident of Southborough, to object to the removal of the public shade trees listed hereunder, which were designated for removal in the DPW's Hearing Notice (Legal Notice Public Hearing Notice for Tree Removal) posted on the town's website. The hearing is scheduled for Nov. 1 at noon in the Library Parking lot, 25 Main Street.

I object to the removal of the following shade trees:

16" ash, Tag 30
12" oak, Tag 33
8" oak, Tag 37
8" oak, Tag 36
12" maple, Tag 38
28" ash (double), Tag 39
36" oak, Tag 45
5" oak, Tag 46
10: oak, Tag 34

My objection to the removals is hereby made in writing, in accordance with MGL Part 1, title xiv, Ch 87, sec. 4. This requires a hearing by BOS to review the proposed removals.

I am requesting this as a private citizen not as a Library trustee.

I am also requesting that the DPW and Karen would please provide a copy of the current plan for the proposed park, road paving, and parking lot changes to the the Library Board of Trustees. The next meeting of the Library Board is Nov. 16 at 11 am.

There is a concern that tree removal and increased paving will impact ground water absorbtion and lead to increased water flow to the library, which has been subject to frequent flooding. In addition, there is a concern that Library parking may be impacted.

Thank you for your prompt attention to this matter.

Sincerely,

Marguerite Landry

Begin forwarded message:

From: Margarite Landry <margace@aol.com>
Subject: tree hearing
Date: October 30, 2021 at 4:55:52 PM EDT
To: MARGUERITE LANDRY <margace@aol.com>

https://www.southboroughtown.com/sites/g/files/vyhlif7351/f/uploads/tree_hearing_notice_and_pics_for_website.pdf

ARPA Committee Charge

Membership

- The Committee shall consist of 7 members, comprised as follows:
  - One (1) member of the Advisory Committee
  - Two (2) members of the Capital Planning Committee
  - One (1) member of the Economic Development Committee
  - Three (3) Southborough residents who are not currently members of an appointed or elected Town board or committee;
- Members will be appointed by the Board of Selectmen at a duly posted public meeting following the advertisement for interest in serving on the committee;

Term and Organization

- The term of office shall be for one (1) year;
- The Committee shall report to the Board of Selectmen as required;;
- The Committee shall elect its own Chair, and shall establish a regular meeting schedule. All records of the Committee shall be filed with the Town Clerk and open to public inspection in accordance with applicable Open Meeting Law and Public Record statutes;
- The Committee shall operate in accordance with the State Conflict of Interest Laws;
- Members shall serve without financial compensation.

Duties

- The Committee shall provide recommendations to the Board of Selectmen on the expenditure of approximately $3,051,241 in ARPA (American Rescue Plan Act of 2021) funding;
- The Committee shall solicit input from Town departments, boards, committees, and commissions;
- The Committee shall solicit input from the Southborough community, through means including but not limited to surveys and public hearings;
- The Committee shall develop an evaluation tool to rank proposals for funding, taking into account the benefit of the requested improvement to Town operations and/or the community as a whole;
- The Committee shall develop a report to present to the Board of Selectmen that will include a list of all proposals submitted for consideration, in addition to those recommended for funding;
- The Committee recommendation will be presented to the Board of Selectmen at a regularly scheduled meeting on or before _____, 2022, and be prepared to discuss their process and findings at that time.

DRAFT

EMPLOYMENT AGREEMENT BETWEEN
TOWN OF SOUTHBOROUGH
AND
FIRE CHIEF

THIS AMENDMENT ("Amendment") is entered into pursuant to on this __ day of November, 2021, pursuant to Chapter 41, Section 108O of the Massachusetts General Laws, by and between the Town of Southborough, Commonwealth of Massachusetts, a municipal corporation in Worcester County, hereafter called the "Town," acting by and through its Select Board, with no personal liability to themselves ("the Board") and Steven E. Achilles of Portsmouth, New Hampshire (the "Fire Chief").

WHEREAS, the Town and the Fire Chief are parties to an employment contract dated April 29, 2019 (the "Contract"), which outlines the terms and conditions of employment of the Fire Chief of the Town of Southborough;

WHEREAS, the Town and the Fire Chief have negotiated in good faith certain amendments to the Contract and desire to memorialize the same.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree to amend the Contract for employment dated April 29, 2021 a as follows:

I. The recitals set forth above are hereby incorporated into this Amendment by reference. Capitalized terms used in this Amendment and not defined herein shall have the meanings ascribed to them in the Contract.

II. Except as expressly amended by this Amendment, the Town and the Fire Chief hereby ratify and confirm the terms of the Contract, inclusive of the job description, in all respects.

III. Upon the Effective Date as set forth in Section VII below, the Parties agree to amend Section I

by deleting the last sentence which states:

> "The Fire Chief shall maintain his paramedic certification throughout the term of this agreement."

and replacing said sentence with the following:

> "The Fire Chief shall maintain his Emergency Medical Technician - Basic certification throughout the term of this agreement."

IV. This Amendment may be executed in counterparts, each of which shall be an original and which together shall constitute a single instrument.

V. Whenever possible, each provision of this Amendment shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Amendment

shall be prohibited by or invalid under such law, such provision shall be ineffective only to the extent and duration of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Amendment.

VI. The parties have participated jointly in the negotiation and drafting of this Amendment. In the event an ambiguity or question of intent or interpretation arises, this Amendment shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any provisions of this Assignment.

VII. This Amendment shall become effective when executed by both parties.

IN WITNESS WHEREOF, the Town of Southborough, Massachusetts, has caused this Amendment to be signed and executed in its behalf by its Select Board, and the Fire Chief has signed and executed this Agreement, both in duplicate.

TOWN OF SOUTHBOROUGH
Acting by and through its Select Board

_____
Lisa M. Braccio, Chair,

_____
Chelsea M. Malinowski, Vice Chair

_____
Martin F. Healey

_____
Sam Stivers

_____
Andrew R. Dennington, II

DATE: _____

FIRE CHIEF

_____
Steven E. Achilles

DATE: _____

ATTESTED TO BY LABOR COUNSEL:

_____
Katherine M. Feodoroff, Attorney

DATE: _____

DRAFT

Mark Purple

From: Jason Roach
Sent: Thursday, November 4, 2021 12:39 PM
To: Lisa Braccio
Cc: Mark Purple
Subject: Hazard pay

Follow Up Flag: Follow up
Flag Status: Completed

Mrs. Braccio, Mr. Purple Hope all is well during these difficult times. Members of fire local 3219 would like the opportunity to discuss hazard pay during the pandemic / state of emergency and disbursement of the American rescue plan funds with the board. Please advise when this is possible.

Sincerely

Jason M. Roach
President SFD Local 3129.

Sent from Mail for Windows

Mark Purple

From: Kenneth Paulhus
Sent: Thursday, November 4, 2021 1:51 PM
To: Lisa Braccio; Sam Stivers; Chelsea Malinowski; Andrew Dennington; Martin Healey
Cc: Mark Purple; Kathy Cook; Ryan Newell; Cindy McLeod; Steven Achilles
Subject: FW: 5th Dispatcher Schedule and Costs
Attachments: 5th Dispatcher Schedule and Costs.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon All,

Please see the attached.

Page one represents the schedule for the past two weeks. All of the highlighted areas represent overtime slots as a result of the vacancy or the open shifts (circled in orange). ***Note that no one has taken any contractual time off during this period to help fill the hours.

Page two represents the schedule with the hiring of Ms. Remillard to fill the vacancy. The orange circles represent the open shifts. There is no contractual time off accounted for illustration purpose.

Page three is the schedule with the proposed 5th Dispatcher. Note that the open shifts have been filled by regular scheduling leaving no vacancies at full staff (only covering for contractual time off as it requested). It does result in a few days of the week where two will be scheduled at once (optimal scenario for safety and service to both police and fire) if one does not take the day off.

Also, if Staff were to leave or have long time absence (FMLA, injury, etc.) we are able to revert to the old schedule without as much hardship until a replacement is hired and trained.

Cindy has calculated that a December 1, 2021 start date would result in a cost of $32,000.

Assuming training takes eight weeks to go solo (Feb. 1, 2022) we would presumably have 50 open shifts covered for the rest of the fiscal year (the new hire gets time off as well) the savings appear to be $14,080 in overtime/part-time salary cost. I do have a candidate in mind after the recent application process (they would need full training).

The net would be $17,920 (approximate) on our end.

Please contact me if you need to discuss.

Best,

Ken

Kenneth M. Paulhus
Chief of Police
Town of Southborough
32 Cordaville Road
Southborough MA 01772

(508) 485-2147
kpaulhus@southboroughma.com

From: Cindy McLeod
Sent: Thursday, November 4, 2021 1:26 PM
To: Kenneth Paulhus <kpaulhus@southboroughma.com>
Subject: 5th Dispatcher Schedule and Costs

1.

2021	21-Oct	22-Oct	23-Oct	24-Oct	25-Oct	26-Oct	27-Oct
	THU	FRI	SAT	SUN	MON	TUE	WED
MAIDA	7-3	7-3	7-3	7-3	OFF	OFF	7-3
DEVINCENT	OFF	OFF	3-11	3-11	7-3	7-3	OFF
FONTAINE	3-11	OFF	OFF	11-7	11-7	3-11	3-11
~~MOREIRA~~	~~11-7~~	~~11-7~~	~~11-7~~	OFF	OFF	~~11-7~~	~~11-7~~
	FONTAINE 11p-3a ✓	FONTAINE 11-7 ✓				DEVINCENT 11-3 ✓	DAUTEUIL 11-7 ✓
OPEN	MAIDA 3a-7a	DEVINCENT 3-11 ✓	FONTAINE 11-7 ✓		MAIDA 3-11 ✓	MAIDA 3-7 ✓	
OPEN							
	28-Oct	29-Oct	30-Oct	31-Oct	1-Nov	2-Nov	3-Nov
	THU	FRI	SAT	SUN	MON	TUE	WED
MAIDA	7-3	7-3	7-3	OFF	OFF	7-3	7-3
DEVINCENT	OFF	3-11	3-11	7-3	7-3	OFF	OFF
FONTAINE	OFF	OFF	11-7	11-7	3-11	3-11	OFF
~~MOREIRA~~	~~11-7~~	~~11-7~~	OFF	OFF	~~11-7~~	~~11-7~~	~~11-7~~
	DAUTEUIL 11-7 ✓	FONTANA 11-7 ✓			DEVINCENT 11-3 ✓	DAUTEUIL 11-3 ✓	DAUTEUIL 11-3 ✓
OPEN	DEVINCENT 3-11 ✓			DEVINCENT 3-11 ✓	MAIDA 3-7	MAIDA 3-7	MAIDA 3-7 ✓
OPEN							DEVINCENT 3p-11p

2.

2021	18-Nov	19-Nov	20-Nov	21-Nov	22-Nov	23-Nov	24-Nov
	THU	FRI	SAT	SUN	MON	TUE	WED
MAIDA	OFF	OFF	7-3	7-3	7-3	7-3	OFF
DEVINCENT	7-3	7-3	OFF	OFF	3-11	3-11	7-3
FONTAINE	11-7	3-11	3-11	OFF	OFF	11-7	11-7
REMILLARD	OFF	11-7	11-7	11-7	11-7	OFF	OFF
OPEN	3-11			3-11			3-11
OPEN							
	25-Nov	26-Nov	27-Nov	28-Nov	29-Nov	30-Nov	1-Dec
	THU	FRI	SAT	SUN	MON	TUE	WED
MAIDA	OFF	7-3	7-3	7-3	7-3	OFF	OFF
DEVINCENT	7-3	OFF	OFF	3-11	3-11	7-3	7-3
FONTAINE	3-11	3-11	OFF	OFF	11-7	11-7	3-11
REMILLARD	11-7	11-7	11-7	11-7	OFF	OFF	11-7
OPEN			3-11			3-11	
OPEN							

2021	18-Nov	19-Nov	20-Nov	21-Nov	22-Nov	23-Nov	24-Nov
	THU	FRI	SAT	SUN	MON	TUE	WED
MAIDA	OFF	OFF	7-3	7-3	7-3	7-3	OFF
DEVINCENT	7-3	7-3	OFF	OFF	3-11	3-11	7-3
FONTAINE	11-7	3-11	3-11	OFF	OFF	11-7	11-7
REMILLARD	OFF	11-7	11-7	11-7	11-7	OFF	OFF
5TH POSITION	3-11	3-11	3-11	3-11	OFF	OFF	3-11
OPEN							
	25-Nov	26-Nov	27-Nov	28-Nov	29-Nov	30-Nov	1-Dec
	THU	FRI	SAT	SUN	MON	TUE	WED
MAIDA	OFF	7-3	7-3	7-3	7-3	OFF	OFF
DEVINCENT	7-3	OFF	OFF	3-11	3-11	7-3	7-3
FONTAINE	3-11	3-11	OFF	OFF	11-7	11-7	3-11
REMILLARD	11-7	11-7	11-7	11-7	OFF	OFF	11-7
5TH POSITION	3-11	3-11	3-11	OFF	OFF	3-11	3-11
OPEN							

COST TO ADD 5TH DISPATCHER FOR REMAINING FY22

MASSCOP Local 44, Step 2
$23.09/HR

Payperiods	Step 2	Shift Differential	Education Incentive	Holiday	
12/1/2021	184.72	10	3.85	0	
12/2/2021 - 12/15/2021	1,847.20	100	38.46	0	
12/16/2021 - 12/28/2021	1,847.20	100	38.46	369.44	
12/29/2021 - 1/12/2022	1,847.20	100	38.46	184.72	
1/13/2022 - 1/26/2022	1,847.20	100	38.46	184.72	
1/27/2022 - 2/9/2022	1,847.20	100	38.46	0	
2/10/2022 - 2/23/2022	1,847.20	100	38.46	184.72	
2/24/2022 - 3/9/2022	1,847.20	100	38.46	0	
3/10/2022 - 3/23/2022	1,847.20	100	38.46	0	
3/24/2022 - 4/6/2022	1,847.20	100	38.46	0	
4/7/2022 - 4/20/2022	1,847.20	100	38.46	184.72	
4/21/2022 - 5/4/2022	1,847.20	100	38.46	0	
5/5/2022 - 5/18/2022	1,847.20	100	38.46	0	
5/19/2022 - 6/1/2022	1,847.20	100	38.46	184.72	
6/2/2022 - 6/15/2022	1,847.20	100	38.46	0	
6/16/2022 - 6/29/2022	1,847.20	100	38.46	0	
6/30/2022	184.72	10	3.85	0	
	28,077.44	1,520.00	584.59	1,293.04	$31,475.07

TOTAL COSTS	
Salary	$28,077.44
Shift Differential	$1,520.00
Education Incentive	$584.59
Holiday	$1,293.04
Uniform Allowance	$525.00
	$32,000.07

Cost Savings of Filling Open 3-11 Shifts (February 1 - June 30, 2022)

Open 3-11 Shifts with 4 Dispatchers					
February	March	April	May	June	Total Shifts
10	10	10	10	10	**50**

	OT Rates
MAIDA	41.85
DEVINCENT	41.85
FONTAINE	34.64
REMILLARD	35.67
PT	22.00
AVERAGE	**$ 35.20**

Average OT/PT Rate to fill shifts = $35.20/ HR

COST TO FILL 50 OPEN 3-11 SHIFTS AT $35.20/HR = $14,080

Additional Dispatcher	(-)	Balance (Shifts)	
Number of Shifts Worked Per Year		260	
Add'l Days off due to 4 days on/2 days off Schedule	18	242	
Personal Days	3	239	
Holidays (2 can be used as days off per contract)	2	237	
Vacation	10	227	
Avg. Sick Days	7	**220**	**Days Worked/Year**

The current schedule with 4 Full-Time Dispatchers creates 122 open OT shifts (3 PM-11 PM) per year.

The average cost to fill those shifts is $35.20/HR., calculates to $34,355.20/YR

Communications

The Department relies heavily on reserve officers to staff communications positions. As part of creating a professionally staffed, full-time PSAP operation, the positions should be named and reclassified as communications specialist. The communication specialists should have the sole responsibility for managing communications for police and fire activities. This responsibility is a full-time, 24-hour per day, seven day a week function. This will require a minimum of six people to staff and there are only three positions designated as communications specialist with reserves filling in. This practice needs to be changed.

Administrative

The Police Chief is running his organization assisted by a part-time administrative person. This person is very competent but also carries responsibilities for dispatching, grant writing and several other duties that take him away from his administrative tasks. The Department should designate a full time civilian staff person to handle the normal administrative functions of the organization.

Recruiting/Hiring

While analyzing the recruiting and hiring process was not specifically called for in this study, it is important to mention an obvious diversity issue that should be reviewed. The Southborough Police Department is noticeably a white male department. There are only one full-time and two reserve females in the organization, and only one ethnic minority. There is understandable difficulty recruiting and hiring qualified ethnic minorities, given the demographics of the area. However, here is no shortage of females in the region; it would add balance to the organization to have a greater number of women officers. Therefore, the department should explore the Selective Certification process to hire additional female officers.

Summary of Police Staffing Recommendations

1) **Add three additional police officers positions to match community growth. Start with one night police officer position, as soon as possible, and add a sergeant and another patrol officer subsequently.**
2) **Transition out of the reserve officer program position.**
3) **Designate and hire communication specialists for the PSAP.**
4) **Staff Communications with full time communication specialists.**
5) **Hire a full-time civilian administrative person for the Department as warranted.**
6) **Recruit and hire female officers.**

KENNETH M. PAULHUS
CHIEF OF POLICE

TOWN OF SOUTHBOROUGH
POLICE DEPARTMENT

32 Cordaville Road
Southborough, Massachusetts 01772

Emergency: 9-1-1
All Other: (508)485-2121
Business: (508)485-2147
Fax: (508)485-4634
kpaulhus@southboroughma.com

To: Board of Selectmen

From: Chief Kenneth M. Paulhus

Subject: Hiring Additional Full-Time Dispatcher

Date: October 29, 2021

Dear Board of Selectmen:

Please consider my request to approve the immediate hire of an additional Full-Time Dispatch position (going from four to five) above what is currently budgeted for this fiscal year. The position would continue to be funded in successive years.

Unfortunately, the current budgeted staffing level of four full-time personnel to cover a 24-hour (seven day-a-week) operation (with non-union part-time filling in) is no longer working; leaving both public safety Police and Fire operations vulnerable to a shortage of trained and qualified personnel to fill the position.

When fully staffed, the schedule still requires the back-fill of 10 open shifts per month. Added shifts are also needed to account for Local 44 Union Contract time-off (vacation, holiday, comp. time, sick leave, etc.). A recent resignation added to this shortage, leaving current staff to work many hours of overtime to make up the staffing. Part-time personnel cannot be mandated to fill openings.

In addition, it takes between 300-400 hours of training to get a full-time or part-time Telecommunications Officer certified and trained to master both departments, and work in a solo capacity (Emergency Medical Dispatch, E-911 Certification, IMC Training, etc.). It is also a minimum four to six-week process to advertise and fill vacancies. Many departments state-wide are experiencing similar issues in hiring and retaining qualified telecommunications staff.

I am available at any time for further information or discussion.

Kenneth M. Paulhus
Chief of Police

Protecting Our Community...Together!

Southborough Police Department
32 Cordaville Road
Southborough, Massachusetts 01772
508-485-2121 Fax 508-485-4634

Kenneth M. Paulhus
Chief of Police

Lt. Ryan M. Newell
Executive Officer

POSITION DESCRIPTION

Position Title:
Communications Officer/Emergency Medical Dispatcher Dept: Police

Duties:

A Communications Officer is responsible for the appropriate response to all emergency calls received for the Police, Fire, EMS, Department of Public Works, Animal Control, and non-emergency calls for the Police Department.

Under general supervision of the Police Chief, the Communications Officer will dispatch public safety personnel and equipment. Operate all communication equipment for public safety emergency calls and regular business calls. Coordinate and communicate Emergency Fire Dispatch activities between agencies jointly responding to multi-agency incidents. Provide Emergency Medical Dispatch along with triage for incoming calls, and assist the layperson with lifesaving pre-arrival instructions.

Answer all incoming telephone calls, greet the public, respond to inquiries, requests, and complaints within authority. Unresolved issues will be referred to the Officer-In- Charge, Sergeant, Lieutenant, or Police Chief using the chain of command.

Check prisoner cells when occupied as per the suicide prevention guides and record all time checks.

Maintain all communications equipment, especially the incoming E-911 emergency lines and regular telephone lines. Keep equipment in working order, and immediately report any malfunctions or defects to the appropriate authorities and the Officer-In-Charge.

Perform incident reports and any clerical work as required by the Chief of Police or the Officer-In-Charge of the shift. Train new dispatchers and Communications Officers while following the training manual and program.

Communications Officers are Fire Signal Operators and Emergency Communications Dispatchers who will have full knowledge of all radio equipment located in the communications console. This includes full knowledge of all Fire Department remote operations equipment and the dispatch procedures as set forth by the Fire Chief.
All Communications Officers will be required to successfully complete the training programs set forth by the Chief of Police.

Basic Knowledge
Duties require knowledge of emergency radio transmissions for public safety, knowledge of office operations, word processing, and data entry. Must be able to acquire knowledge of computers, be E-911 certified, END certified, and DCJIS certified.

Also be able to acquire knowledge of the location and lay-out of streets, schools, buildings, parks, housing developments, and other significant areas of the community so as to maximize the accuracy and speed of dispatch. Must be a high school graduate, a U.S. citizen, pass an extensive background check, and have dependable transportation.

Experience:
Communications center experience preferred, but willing to train.

Required Training:
Mandatory Certifications include Basic Public Safety Telecommunicator, E911 Emergency Medical Dispatch (as per State CMR), and continuing education classes and re-certifications. All Communications Officers are also required to complete the following training and courses set forth by the Town of Southborough: In-House Computer Systems, Powerphone Dispatch Training, DCJIS Certification, First Responder, Automatic Defibrillator, and C.P.R.

Independent Action:
Under general supervision, must function in accordance with established departmental rules and regulations, policies, procedures, and practices, referring to the Police Chief or the Officer-In-Charge for clarification. Responsible for keeping personnel on a dispatched call fully informed of all facts affecting the safety or efficiency of their response to the call. Authorized and required to provide pre-arrival instructions to all callers when needed, and to dispatch and direct appropriate personnel and apparatus to an incident/call for service.

Supervisory Responsibility:
None

Physical Requirements:
Average physical effort is required to perform duties. Hours of work can be variable. Generally, work days are no more than eight hours. Shift work includes nights, weekends, and holidays. Must be able to work with and around office equipment such as computers, copiers, etc. Job requires ability to sit for extended periods of time. Must be able to multi-task, and work in a stressful and often busy environment.

TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS

147 Cordaville Road
Southborough, MA 01772

Tel: 508-485-1210
Fax: 508-229-4444

DATE: November 10, 2021

MEMORANDUM

TO: **Southborough Board of Selectmen**
CC: **Mark Purple, Town Administrator**
FROM: **Karen Galligan, DPW Superintendent**
SUBJECT: **St. Mark's Street and Route 85 Intersection and Park Area**

GENERAL

Since there seems to be a lot of questions about the St. Mark's Street and Route 85 intersection improvement project I have tried to summarize, and clarify, the work being done as part of the project in this memo.

This project was able to be developed due to the State's Shared Spaces Grant. The Town was able to secure $290,000 through the grant. The grant provided the Town with the opportunity to greatly improve a maintenance and navigationally challenging intersection while also providing park space and a native species garden. This was possible because the park area was an attractive asset for the area and made a reciprocal license, to be followed by the granting and taking of easements, with St. Mark's more beneficial to all parties.

DOWNTOWN AND VARIOUS STREETS PROJECT

I believe that a lot of the confusion with this project is because of the fast track of the project, due to the Shared Spaces Grant, as well as the fact that the project is actually only one part of the Downtown and Various Streets Project which includes:

1. the continuation of the Main Street Reconstruction Project in the downtown;
2. a new sidewalk on part of Newton Street;
3. improved sidewalks on Cordaville Road (from the newly replaced sidewalks to the northern entrance of Rural Cemetery);
4. intersection improvements to the Flagg and Deerfoot Roads intersection (as recommended in the 2016 Flagg Road Safety Study).

The full set of plans is on the DPW page of the Town's website at:
https://www.southboroughtown.com/sites/g/files/vyhlif7351/f/uploads/plans_0.pdf

ST. MARK'S STREET AND ROUTE 85 INTERSECTION SHIFT

The St. Mark's Street and Route 85 intersection improvement part of the Downtown and Various Streets Project shifts the intersection south about 230'. This shift is beneficial because the shift allows us to change the geometry of St. Mark's Street to better accommodate emergency vehicle and bus turning radii. The roadway may have asphalt binder by the end of the calendar year.

DRAINAGE

The intersection improvement also extends the new drainage system on Route 85 to improve drainage in the area. This additional drainage helps the intersection as well as the Library. The drainage should be complete this year.

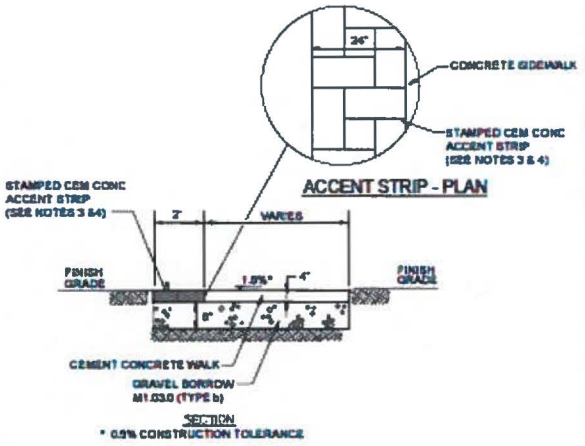
SIDEWALKS

The project adds new curbing and concrete sidewalks from the Town House's St. Mark's Street driveway to Route 85. The project also extends, adds new, sidewalks and curbing from the northern end of sidewalk at the Library, north about 650 feet to a location just north of the existing intersection. As noted in previous correspondence, a sidewalk on Marlborough Road was a priority in both the Sidewalk Committee's recommendations and the Complete Streets Project List. Sidewalks will be constructed next year.

THE PARK

Walkways: The park was designed as a circle with curved walkways spinning off of it to connect it to St. Mark's Street, Route 85 and The Library. Some of the walkway curvature is required in order to follow the site grading while still accommodating appropriate accessibility slopes.

The walkways connecting the inner circle to St. Mark's Street and the Library are concrete with a stamped accent strip. The detail in the specification, along with a picture of this type of walkway the accent would be in concrete – not brick) are below:



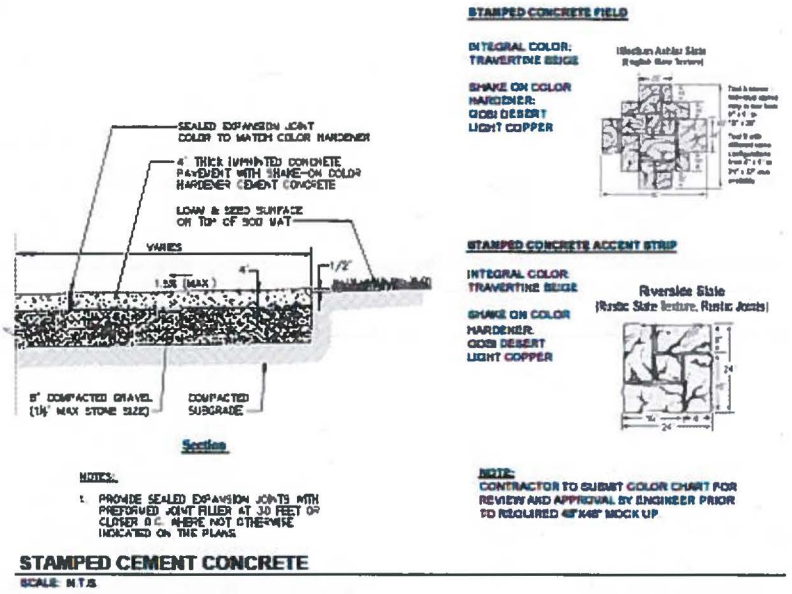
NOTES:
1. PROVIDE EXPANSION JOINTS AT MIN 30' O.C. WITH PRE-MOULDED JOINT FILLER.
2. PROVIDE BROOM FINISH IN DIRECTION PERPENDICULAR TO PATH OF TRAVEL ON AREAS OF SIDEWALK WITHOUT SAWCUT.
3. ACCENT STRIP SHALL BE COLORED CEM CONC THROUGHOUT STAMPED/IMPRINTED WITH A SLATE PATTERN.
4. ACCENT STRIP SHALL BE PLACED PRIOR TO CEM CONC WALK SURFACE OR SIDEWALK.

CEMENT CONCRETE SIDEWALK WITH STAMPED CONCRETE ACCENT STRIP

SCALE: N.T.S.



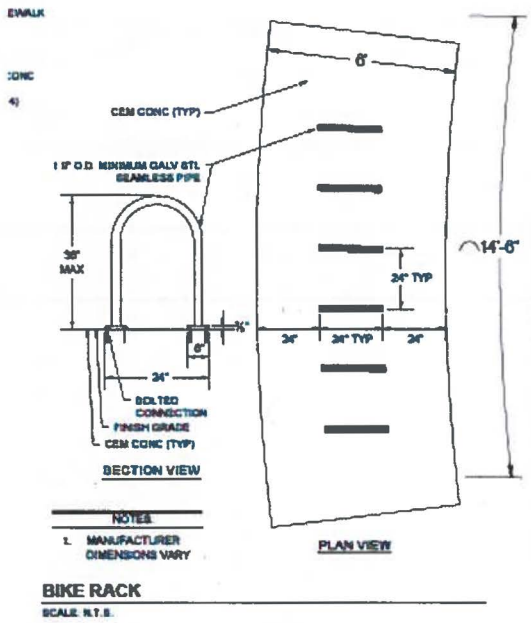
The walkways around the center circle are stamped concrete. The detail from the specification as well as a picture of this type of walkway are below:





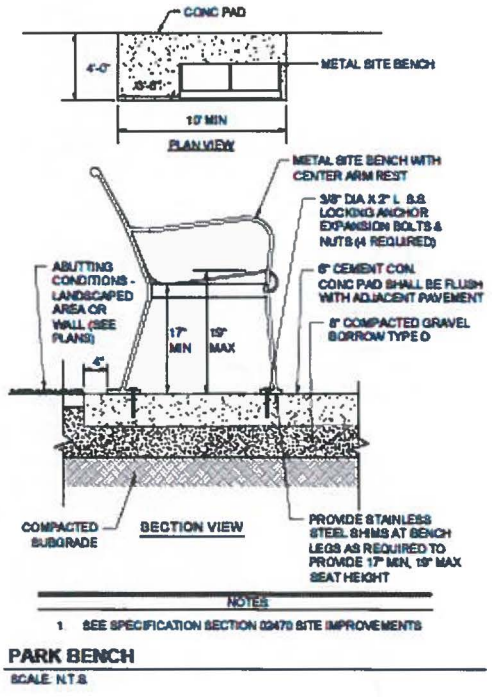
The remaining walkways, connecting the park to Route 85 and a connector piece, are plain concrete. I believe that the walkways will be roughed out by the end of this year.

Benches and Bike Racks: There is a bike rack located at the St. Mark's Street entrance to the park. The detail from the specification and a picture of the rack are below:





There is one street bench in the project, it is located behind the new sidewalk on St. Mark's Street. It is a black metal bench as shown below:



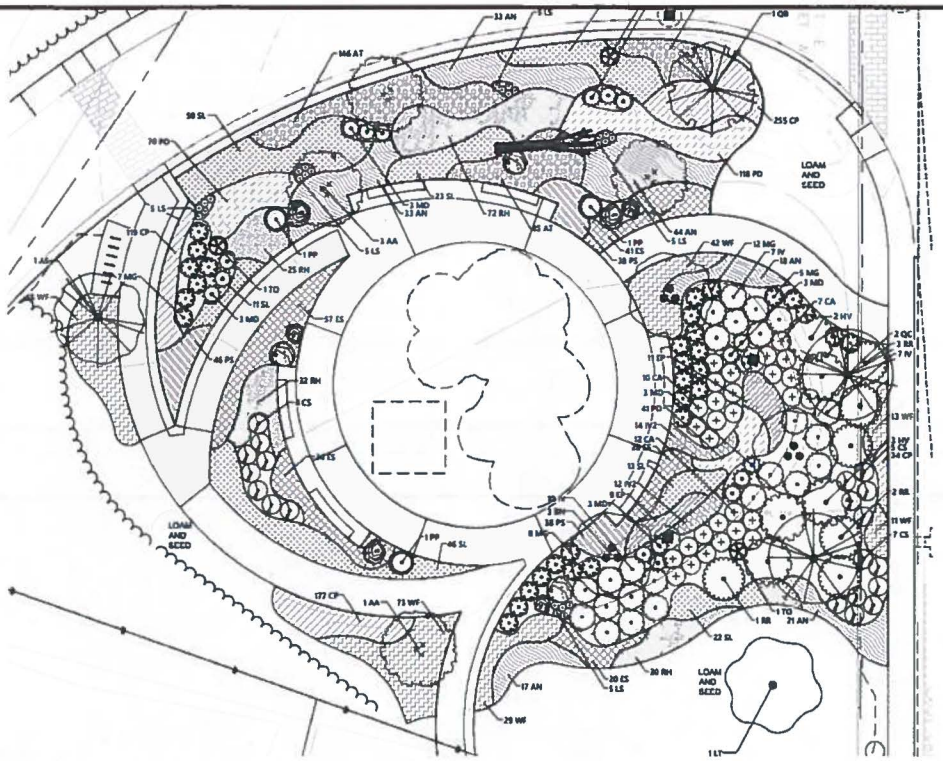


There are six curved benches located on the back side of the inner circle walkway. They are wood and similar to the one in the picture below:



Benches and bike racks will be installed next year.

The Garden: The garden area of the park utilizes native species. It was reviewed by Open Space. It is currently being re-reviewed in order to ensure a connection between this garden and the native species garden at the Library, which was not fully designed at the time this specification was written. The planting plan and the Plant Schedule are on the next page:



PLANT SCHEDULE

DECIDUOUS TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE
AS	1	Acer saccharum	Sugar Maple	3 - 3 1/2" CAL.
BN	3	Betula nigra - Clump	Birch River `Heritage`	8 - 10` HT., CLUMP
LT	1	Liriodendron tulipifera	Tulip Tree	3 - 3 1/2" CAL.
QB	1	Quercus bicolor	Swamp White Oak	3 - 3 1/2" CAL.
QC	2	Quercus coccinea	Scarlet Oak	3 - 3 1/2" CAL.

EVERGREEN TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE
TO	3	Thuja occidentalis `Smaragd`	Emerald Green Arborvitae	5 - 6` HT.

ORNAMENTAL TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE
AA	4	Amelanchier arborea	Shad Tree - Downy Clump	8 - 10` HT., CLUMP

SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
CA	29	Clethra alnifolia	Summersweet Shrub	2 - 3` HT.	48" o.c.
CS	20	Cornus sericea `Artic Fire`	Dogwood - Redosier `Artic Fire `	2 - 3` HT.	48" o.c.
HV	5	Hamamelis virginiana	Common Witch Hazel	2 - 3` HT.	120" o.c.
IV	24	Ilex verticillata `Sparkleberry`	Sparkleberry Winterberry	3 - 4` HT.	72" o.c.
MG	32	Myrica gale	Sweetgale	2 - 3` HT.	48" o.c.
PP	3	Pinus mugo pumilio	Dwarf Mugo Pine	30 - 36" HT./SPD.	60" o.c.
RR	6	Rhododendron maximum roseum	Pink Rosebay Rhododendron	3 - 4` HT.	108" o.c.

PERENNIALS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
LS	25	Liatris spicata	Spike Gayfeather	1 GAL.	18" o.c.
MD	18	Monarda didyma	Bee Balm	1 GAL.	48" o.c.

ORNAMENTAL GRASS DRIFTS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
CP	585	Carex pensylvanica	Pennsylvania Sedge	1 GAL.	12" o.c.
ES	172	Eragrostis spectabilis	Purple Love Grass	2 GAL.	24" o.c.
SL	196	Schizachyrium scoparium	Little Bluestem	2 GAL.	30" o.c.

PERENNIAL DRIFTS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
AT	291	Asclepias tuberosa	Butterfly Milkweed	1 GAL.	18" o.c.
AN	166	Aster novae-angliae	New England Aster	1 GAL.	30" o.c.
EP	20	Eutrochium purpureum	Sweet Joe Pye Weed	1 GAL.	36" o.c.
IV2	26	Iris versicolor	Blue Flag	1 GAL.	24" o.c.
PD	229	Penstemon digitalis	Beardtongue	1 GAL.	18" o.c.
PS	122	Phlox subulata `Emerald Pink`	Emerald Pink Creeping Phlox	1 GAL.	18" o.c.
RH	159	Rudbeckia hirta	Black-eyed Susan	1 GAL.	24" o.c.
WF	233	Waldsteinia fragarioides	Appalachian Barren Strawberry	1 GAL.	24" o.c.

There are 15 trees being planted, some are flowering, some are not. There are also many shrubs, perennials and grasses. Some of these plants are being utilized in rain gardens and will help with the drainage system of the park. The project plantings will be installed next year.

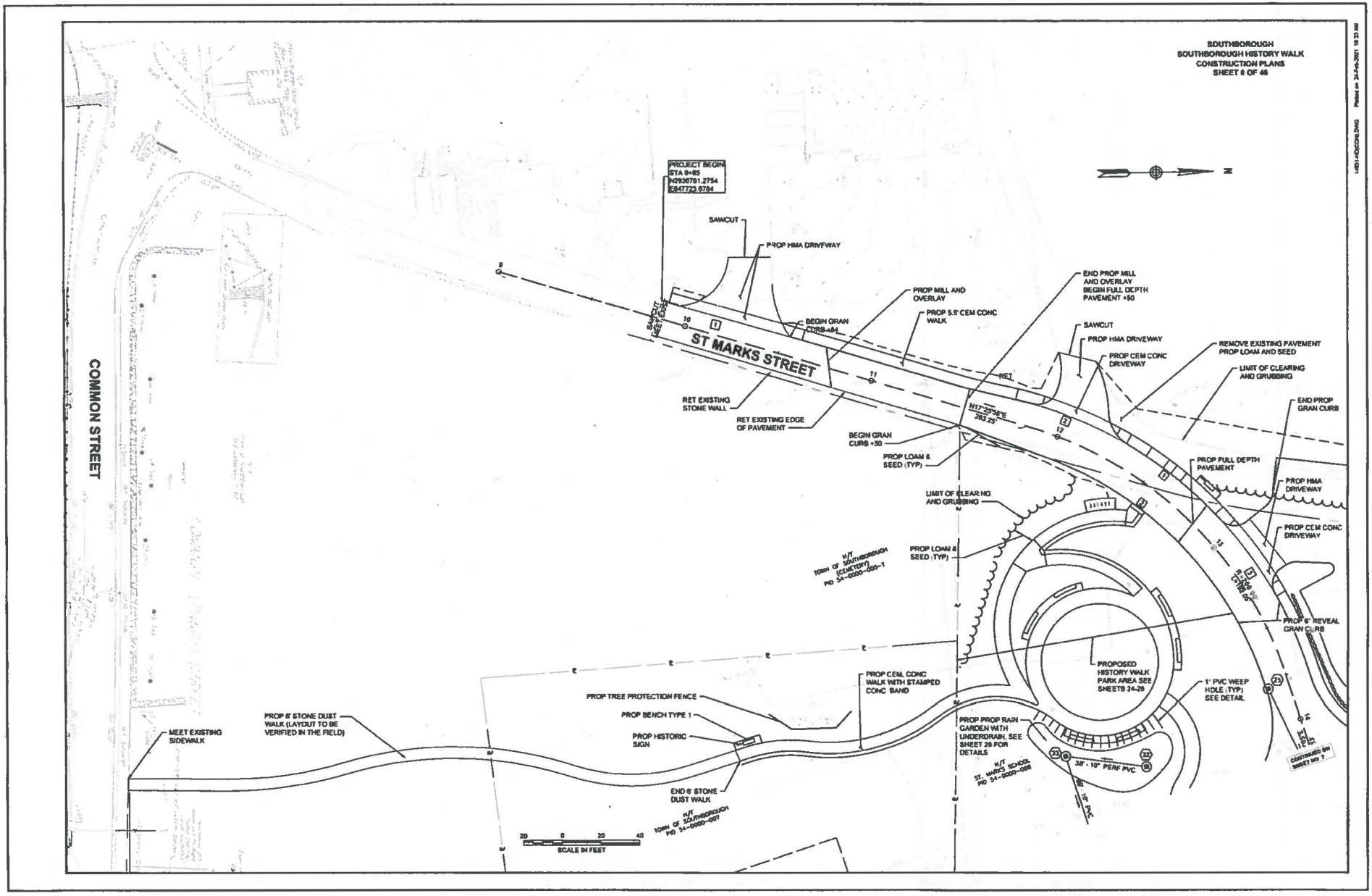
The Center: As you know, the original concept relocated a playground into the middle/main circle in the park. Currently that area is vacant and will be a stone dust circle. If the Board would like to change this, the ultimate items, amenities and/or features within the circle, should be discussed and decided on before the plantings are installed next year.

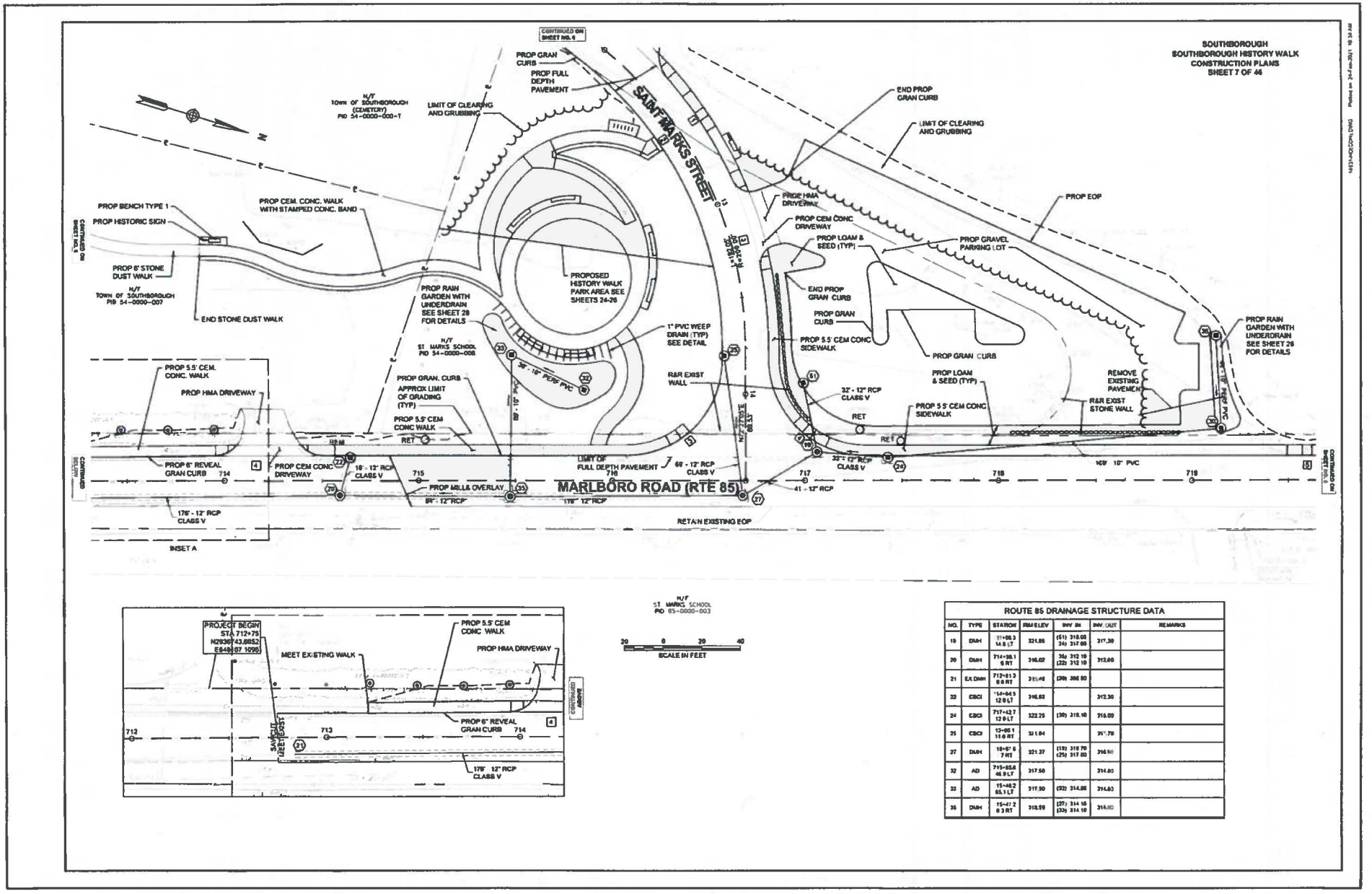
FINALLY

I have attached the plan sheets that are related to what is summarized in this memo. I have tried to highlight the main items, except drainage and change in road layout.

This project begins on page 84 of the plans, since, to restate again, the project is part of a larger multi-location Town project/contract.

As noted at the beginning of this memo, the complete set of plans is available online at:
https://www.southboroughtown.com/sites/g/files/vyhlif7351/f/uploads/plans_0.pdf


SOUTHBOROUGH
SOUTHBOROUGH HISTORY WALK
CONSTRUCTION PLANS
SHEET 6 OF 46
PROJECT BEGIN
STA 9+85
N2936781.2754
E841773.9784
SAWCUT
PROP HMA DRIVEWAY
SAWCUT AT EXIST
BEGIN GRAN CURB +84
PROP MILL AND OVERLAY
PROP 5.5' CEM CONC WALK
END PROP MILL AND OVERLAY BEGIN FULL DEPTH PAVEMENT +80
SAWCUT
PROP HMA DRIVEWAY
PROP CEM CONC DRIVEWAY
REMOVE EXISTING PAVEMENT PROP LOAM AND SEED
LIMIT OF CLEARING AND GRUBBING
END PROP GRAN CURB
ST MARKS STREET
COMMON STREET
RET EXISTING STONE WALL
RET EXISTING EDGE OF PAVEMENT
RET
N17°29'56"E 283.23'
BEGIN GRAN CURB +50
PROP LOAM & SEED (TYP)
PROP FULL DEPTH PAVEMENT
PROP HMA DRIVEWAY
PROP CEM CONC DRIVEWAY
LIMIT OF CLEARING AND GRUBBING
PROP LOAM & SEED (TYP)
N/F TOWN OF SOUTHBOROUGH (CEMETERY) PID 54-0000-000-1
PROP 6" REVEAL GRAN CURB
PROPOSED HISTORY WALK PARK AREA SEE SHEETS 24-26
PROP CEM. CONC WALK WITH STAMPED CONC BAND
PROP TREE PROTECTION FENCE
PROP BENCH TYPE 1
PROP HISTORIC SIGN
MEET EXISTING SIDEWALK
PROP 6' STONE DUST WALK (LAYOUT TO BE VERIFIED IN THE FIELD)
END 6' STONE DUST WALK
N/F TOWN OF SOUTHBOROUGH PID 54-0000-007
PROP PROP RAIN GARDEN WITH UNDERDRAIN, SEE SHEET 26 FOR DETAILS
ST. MARK'S SCHOOL PID 54-0000-006
1" PVC WEEP HOLE (TYP) SEE DETAIL
3/8" - 10' PERF PVC
6" PVC
CONTINUED ON SHEET NO 7
20 0 20 40
SCALE IN FEET
N



ROUTE 85 DRAINAGE STRUCTURE DATA

NO.	TYPE	STATION	RIM ELEV	INV IN	INV OUT	REMARKS
19	DMH	711+85.3 14.8 LT	321.85	(51) 318.05 24) 317.65	317.30	
20	DMH	714+38.1 6 RT	316.02	30) 312.10 (22) 312.10	312.00	
21	EX DMH	712+81.3 6.8 RT	315.46	(20) 306.80		
22	CBCI	714+84.5 12.9 LT	316.63		312.30	
24	CBCI	717+42.7 12.9 LT	323.25	(30) 318.10	316.02	
25	CBCI	13+85.1 11.0 RT	33 1.84		317.79	
27	DMH	10+87.6 7 RT	321.37	(19) 316.70 (25) 317.00	316.50	
32	AD	715+85.6 46.9 LT	317.50		314.80	
33	AD	15+46.2 65.1 LT	317.50	(32) 314.80	314.63	
35	DMH	15+47.2 8.3 RT	318.99	(27) 314.16 (33) 314.16	314.00	

KENNETH M. PAULHUS
CHIEF OF POLICE

TOWN OF SOUTHBOROUGH
POLICE DEPARTMENT

32 Cordaville Road
Southborough, Massachusetts 01772

Emergency: 9-1-
All Other: (508)485-212
Business: (508)485-214
Fax: (508)485-463
kpaulhus@southboroughma.com

To: Board of Selectmen

From: Police Chief Kenneth M. Paulhus

Subject: Part-Time Telecommunications Officer/Dispatcher

Date: November 12, 2021

Dear Board of Selectmen:

Please consider my recommendation to appoint Ms. Alyssa Collazo as a Part-Time Telecommunications Officer with the Southborough Police Department.

Ms. Collazo is a resident of Northborough. She holds several years of past experience as an EMT and EMS Dispatcher.

Her starting date will be determined pending the successful completion of a background check.

The recommended pay rate would be Grade 3 of the S.A.P., $22.00 per hour, based on her past experience. Please feel free to contact me with any questions you might have.

Kenneth M. Paulhus
Chief of Police

Protecting Our Community...Together!

KENNETH M. PAULHUS
CHIEF OF POLICE

TOWN OF SOUTHBOROUGH
POLICE DEPARTMENT

32 Cordaville Road
Southborough, Massachusetts 01772

Emergency: 9-1-
All Other: (508)485-212
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Fax: (508)485-463
kpaulhus@southboroughma.con

To: Southborough Select Board

From: Police Chief Kenneth M. Paulhus

Subject: Full-Time Telecommunications Officer/Dispatcher

Date: November 8, 2021

Dear Select Board:

Please consider my recommendation to appoint Ms. Brittney Remillard as a Full-Time Telecommunications Officer with the Southborough Police Department. The opening is due to a recent resignation.

Ms. Remillard is a resident of Blackstone, and proud member of the MA Army National Guard. Brittney is currently a Telecommunications Officer with the Town of Hopkinton. She will be resigning from her position to accept the Town's offer of employment upon the Board's approval. As you may recall, she honorably served the Town's Public Safety Department in the same capacity from January of 2019 until June 25, 2020.

Her starting date will be November 17th pending the successful completion of a background check.

The recommended pay rate would be Step 3 of the MASSCOP, LOCAL 44 Contract, $23.78 per hour, based on her past training and experience. Please feel free to contact me with any questions you might have.

Kenneth M. Paulhus
Chief of Police

Protecting Our Community...Together!

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Monday, September 20, 2021, 7:00 P.M.
Location: Zoom Meeting (virtual)
Present: Lisa Braccio, Chelsea Malinowski, Sam Stivers, Andrew Dennington, Town Administrator Mark Purple

I. Vice-Chairwoman Malinowski called the Selectmen meeting to order at 7:07 P.M.

II. **Scheduled Appointments**

Joint meeting with Planning Board – Downtown District bylaw. Planning Board Chairman Don Morris outlined the process for tonight's public hearing. The Planning Board planned to take up the bylaw language (Town Code) first, then the design guidelines, and then the map. Mr. Morris explained the following three components would be discussed, in the following order, at the Public Hearing: the language for the Draft Bylaw, the Design Guidelines, and the Zoning Map. The Planning Board will then provide their recommendations ahead of the printing of the Warrant.

Mr. Morris reviewed the Draft Bylaw. In Part 1 of the proposed Warrant Article, Mr. Stein felt the definition for "dwelling units" referred to residential properties and requested it be added to the definitions. Ms. Luttrell stated it was already defined in the Town Code. Mr. Mills asked if "landscaped green space" was different from "open-space." The Board supported the addition of the definition of "landscaped green space." In the definition for Mixed-Use Development, the Board supported the deletion of the minimum 10% non-residential gross floor area on the ground floor. Ms. Luttrell and Ms. Hoolahan felt it was important to consider handicapped accessibility as well as parameters to ensure commercial development was promoted. Mr. Mills suggested no more than 40% of the total building should be residential. Mr. Morris proposed the entire first floor "shall be non-residential." Mr. Mills explained that limiting the residential to 40% would help assure residents who expressed concern that what was being presented was a "housing" plan. Mr. Mills reviewed other towns and felt it was an appropriate percentage. Mr. Mills suggested wording, "residential dwellings cannot exceed 40% for the gross floor area above ground for the building" which the Board supported.

For proposed Warrant Article Part 4: A(2), Mr. Stein asked what the total number of "use units" in a mixed-use development scenario would be as the Draft Bylaw read "dwelling units does not exceed eight (8)." Mr. Stein and Mr. Mills expressed concern that a finite number was not stipulated in the Bylaw. Mr. Mills suggested it be three units By Right and any number above would be via Special Permit. He felt it made sense based on the size of the buildings in the Downtown District (DD.) Mr. Stein agreed with Mr. Mills. Ms. Hoolahan suggested they come back to this after reviewing other proposed specifications. Mr. Stein identified section C(7) which states, "multifamily dwelling, up to twelve units." Mr. Mills proposed it should be a maximum of ten units, to which Ms. Luttrell suggested "multi-family dwelling not to exceed ten (10.)" Mr. Mills indicated that C(2) "nine units" should be adjusted also to "four or more dwelling units." The Planning Board supported the changes. Mr. Stein suggested in D(1) that accessory apartments be By Right and not via a Zoning Board of Appeals (ZBA) Special Permit. Mr. Stein explained there is a lack of Affordable Housing in Southborough and he felt accessory apartments were a way to increase Affordable Housing in town. He stated a Deed Restriction would allow it to count towards the Affordable Housing Inventory. Mr. Morris felt it was beneficial for accessory

apartments to go through the ZBA as they reviewed egress, parking, and other important factors. Item (5): Maximum Floor Area Ratio (FAR) revisions were reviewed. Ms. Luttrell felt Zoning could not be "looked at in a vacuum." She felt that having a "% maximum lot coverage" in the DD Zoning different from all the other Zoning criteria of an FAR was not ideal. She was also not supportive of the proposed tiered FAR. She supported 0.30 By Right to which the Board agreed. Mr. Morris asked if the Maximum should remain the same at 0.50 to which the Board agreed. Item (6): the Planning Board discussed removal of the "contiguous" requirement for landscaped green space. Ms. Luttrell felt it should remain in place as the Planning Board could waive if needed Ms. Luttrell stated the phrase "landscaped open space" should be changed to "landscaped green space." The Planning Board supported that and for "contiguous and" to remain in the language. Item (8) Height regulations: Mr. Mills felt 40' maximum building height should change to 35'. Mr. Mills clarified the goal was not to exceed 35' for the height of the overall building. Discussion ensued as to the necessity of referring to a minimum and maximum floor height, to which the Planning Board recommended the removal of that criteria and also recommended the maximum building height changed from 40' to 35'. Item G(5) Affordable Housing: Mr. Morris suggested deletion of "In consultation with the Southborough Housing Opportunity Partnership Committee (SHOPC) the Planning Board may adopt a guidance document..." As it referred to 40B, Mr. Morris suggested it was not under the purview of the Planning Board and should be removed to which the Board agreed.

Part 5: Ms. Quinn requested clarification that if a proponent comes to the Planning Department for a Major Site Plan in the DD, should they complete applications for both the Major Site Plan and the Special Permit for Downtown District plan approval. Mr. Morris agreed the two applications should be completed.

For proposed Warrant Article Part 6: Mr. Stein asked if Exceptions in the DD to parking requirements items 1-3 pertained to off-street parking. Mr. Mills felt it was unclear as well. Mr. Stein opined it should refer to off-street parking. Mr. Mills felt overnight parking should be off-street parking, but restaurants should be allowed to accommodate on-street parking. Ms. Quinn clarified that part (F) was outside of the standard parking requirements already included in the Town Code. Ms. Quinn and Mr. Morris opined that on-street parking could not be relied on. Ms. Luttrell suggested "except for the off-street parking requirements for the following uses", the Planning Board agreed.

Part 7: Mr. Morris explained it was required that if the name of the district is changed, the map must be revised even if only the name is changed. Ms. Quinn explained the name "Downtown District" will be added to the Zoning Map and the color will be changed to apply to the DD. Currently, the proposed Zoning Map does not propose any revisions to the boundaries of the district at this time.

Back to Part 4 Section A(2), it was suggested to change the number of not to exceed dwelling units from 8 to 3 dwelling units. Ms. Luttrell stated 4 dwelling units would trigger the Affordable Housing threshold so any dwelling units above 3 should be done via Special Permit. The Planning Board agreed to the change. Also for Item C(2): change from "9" or more dwelling units to "4".

Mr. Morris gave the Board of Selectmen and the Economic Development Committee (EDC) an opportunity to opine on the recommendations proposed by the Planning Board for the proposed Downtown District bylaw. Chairwoman Braccio stated the BOS will discuss the details at their meeting on September 21, 2021. Mr. Belniak, the Vice-Chair of the EDC expressed concern that the proposed changes were "bringing them closer in line with currently restricting zoning and

obviated the need to do this altogether." Mr. Stivers requested further clarification on the possibility of a first floor residential unit. Ms. Quinn confirmed the proposed language does not appear to restrict a residential unit from the first floor. Ms. Connelly, member of the EDC, expressed concern that the restrictions being proposed would undermine the original intent of the proposal. She expressed concern about the 40% maximum residential development as well as the reduction from a 40' building to 35'. Ms. Connelly stated the proposed reduction in the Floor Area Ratio (FAR) would make it too restrictive to build a 3-story building. She proposed a tiered approach to FAR. Mr. Morris asked if the Planning Board wanted to revisit the FAR. Ms. Luttrell felt it was appropriate to remain as they proposed and felt a larger size would be inappropriate to a "small town downtown with a village style street scape." Ms. Luttrell reviewed the building heights in several similar towns and they ~~all~~ had a 35' maximum building height. The Planning Board agreed to let the proposed changes stand.

Mr. Morris presented the Draft Downtown Guidelines and thanked Ms. Hoecker for her hard work on their development. Mr. Morris noted the Planning Board can make changes to the Design Guidelines as needed as they do not require town meeting vote, to which Ms. Hoolahan suggested such language be added to the Bylaw. The Planning Board reviewed each section for format and content providing comments for revisions. In addition to minor typos and word inserts/deletions, some of the narrative was adjusted and clarified. Ms. Luttrell stated a list of historical properties in the Downtown District will be added. On page 4, a note should be added under the Zoning Map, source and date. On page 5 Process/Submittal Materials, the following bolded words should be added: "The proponent must submit the proposed project for design review as part of the Site Plan approval **process** or Special Permit **process** with Site Plan Approval **section 174.10.2**." The intent being that both Site Plan Approval (Section 174-10) and Special Permit for Downtown District Plan Approval (Section 174-10.2) is required for developments that require a Downtown District special permit from the Planning Board. In section Southborough Historic Properties, Mr. Mills suggested the addition of "the architectural character of new buildings should respect the character of the **majority** of adjacent, existing historical buildings..." Mr. Morris suggested the use of the word "**nearby**" instead of "majority" which was supported. In section Setbacks & Green Space on page 10: The term "landscaped open space" should be changed to "landscaped green space" throughout. In section Exterior Materials on page 11, "are required" is used and the second bullet ends with "prohibited." Mr. Morris asked the intention of the document and whether it was to "prohibit." Ms. Hoolahan suggested the Draft Design Guidelines should be recommendations rather than requirements to which the Planning Board agreed and further indicated to use terms such as encourage, discourage, recommend, or should vs prohibit, require, shall, or must, as applicable. In section Utilities & Mechanical Equipment in bullet 3, Ms. Quinn requested clarification on what type of "units" were being referenced. Ms. Hoecker stated it should reference "mechanical equipment units." Ms. Quinn asked if "utilities should be added underground" should be included. Ms. Hoolahan agreed it should be added as a Code reference. It was agreed that a bullet should be added regarding "underground utilities and services in compliance with Town Code. In reference to the "example" images, Ms. Hoecker suggested the terms "allowed" or "not allowed" be changed to "encouraged" and "discouraged." Mr. Mills expressed thanks to the Design Guidelines working group for their significant efforts. Ms. Luttrell expressed her thanks to Mr. Weishan, Ms. Connelly, and Ms. Braccio.

Mr. Morris requested feedback from the Board and the EDC. Chairwoman Braccio thanked everyone for their collaborative efforts, and in particular, Ms. Hoecker. Mr. Belniak felt it was inappropriate for the EDC to opine on the Design Guidelines so declined to provide feedback. Ms. Connelly expressed thanks to Ms. Braccio, Ms. Luttrell, Mr. Weishan, and Ms. Hoecker for the

collaborative effort. She emphasized that the Design Guidelines are intended have more flexibility than the Bylaw. Mr. Weishan opined that the Guidelines should be enforceable in a Zoning By Right situation and encouraged the Planning Board to continue the use of the word "shall." Ms. Connelly clarified that the By Right portion of the Draft Bylaw is only for the "use" and is separate from the Design Guidelines.

Mr. Morris presented the Zoning Map and the proposed Mock-Up, Map #2. Mr. Morris stated the Planning Board was in receipt of three abutter emails in support of Mock-up Map #2. One abutter suggested the CSX parcel be removed. Mock-up Map #2 has the split lots (total of 7) excluded from the DD and remaining in the Business Village District (BVD) and under the BVD Zoning requirements. Mr. Morris asked if any Planning Board members were open to revisions to the Zoning Map. Mr. Stein expressed support for Mock-up Map #2. Ms. Hoolahan and Ms. Luttrell supported Mock-up Map #2 but requested the CSX parcel be removed. Discussion ensued as to the location on the map of the CSX property in relation to other properties in the Downtown District. The Planning Board supported Mock-up Map #2 excluding the CSX property and excluding al of the "split lots" from the Downtown District.

Mr. Morris requested feedback from the Board and the EDC. Chairwoman Braccio stated she will bring the proposal to the Board meeting on September 21, 2021. She personally felt it was a great compromise and indicated the Board would take a position at their meeting. Ms. Munsiff asked for the reasoning behind the Zoning Map changes. She stated she heard from residents who wanted to be included in the Downtown District. Mr. Morris stated that adding to the district was unnecessarily complicated and could be addressed at a later date if the Warrant Article passed. He also felt it was important to listen to all residents and abutters. Ms. Hoolahan felt the removal of the split-lots simplified the Map and created "clean lines." Mr. Stein stated during his time on the Planning Board, the Planning Board listened to abutter input in every situation. Ms. Munsiff expressed concern that there would be several districts and felt it would be more confusing. Ms. Hoolahan stated the Planning Board responded to the bylaw amendment proposed by the EDC, listened to feedback from abutters and residents, and then provided their recommendations to the Board and the EDC. Mr. Mills felt it was important to focus on the development primarily on Main Street. Mr. Wood thanked the Planning Board for their work on the Design Guidelines. He emphasized that By Right is only applicable to "uses." Ms. Luttrell stated the Planning Board has listened to everyone. Mr. Morris asked Ms. Quinn how the Board would receive the changes ahead of their meeting on September 21, 2021. Ms. Quinn explained she would make the changes on the morning of September 21, 2021 and email them to the Mr. Purple for delivery to the Board. She would also email them to the EDC and the Planning Board. Mr. Weishan asked if there would be a vote on the final map. Mr. Morris stated the Planning Board would provide their recommendations to the "owner" of the proposed Bylaw which is the Board of Selectmen. Mr. Purple explained Town Counsel would review the "final draft" provided by the Board at which point it would go to print. Mr. Morris stated the Public Hearing would be open through Special Fall Town Meeting on November 1, 2021 so the Planning Board is legally allowed to take in more information and make changes if necessary. At the Planning Board meeting on September 27, 2021, Mr. Morris will provide an update from the Board regarding the Planning Board recommendations.

III. On a motion made by Mr. Dennington, seconded by Mr. Stivers and voted all in favor by roll call vote 5-0-0, the Board of Selectmen meeting was adjourned at 10:37 P.M. Roll call: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Upcoming Meetings
September 21, 2021
October 5, 2021

Respectfully submitted,

Mark J. Purple, Town Administrator

List of Documents referred to at the September 20, 2021 BOS Meeting:

- 01-suggested_edits_15_sept2021_draft_sec_174ddv9-final_from_bos_06.29.21
- 03-design_guidelines_southborough_downtown_district_09.15.21v2.2
- 05-mockups_for_dd_map_07.28.21_1

DRAFT

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, September 21, 2021 6:30 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

I. Chairwoman Braccio called the meeting to order at 6:31 P.M.

II. **Public Comment**

Kevin Miller (18 Latisquama Road) stated he attended the Planning Board meeting last night and described the zoning map for the proposed Downtown District that was unanimously approved by the Planning Board. He described the concerns with the split lots currently in the map and those that were proposed to be added in other versions. He strongly urged the Board to endorse the same map the Planning Board endorsed.

III. **Scheduled Appointments**

Volunteer Interview: Neetu Sehgal, Scholarship Advisory Committee, term 6/30/24

Ms. Sehgal was not in attendance.

Financial quarterly review – closeout of FY2021

Chairwoman Braccio praised the Finance Department and Ms. Malinowski for their work on the quarterly review. Treasurer Collector Brian Ballantine walked the Board through his end of year presentation included in the packet. He stated there was a $200,000 surplus over the previous year and outlined the large events that created this which included building fees and settled tax liens. Mr. Dennington asked if CARES reimbursements fit into this report. Town Accountant Carla McAuliffe explained that the DOR requires that FEMA and CARES reimbursements to be charged to a special revenue fund and not the general budget. Ms. Malinowski highlighted there were only five reserve fund transfers totaling approximately $30,000 this year and the Library and Council on Aging saw reduced operating hours and returned funds to the Town. She praised Ms. McAuliffe and her team for their diligence working with the department heads and the department heads for being receptive to and following the new financial policy put in place last year. Ms. Malinowski stated she will be following up with Ms. Munsiff from the Economic Development Department with questions regarding the expense portion of the EEA grant. She requested this topic be added to a future meeting and the Board agreed. Ms. Malinowski suggested the office equipment and repair budget line be consolidated through the IT Department for Mr. Montijo to review and be made aware of for procurement purposes. The Board agreed.

Review of Draft Lighting Bylaw Rules and Regulations

Chairwoman Braccio invited Planning Board member Marnie Hoolahan to speak to the enforcement piece of the lighting bylaw. Ms. Hoolahan outlined the changes made to enforcement which included encouraging neighbor disputes to be resolved between the two parties with an escalation resulting with a complaint to the Building Commissioner. She described the process residents would use to

resolve a lighting issue which included picture taking from the property line showing light trespass and measurements from a mobile app to take a light reading. A complaint would then be filed to the Building Commissioner which could prompt a site visit if the previous two steps did not resolve the issue. Mr. Stivers felt this was the proper route to take. Mr. Dennington asked if an informational flier could be sent to residents regarding these changes to zoning. Ms. Hoolahan stated that could not be done until the Attorney General has reviewed and approve the language. Ms. Malinowski asked if the Building Commissioner has reviewed these changes and what other resources she would have to follow up with a complaint. Mr. Purple stated the Building Commissioner has not reviewed the changes and he would ensure that she does. He added that the Building Commissioner has said previously that she would rely on the Electrical Inspector for assistance in these complaints. Mr. Healey stated he would like Town Counsel to review these rules and regulations. He asked the Planning Board clarify the purpose and intent of the letter from the Building Commissioner as described in the rules and regulations. Ms. Hoolahan agreed to do so and have Town Counsel review the document.

Cable Committee – Recommendation for Comcast cable license renewal

The recommendation was not ready for this evening and the item has been moved to a future meeting.

Downtown District bylaw update

Chairwoman Braccio summarized the Planning Board positions taken at their meeting last evening. She shared her screen and walked the Board through the document that included the Planning Board's feedback. She described the changes made by the Planning Board which included a definition for landscaped greenspace, additions to the mixed-use definition, changes to the permitted uses and floor area ratio. Julie Connelly of the EDC outlined her concerns that the changes made undermine the intent of the bylaw which is to add by right mixed-use zoning. She described her concerns with the restrictions of a 40% maximum for residential use, a .30 floor area ratio which was lower than previously agreed to and suggested using lot coverage as a simpler and more sensical measurement option. Chairwoman Braccio replied with reasons a .30 floor area ratio could work and suggested that it was a good starting point that could be changed in the future. Mr. Healey stated the he does not feel floor area ratio makes sense for the intent of the bylaw nor would it encourage housing diversification. He stated that his concerns are similar to Ms. Connelly's. Meme Luttrell, Planning Board member, stated that this bylaw will be part of zoning and floor area ratio should be used to stay consistent with the rest of the Town Code.

Mr. Stivers made a motion to accept downtown district version 9 as edited from the Planning Board dated 9.20.21. Mr. Dennington seconded. Mr. Healey stated he is in support but has reservations on the 40% maximum residential space permitted. The motion passed all in favor (5-0-0) by roll call, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Mask mandate extension for public buildings and meetings

Ms. Malinowski stated that the Board took position in August to implement a mask mandate in all municipal buildings in Southborough through September. She stated the Board of Health met and voted to continue the mask mandate extension indefinitely given the large number of cases in town and the schools over the last week. Dr. Alker gave an overview of the COVID-19 positive numbers from the summer and the previous year. She explained the COVID-19 positive numbers in the schools and the vaccination rates for residents. Mr. Healey explained his concerns with implementing a mask mandate to those that are already vaccinated. Mr. Dennington stated he is in

support of extending the mask mandate for municipal buildings. There was discussion regarding the scheduled November 1st Special Town Meeting and how the COVID-19 positive numbers could impact attendance. The Board agreed to discuss Special Town Meeting at their October 5th meeting. The Board agreed to continue with Zoom meetings for all boards and committees. Mr. Healey left the meeting at 8:39 P.M. Mr. Stivers made a motion that the Board continue with a mask mandate for all municipal buildings per the Board of Health. Ms. Malinowski seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Stivers, aye; Braccio, aye.

Board of Health votes impacting Special Town Meeting

Chairwoman Braccio stated that the Board of Health discussed this topic with Town Clerk Jim Hegarty and did not take a formal position. She stated that the Board of Health met on September 9th to discuss social distancing and masking at Town Meeting.

IV. Reports

Chairwoman's Report

i. CERT/MRC recognition event on 9/25

Chairwoman Braccio reminded the Board and public that the CERT/MRC recognition event is this Saturday at the Public Safety Building. She stated this is to recognize the volunteers for giving over 300 hours for COVID-19 assistance.

ii. Selectmen Office Hours

Chairwoman Braccio stated that Ms. Malinowski and she held Office Hours and two residents attended to talk about trails and truck exclusions.

iii. Letter to discontinue section of Chestnut Hill Road

Chairwoman Braccio stated she is acknowledging that the Board received this letter. She spoke to Whitney Beals and he is attending the October 19th meeting which gives the Board opportunity to work with Town Counsel and the DPW regarding this issue. Mr. Dennington suggested reaching out to the Police and Fire Departments for their input. Chairwoman Braccio asked that any information the Board would like to discuss or consider be sent to Mr. Purple as soon as possible.

Members' Reports

i. 9-11 Ceremony

Ms. Malinowski stated the ceremony at the Public Safety Building was well done and thanked Chief Achilles and the Fire and Police Departments for their attendance.

Town Administrator Report

Mr. Purple informed the Board that the Cable Committee item has been tabled until October 5th as the Committee did not have a quorum to officially vote on the license that has been completed. He added that all three cable licenses are done and current.

i. Funding for HCVE traffic study

Mr. Purple stated that the Board received a proposal from VHB for the traffic study to be conducted for $25,000. He stated that the study should take approximately two and a half months and he is creating the article for this item for the November 1st Special Town Meeting.

ii. Regional dispatch update

Mr. Purple stated that the communities of Hopkinton, Grafton, Marlboro, Westborough and Southborough are looking to put in a request for a feasibility study to establish or joining a Regional Dispatch Center. He explained what the study would entail and the information that would be needed to determine if a regional dispatch center is a fit for Southborough.

iii. Update for SAM Zoom integration for meetings

Mr. Purple updated the Board on the status of the equipment needed for the Southborough Access Media Zoom integration. He explained the reason for the delay and the possibility of using ARPA funding to provide more locations for live meetings.

V. Consent Agenda

a. Mr. Stivers asked to hold agenda item "a." Mr. Stivers requested a change to line 104-105. Ms. Malinowski requested a change to line 41. Mr. Stivers made a motion to approve Open Session Meeting Minutes: July 22, 2021 as amended. Ms. Malinowski seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Stivers, aye; Braccio, aye.

b. Ms. Malinowski made a motion to appoint Mead, Talerman and Costa, LLC as Labor Counsel. Mr. Stivers seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Stivers, aye; Braccio, aye.

c. Ms. Malinowski made a motion to appoint the Recording Clerk for Selectmen meetings. Mr. Stivers seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Stivers, aye; Braccio, aye.

d. Ms. Malinowski asked to put the approval of Executive Session Meeting Minutes: July 22, 2021 on an Executive Session agenda for the next meeting for revisions. The Board agreed.

VI. Other Matters Properly Before the Board

<u>Update on Halloran property access from MassDOT</u>

Mr. Stivers stated he has been in contact with the MassDOT Engineering Department and they are working on the issue. He added DPW Superintendent Karen Galligan has filed an access permit application through MassDOT and they have asked for additional information. She is now on critical path to complete the information they have requested. He stated that the Town would not be infringing on the right of way which will help the momentum to gain access to the property. Mr. Stivers stated he will update the Board as he receives more information. Mr. Dennington asked for information regarding the location of this property and Mr. Stivers explained.

<u>Approve five (5) 1-day Alcohol License applications for Chestnut Hill Farm "Fall Fun on the Farm" events: October 3, October 10, October 17, October 24, October 31</u>

Chairwoman Braccio stated that the Trustees requested this item be deferred to October 5th. Mr. Purple summarized his conversation with Town Counsel which indicated that the applicant must demonstrate that the activities for these events are primarily educational and the sale of alcohol and food trucks are insular to those events. He added it does not appear that Trustees have demonstrated this but both Ms. Haden and Mr. Warren of the Trustees are unclear as to why the Board will not approve these licenses. Mr. Stivers stated that the concern is that the events are not an acceptable use to include alcohol. Mr. Purple stated the Board needs more information from the applicant and he will touch base with the Conservation Agent for her perspective. Mr. Stivers asked that the Conservation Commission weigh in on this topic at their next meeting.

Closing the STM warrant for 11/1/2021

Chairwoman Braccio asked for additional time and suggested a Tuesday morning meeting to review the warrant. The Board agreed to meet on Monday September 27th at 7:30 A.M. to close the warrant.

Ms. Malinowski gave an update on the Board of Health article regarding salaries and benefits. There was discussion regarding the order of the articles and the potential need for an additional article to propose a new zoning map for the Down District bylaw. The Board discussed their position for article two. Ms. Malinowski, Mr. Dennington and Mr. Stivers were in support of article two. There was discussion regarding timing and town meeting funding for Northboro Road. The Board agreed to move forward with this item to Special Town Meeting and to inquire with Town Counsel regarding an additional article for a zoning map change.

Office Hours for Town Counsel

The Board discussed the option of opening Town Counsel office hours to board and committees. There were concerns regarding circumventing the Town Counsel legal request form, the amount of time the discussions could take and losing control over legal requests. Ms. Malinowski suggested initially submitting a legal request through Mr. Purple and he could confer with Attorney Talerman as to whether an office hour discussion is appropriate. The Board agreed to move forward with this process for a few months and to then reevaluate whether it held value.

Remote Work policy

Mr. Stivers stated he had some minor edits he would send to Ms. Hale. Ms. Hale stated she received general feedback from department heads and most were happy this policy was being put in place. Mr. Dennington stated that the departure of Ms. Hoecker from the Planning Department was a prime example of why a remote work policy is needed. Mr. Stivers made a motion to approve the Remote Work Policy as presented and edited. Ms. Malinowski seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Stivers, aye; Braccio, aye.

VII. Public Comment

Tim Flynn (18 Main Street) asked the Board to inquire whether the heavy vehicle exclusion request could be funded through the DPW road maintenance fund to expedite the process. Chairwoman Braccio replied that she will look into this.

VIII. On a motion made by Mr. Stivers, seconded by Ms. Malinowski and voted all in favor (4-0-0) by roll call vote, the meeting was adjourned at 9:45 P.M. Roll call Malinowski, aye; Dennington, aye; Stivers, aye; Braccio, aye.

Upcoming Meetings
October 5, 2021
October 19, 2021

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the September 21, 2021 BOS Meeting:

- Citizen Activity Form, Neetu Sehgal
- Quarter Report BOS Revenues and Expenses Q4 FY2021
- Rules and Regulations for Outdoor Illumination Draft
- Letter to BOS from residents of Chestnut Hill Road 9.13.21
- Draft Regular Session Minutes 7.22.21
- Memo from Vanessa Hale and Mark Purple to BOS 9.16.21
- Letter to BOS from Vanessa Hale 9.15.21
- Applications for One Day Alcohol License - Chestnut Hill Farm
- Planning Board proposed changes to Down District Zoning Bylaw 9.16.21
- Draft Design Guidelines Downtown District
- Draft Special Town Meeting Warrant 9.17.21
- Draft Remote Work Policy

DRAFT

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Wednesday, September 29, 2021, 7:30 A.M.
Location: Zoom Meeting (virtual)
Present: Lisa Braccio, Chelsea Malinowski, Sam Stivers, Andrew Dennington, Town Administrator Mark Purple

I. Chairwoman Braccio called the Selectmen meeting to order at 7:30 A.M.

II. **Scheduled Appointments**

Closing the November 1, 2021 Special Town Meeting warrant

i. Reconsideration of Downtown District bylaw article

Chairwoman Braccio asked each Board member to revote/reaffirm their vote to include this current draft article in the warrant and close the warrant today. Ms. Malinowski shared her opinion on the letter from the Economic Development Committee to the Board. She added she felt it is important that the proponents of the article be in support of it. She asked that the Board revisit this topic at their next meeting to clearly understand the objectives of the letter from the EDC. Mr. Healey stated that this article should be included in the warrant and he would like to understand the reasoning behind the changes made by the Planning Board. He shared his concerns regarding the process and finding a path forward. Mr. Healey outlined his reasoning for supporting this article and the changes he would like to see to create a more vibrant downtown. He asked if Judi Barrett, the EDC consultant who assisted in the creation of the bylaw would be open to reviewing the article again. Chairwoman Braccio stated that Ms. Barrett has been clear that she will not. Mr. Stivers stated he felt the bylaw is not perfect but it is important to move this forward. He said he felt it was worth moving forward with the article to have a change in zoning that could create opportunities for a better downtown. He is in support of this article being included in the warrant for Special Town Meeting and the article as a whole. Mr. Dennington stated he is an agreement with Mr. Healey. Chairwoman Braccio asked for members of the Board to attend the Advisory meeting this evening to explain the article and its support from the Board and other committees; specifically, the stance of the EDC. Mr. Stivers stated he will attend. Chairwoman Braccio stated she did not feel a vote for the article was necessary at this time. She summarized that the Board is in support of moving forward with the bylaw to Special Town Meeting but was unsure of their support at this time.

ii. ii. Review of article placeholders

Mr. Purple stated he sent an updated copy of the warrant which includes ten articles. He listed and summarized each article. Ms. Malinowski asked if there will be more information on article four before next Tuesday and Mr. Purple confirmed there would be. Ms. Malinowski asked if anything needs to be done to update the current Business Village District as a separate article. Mr. Purple stated he will be getting clarification from Town Counsel whether that can be adopted in article ten or if it needs to be a separate article. He suggested the Board close the warrant with an article placeholder which could be expanded upon before Special Town Meeting.

iii. iii. Vote to close November 1, 2021 Special Town Meeting warrant

Mr. Dennington asked if the vote to close the warrant also means that the Board votes to hold the meeting. He stated that the Board is as waiting for a report from the Board of Health in regards to safety measures needed to prevent the spread of COVID-19. Ms. Braccio confirmed

that closing the warrant does not mean the Board is voting to move forward with the meeting itself. Mr. Purple explained the implications of closing the warrant and the next steps. Mr. Healey asked when the power to vote whether to hold Town Meeting moves from the Board to the Town Moderator. Mr. Purple explained. Chairwoman Braccio stated she asked Town Clerk Jim Hegarty when the latest the Board could decide to hold or cancel Town Meeting and she was told Columbus Day weekend. Mr. Healey made a motion to close the November 1, 2021 Special Town Meeting Warrant. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote, Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

III. On a motion made by Mr. Healey, seconded by Mr. Stivers and voted all in favor by roll call vote 5-0-0, the Board of Selectmen meeting was adjourned at 7:56 A.M. Roll call: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Upcoming Meetings
September 21, 2021
October 5, 2021

Respectfully submitted,

Mark J. Purple, Town Administrator

List of Documents referred to at the September 29, 2021 BOS Meeting:

- Draft November 1, 2021 Special Town Meeting warrant
- Letter from the EDC to the BOS 9.27.21

DRAFT

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Monday, October 18, 2021, 7:00 P.M.
Location: Zoom Meeting (virtual)
Present: Lisa Braccio, Chelsea Malinowski, Sam Stivers, Andrew Dennington, Town Administrator Mark Purple

I. Chairwoman Braccio called the Selectmen meeting to order at 7:45 P.M.

II. **Scheduled Appointments**

Joint meeting with Planning Board – Downtown District bylaw.

Members of Advisory Committee were present (Kathy Cook, Chair, Andrew Pfaff, Vice-Chair, and Marci Jones) but did not have a quorum.

Mr. Anderson thanked the Planning Board and the Board for their efforts. He read a statement into the record. The EDC expressed concern regarding the 40% residential limit and proposed a 50% limit. The EDC felt the 3 By Right residential units should be increased to 4 units By Right to allow for an Affordable Housing component. The EDC also opposed the FAR proposal of .30 and requested it revert to .35.

Ms. Braccio asked the Board if they had any questions. Mr. Stivers and Mr. Healey supported the requests made by the EDC.

Mr. Morris asked the Planning Board for feedback. Mr. Mills continued to support the 40% residential limit to prioritize commercial rather than residential development. He also supported the 3 By Right units as proposed. Mr. Stein felt that going through the Special Permit process was not prohibitive but would "balance progress with preservation." He was open to discussion regarding the FAR pending public feedback. Ms. Luttrell asked if the EDC voted on the proposed increase to 4 By Right units. Mr. Anderson stated the EDC voted to voice their concerns regarding the three issues in the memo. Ms. Luttrell stated that at the June 22, 2021 joint meeting with the BOS and the Planning Board, the Planning Board agreed to open Public Hearings, listen to public feedback, and provide feedback. Ms. Luttrell stated the Planning Board did not make "11th hour changes" as indicated by the EDC. She felt the 40% restriction was intended to promote small scale commercial development and encourage mixed-use. She noted her support for commercial uses on upper floors to allow an ADA compliant residence on the first floor. She felt it would be onerous for the Building Commission to ensure Affordable Housing guidelines are met and felt the task was more appropriate under the purview of the Planning Board. Ms. Luttrell felt the goal of the Draft Bylaw was to encourage small scale commercial development and stated the average FAR in the downtown is .26, thus a FAR of .30 would keep properties within the "existing scale." Ms. Hoolahan supported the other Planning Board members and felt the feedback provided was still collaborative and an improvement. Mr. Stein suggested the "mixed use development definition" verbiage be edited to clarify that 4 units would be allowed via Special Permit. He supported the proposals as suggested by the Planning Board. Mr. Morris also supported the proposals put forth by the Planning Board. He emphasized that in order to achieve a 2/3 vote at Town Meeting, the Warrant Article should be kept simple and noted that Amendments tend to complicate the process for residents and historically result in an "indefinite postponement." He felt a unified approach provided residents with a comfort level. Mr. Morris felt the differences being proposed were not "show stoppers." He recommended that the Planning Board, the EDC, the BOS, and Advisory support what is written in the Warrant. Mr. Morris emphasized that mixed-use would be allowed which was the original goal of the Bylaw and would encourage economic development.

Ray Hokinson, 10 Main Street, felt the input was valuable and agreed with the views of the Planning Board. Mr. Anderson noted the changes were small but significant for economic development. Mr. Wood emphasized 10% commercial development was not the original intent. He felt that 4 units By Right would be ideal and not prohibitive for the Building Commissioner to manage. Ms. Connelly agreed a united front was important but felt the outstanding issues were critical and felt the original intent was not being accomplished based on the recommendations made by the Planning Board. Ms. Connelly felt the recommendations "undermined the intent" of the Draft Bylaw. Mr. Anderson felt the EDC made significant compromises during the process but did not feel comfortable with the recommendations made by the Planning Board. Kathy Cook, Chair of Advisory, stated the role of Advisory would be to make a recommendation to Town Meeting. She felt the better argument was made by the EDC and felt they compromised more. She felt the Article would not pass if there was not consensus among the various Boards. Andrew Pfaff, member of Advisory, felt the recommendations made by the Planning Board were too restrictive and requested they reconsider their recommendations. Marci Jones, member of Advisory, expressed support for the recommendations made by the Planning Board. Mr. Dennington, member of the BOS, requested the Planning Board adjust the 40% limit to 50% for a two story building. Ms. Braccio stated the BOS would take an official vote at their meeting scheduled for October 19, 2021. Mr. Morris explained a proposal was previously made for 2 Main Street that did not pass. He asked if it would pass under the new Bylaw. Ms. Braccio stated the FAR on that proposal was .328. Mr. Morris stated that "if it is allowed, it will be built." Mr. Mills suggested he would support the changes if the 50% residential limit was restricted to a two story building and 40% for a three story building. Mr. Healey, member of the BOS, stated there has been no new development since 1978 and stated the current Zoning is "not working." He felt there was an "anti-housing" bias which prevented diversity of housing. He felt housing on a second and third level should be encouraged. He implored the Planning Board to reconsider their recommendations. Mr. Morris took offense to the argument that the recommendations made by the Planning Board were "anti-housing." He stated it was a Zoning Article and as it was represented should focus on economic development or it should be changed to a Housing Bylaw to be clear to the public of the intent of the proposed bylaw. Ms. Luttrell stated the mixed-use goal was to encourage commercial development but opined that as residential is "saleable," there can be a tendency by developers to leave commercial space vacant, therefor the intent to advocate for stricter thresholds for residential component. She noted the EDC has not taken a formal vote since June 22, 2021 on the specific issues. She felt there was a lack of consensus among the EDC. Mr. Anderson stated on September 24, 2021 the EDC voted to support the EDC Coordinator's memo and on October 5, 2021, the EDC voted to not accept the three changes recommended by the Planning Board. Ms. Luttrell responded that the EDC had voted on concerns but not on what the actual revisions recommended by the EDC would be. Ms. Luttrell stated she would support the increase to 50% but felt the other 2 issues should stand. Ms. Connelly argued that a developer would not leave the first floor empty because it would not be "economically viable." She felt the 4 units By Right would encourage Affordable Housing. Mr. Robbins implored people to compromise and felt the EDC was representing what the community asked for. Mr. Morris explained the Planning Board scheduled an additional meeting specifically dedicated to the Downtown District Draft Bylaw and provided their recommendations. The recommendations were then unanimously approved by the BOS to move forward with the proposed language in the Warrant. Ms. Braccio supported the efforts of the Planning Board and stated they attended joint meetings, held an additional Public Hearing, listened to resident feedback, and provided their recommendation to the BOS well in advance of Town Meeting. She stated she highly respected the Planning Board and personally would not support Amendments made on the floor of Town Meeting. Mr. Healey proposed the By Right units be increased from 3 to 4. The EDC voted to support a 50% residential limit for a two story building and 40% for a three story building, an increase from 3 to 4 By Right units, and a .30 FAR. Mr. Dennington shared draft language for the mixed use development definition which the EDC approved. Ms. Braccio anticipated BOS to vote on revisions

tomorrow. Mr. Mills clarified that if the increase to 4 By Right units passes, the 4th unit must be Affordable Housing, Mr. Anderson confirmed accurate per draft bylaw language. Mr. Stein supported the proposed changes. Ms. Luttrell expressed concern that if the 4th unit is deemed affordable that the Building Inspector would be able to take on the requirements. Ms. Hoolahan supported the proposed recommendations. Ms. Braccio will distribute an amendment to the Warrant Article.

MOTION by Mr. Mills to support the language as proposed by Mr. Dennington for the definition of mixed use as well as the allowance of 4 residential By Right units. **Seconded** by Mr. Stein. **ROLL CALL: Morris-Yes, Mills-Yes, Stein-Yes, Luttrell-Yes, Hoolahan-Yes. VOTE to Approve: Yes-5, No-0.**

Paul Cimino, Town Moderator, expressed hope for a successful Town Meeting and thanked everyone for their time and the cooperative discussions.

Mr. Morris stated that the Town Clerk intended to send a mailing regarding Special Town Meeting (STM) including the revised Zoning map for resident review. He then asked who would present the article at STM. Ms. Braccio stated the BOS would make that determination at their meeting on October 19, 2021.

The EDC adjourned their meeting at 9:45 PM.

III. On a motion made by Mr. Stivers, seconded by Mr. Healey and voted all in favor by roll call vote 5-0-0, the Board of Selectmen meeting was adjourned at 9:46 P.M. Roll Call: Malinowski, aye; Dennington, aye; Healey, aye; Stivers, aye; Braccio, aye.

Upcoming Meetings
October 19, 2021
November 1, 2021 (Special Town Meeting)

Respectfully submitted,

Mark J. Purple, Town Administrator

<u>List of Documents referred to at the September 20, 2021 BOS Meeting:</u>

- None

DRAFT

Quarter Report BOS

Revenues and Expenses

Quarter 1 FY2022 ending 9-30-2021

Revenues:

- General fund revenues finished $125,276 more through September 30th year over year. This is a 15.6% increase.
- Areas of positive material revenue growth – building permits, motor vehicle excise, other Departmental revenue, and Ambulance Fund revenue.
    - Motor vehicle excise: Commitment 2 and 3 issued around this quarter were up significantly. Commitment 3 was also sent to the Town a bit later than last year which also contributed to more revenue being realized in FY22. Collections to date are strong however at least three more commitments remain to be billed during this Fiscal Year.
    - Building Fees: Up about $25,000 however several large permits were received last year later in the year, so this may be temporary.
    - Other Misc Department revenue is doubled mostly due to additional Clerk fees and Technology fees, however this section is smaller than most of the others – estimated total revenue is $12,000 and this quarter just met that goal.
    - The ambulance fund revenue has seen almost a double increase in every month for the three months to date, a great early sign that perhaps the ambulance operation is back to more consistency than last year.
    - RMV Fines: Note these have almost doubled year over year with the resumption of a higher level of traffic.
    - Finally, police detail fees were higher – partly due to a slightly increased billing volume and partly due to the timing of some larger bills being paid.
- Areas that have materially declined – interest earnings, tax lien fees.
    - Investment Income continues to be substantially flat due to a continued broad low interest rate environment (0.50% and lower).
    - Tax Lien Fees: Down substantially from last year. The past year we had a handful of large accounts settle out and have had no comparable payouts this year. We do have one that may be realized in Qtr 2, and we also are tasking the new Tax Title Attorney with initiating a broad collection effort this fiscal year.
- Water fund through 9-30 is down about 7% or approximately $43,000. As the Board is aware we are closely watching the fund in anticipation of a possible rate increase in the Spring. We will evaluate the proposed FY23 water budget and capital to better assess that decision.
- Final comments are Q1 revenues are staying good and overall results are satisfactory. As this is only the first quarter we will see if these collections stay on trend. Areas of note to watch: Building Permits, Motor vehicle excise (especially commitment 1 in February), water revenue, and tax/fee category which includes tax title fees.

General Fund Expenses:

Included in the packet is a snap shot of FY22 through 9/30/2021 by department

- For Information Technology the Department needs to re-allocate some expenses for FY23. The Director is expending funds from the cost lines he believes are appropriate however not all are matching up with the exact budget. This has resulted in an overage in the contracted services line and excess funds in the computer repair and equipment line. The Director will continue to monitor this throughout the year. The Board of Health copier lease is currently being paid out of the IT budget and it is expected that a reserve transfer request for $3,000 will be brought forth to cover that cost.
- We have made one Transfer from the Reserve Fund so far this year for the fire replacement boat for $17,300.00. At this time there may be three other possible end of year transfers for Court Judgements, Liability Insurance, and IT (see above).
- The Fire budget was increased by $17,300 from the Reserve Fund to pay for the replacement boat.
- The School salaries and expenses appear as a low percentage on the Q1 report the majority of the spending done over the summer was funded through encumbered funds from the prior fiscal year.
- The BOH department report is showing the full amount of the Director and Nurse Salaries. A portion of the unbudgeted salaries have been submitted for reimbursement to an alternate funding source.
- Court judgements is over $781 due to a slightly higher interest rate from the settlement than anticipated. For FY23 Northborough provided an estimate so that it is likely the budget will be enough. FY23 is the last year of this assessment and the budget sits by itself, so no other line can offset an overage.
- Liability insurance saw an unanticipated renewal increase this year which will result in a shortage (currently $4,639). The Town had a high loss ratio and the increases on an industry scale (due to an increase in natural disasters) are much higher this year than historically. Unfortunately, the expense is a mix of billed premium and credits earned to offset that bill, and this year was an unusually high renewal.
- The Water fund budget was reduced by $150,000 due to a reduced MWRA assessment. The budget reduction will be reflected in the Q2 report.
- As part of the FY23 budget process we will be looking to move hardware costs out of individual departments and into the IT budget. This will allow the IT manager to build a comprehensive list for hardware replacement. The software costs will remain with the individual departments.

Clear Gov Update:

The Town discontinued the Clear Gov application at the end of FY21. The application would have cost $23,000 to renew. The application was initially received via a Community Compact grant which did not cost the Town anything. The product was used by internal staff and the Select Board as well as the Advisory and Capital Committees.

Although the general idea of a collaborative software where the sharing of information was part of the integral aspect of the product, unfortunately the mechanics and flexibility of the software proved limited.

The reporting function was limited in functionality, where some basic reporting structures were not available. The product had some upgrades during the year we utilized it without the Town being notified, therefore it had a resemblance to a beta situation. The importing of our data from our ledgers was also a difficult and cumbersome process. Additionally, the product was not specifically tailored for MA budget building, rather it was a more generic product that could be fit to use on a national basis. There was no mechanism to set a tax rate or utilize on a larger scale within the product. The feedback from other users was mixed, varying from ordinary to dislike. The Advisory Committee agreed with the opinion the cost benefit was not worth further investment.

The Finance Team and IT will continue to seek possible alternatives to an excel based platform. Although this is the most common solution in other communities, it does have numerous disadvantages. We will utilize the Excel environment for FY23 budget preparation to not disrupt the budget schedule. Our current financial software -Vadar- may have some additional budget functionality however it is not shareable and some of this would only improve internal processes.

Revolving Funds:

Included in the packet is a revolving fund chart with revolving fund information and Q1 balances

- 911 Field Maintenance fund is used to support the upkeep of the field. The revenues have increased 69% over last year. Which is a good sign.

- The revenue we are currently receiving for the immunization clinic fund is for the prior year flu clinics. According to our UMASS billing contact due to COVID delays they are still working on FY21 winter flu reimbursements. We will receive another installment of reimbursements in December 2021.

Q1 Document List:

1. Q1 FY22 Local Receipts Summary
2. Q1 FY22 Ambulance Fund Revenue and Expense Summary
3. Q1 FY22 Detail Budget to Actual by Individual Depts
4. Q1 FY22 IT Contracted Services Detail
5. Q1 FY22 Water Fund Budget to Actual
6. Q1 FY22 Summary of Revolving Account Activity & Harvard Funds
7. Q1 FY22 Recreation Revolving Deposits and Expenses

		Rev Obj Code	FY21 BUDGET	9/30/2020	FY21 vs Estimate		FY 22 EST BUDGET	9/30/2021	FY22 vs Estimate
Motor Vehicle Excise	**All Levy Years**	415	2,125,000	129,590	(1,995,410)		2,070,500	225,866	(1,844,634)
Other Excise		419	85,000	-	(85,000)		195,000	31,471	(163,529)
	Meals					40			
	Hotel / Motel					75		31,471	
	Cannabis			-		80		-	
Fees/Int. - Taxes & Excise		417	60,000	47,178	(12,822)		60,000	19,580	(40,420)
	Real Estate and PP			13,374				7,648	
	MVE			2,749				2,209	
	Tax Title			30,242				9,352	
	FY Septic Betl Int			813				370	
Pymnts in Lieu of Taxes	**PILOT**	418	430,000	7,355	(422,645)		430,000	7,158	(422,842)
Fees		432+433	350,000	132,179	(217,821)		370,000	181,282	(188,718)
	Town			9,777				8,479	
	Redemption			-				75	
	Building			109,398				134,365	
	Cable Franchise			-				-	
	Large Size Copies			-				-	
	Cons- Stormwater App			50				800	
	Cons- Local Wetlands Fees			-				-	
	AdminCostPl			520				3,796	
	Police- Detail Admin Fee			9,089				23,351	
	Trench Permit Fee			150				-	
	Rec Fields			3,195				10,415	
Rentals - Cell Tower		436	25,000	9,293	(15,707)		-	-	-
Dept Revenue - Libraries		437+477	1,000	10	(990)		25	139	114
	Fees (437)			10				139	
	Fines (477)			-					
Dept Revenue - Cemetery	**Dept Cem**	437	25,000	6,423	(18,577)		25,000	11,469	(13,531)
Other Dept Revenue		437	12,000	5,792	(6,208)		12,000	12,147	147
	Assessors			164				83	
	Town Clerk			3,737				6,161	
	Planning Board			-				1,500	
	Zoning Board			450				750	
	Technology Fees	438		1,131				3,443	
	Police Reports			310				210	
	Other Fire			-				-	
Licenses and Permits		441+445	425,000	387,938	(37,062)		425,000	379,072	(45,929)
	Alcoholic Bev			600				350	
	Dog Licenses			2,481				2,496	
	Firearms			1,175				488	
	Transfer Stickers			367,421				358,175	
	Fuel Permits			-				-	
	Fire Dept			2,825				4,755	
	Health			13,436				12,808	
Fines and Forfeits		476+477	75,000	14,793	(60,207)		60,000	19,692	(40,308)
	Fire Fines - Default			(89)				(65)	
	False Alarm			1,200				500	
	RMV Fines			6,155				11,744	
	Court Fines			2,677				3,863	
	Municipal Lien			4,050				3,175	
	Trans Station Violation			250				-	
	Dog Fines			550				475	
	Parking Fines			-				-	
	Marijuana Law Violation			-				-	
Investment Income	**Earnings on Inv**	482	70,000	19,689	(50,311)		65,000	10,501	(54,499)
Miscellaneous Revenue	**Misc. Recurring**	484		34,202	34,202			13,004	13,004
	Medicaid Reimb			5,751	5,751			13,998	13,998
Misc/State Revenue	**Misc. Non-Recurring**	484		1,089	1,089			1,179	1,179
	G-Fund TOTAL		3,683,000	801,282	(2,881,718)		3,712,525	926,558	(2,785,967)
	Est vs. Actual								
					Last year thru 09-30			125,276	
								More	
Charges - Water	W-FUND TOTAL	6161	2,340,692	586,175	(1,754,517)		2,762,386	542,927	(2,219,459)
	Grand Total		6,023,692	1,387,457	(4,636,235)		6,474,911	1,469,485	(5,005,426)

Town of Southborough
Ambulance Fund
Fund 2309

	ACTUAL FY 2019	ACTUAL FY 2020	ACTUAL FY 2021	EST. FY 2022	EST. FY 2023	EST. FY 2024	EST. FY 2025	EST. FY 2026	EST. FY 2027	EST. FY 2028
Beginning Balance	761,101.47	475,948.69	471,987.69	535,261.78	549,588.78	541,635.78	592,958.78	646,236.78	701,469.78	815,847.78
Cash Receipts	**404,972.22**	**533,039.00**	**488,524.00**	**488,500.00**	**500,000.00**	**500,000.00**	**500,000.00**	**500,000.00**	**500,000.00**	**500,000.00**
Expenditures										
General Fund Budget	(275,000)	(275,000)	(290,000)	(290,000)	(290,000)	(290,000)	(290,000)	(290,000)	(290,000)	(290,000)
COMSTAR G-fund Offset										
Air Compressor		(60,000)								
Radios		(70,000)								
Lucas			(17,000)							
Debt Svc-Engine 23	(130,625)	(132,000)	(118,250)	(121,000)	(115,500)					
Debt Svc-Engine 22 (600,000)			-	(5,983)	(8,396)	(65,300)	(64,025)	(62,750)	(61,475)	(60,200)
Tender (400,000)	-	-	-	-	(36,867)	(36,187)	(35,507)	(34,827)	(34,147)	(33,467)
Capital-see cap plan tab	(14,500)		-	-	-	-	-	-	-	-
Ambulance (FY22-26 Lease)	(270,000)	-	-	(57,190)	(57,190)	(57,190)	(57,190)	(57,190)	-	-
Expenses	**(690,125.00)**	**(537,000.00)**	**(425,250.00)**	**(474,173.00)**	**(507,953.00)**	**(448,677.00)**	**(446,722.00)**	**(444,767.00)**	**(385,622.00)**	**(383,667.00)**
Ending Balance	**475,948.69**	**471,987.69**	**535,261.69**	**549,588.78**	**541,635.78**	**592,958.78**	**646,236.78**	**701,469.78**	**815,847.78**	**932,180.78**
At June 30 - Required Balance	537,000.00	425,250.00	474,173.00	507,953.00	448,677.00	446,722.00	444,767.00	385,622.00	383,667.00	-
Under/Over Funding	**(61,051)**	**46,738**	**61,089**	**41,636**	**92,959**	**146,237**	**201,470**	**315,848**	**432,181**	**932,181**

RECEIPTS FY21		
	July-20	30,024
	August-20	33,633
	September-20	23,095
	October-20	43,273
	November-20	35,231
	December-20	60,236
	January-21	42,247
	February-21	36,770
	March-21	33,545
	April-21	56,141
	May-21	51,910
	June-21	42,419
		488,524.09

RECEIPTS FY22		
	July-21	62,365
	August-21	64,559
	September-21	46,055
	October-21	
	November-21	
	December-21	
	January-22	
	February-22	
	March-22	
	April-22	
	May-22	
	June-22	
		172,978.48

6/30/21 Balance	535,261.78
Transfers FY22	(453,025.00)
Net Revenue YTD	172,978.48
Current Balance	255,215.26

	86,752.00
	172,978.00

Filter by: Segment 1: 0100
Segment 2: 5
Group as: ****-*-111-***-*****
Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 114 - MODERATOR							
Expenses								
0100-5-114-000-54220	OTHER OFFICE SUPPLIES	0.00	50.00	50.00	0.00	0.00	50.00	0.00
0100-5-114-000-57300	DUES	0.00	50.00	50.00	0.00	0.00	50.00	0.00
Total Group 3: Expenses		**0.00**	**100.00**	**100.00**	**0.00**	**0.00**	**100.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 114 -	**0.00**	**100.00**	**100.00**	**0.00**	**0.00**	**100.00**	**0.00**

3.

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 121 - ELECTED BOARD OF SELECTMEN							
Salaries								
0100-5-121-000-51110	SALARIES PART-TIME	-800.00	4,000.00	4,000.00	-800.00	0.00	3,200.00	20.00
Total Group 3: Salaries		**-800.00**	**4,000.00**	**4,000.00**	**-800.00**	**0.00**	**3,200.00**	**20.00**
		-800.00			**-800.00**			
Total Group 1: Segment 3: Department	Code: 121 - ELECTED	**-800.00**	**4,000.00**	**4,000.00**	**-800.00**	**0.00**	**3,200.00**	**20.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 122 - BOARD OF SELECTMEN							
Salaries								
0100-5-122-000-51100	SALARIES FULL-TIME	-86,608.59	392,252.00	392,252.00	-86,608.59	0.00	305,643.41	22.08
0100-5-122-000-51450	LONGEVITY	0.00	1,850.00	1,850.00	0.00	0.00	1,850.00	0.00
0100-5-122-000-51460	DEFERRED COMPENSATION	0.00	10,762.00	10,762.00	0.00	0.00	10,762.00	0.00
0100-5-122-000-51505	VACATION BUYOUT	0.00	3,453.00	3,453.00	0.00	0.00	3,453.00	0.00
0100-5-122-000-51745	LONG TERM DIABILITY	-581.88	1,200.00	1,200.00	-581.88	0.00	618.12	48.49
0100-5-122-000-51940	MILEAGE STIPEND	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
0100-5-122-000-51950	MEETING STIPEND	-750.00	0.00	0.00	-750.00	0.00	-750.00	0.00
Total Group 3: Salaries		**-87,940.47**	**413,517.00**	**413,517.00**	**-87,940.47**	**0.00**	**325,576.53**	**21.27**
Expenses								
0100-5-122-000-52460	OFFICE EQUIPMENT REPAIR MAINTENA	-889.91	1,500.00	1,500.00	-889.91	0.00	610.09	59.33
0100-5-122-000-53000	MEDICAL DENTAL PROF. TECH.	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-122-000-53070	EMPLOYEE TRAINING PROF. TECH.	-80.00	3,785.00	3,785.00	-80.00	0.00	3,705.00	2.11
0100-5-122-000-53100	ADVERTISING PROF. TECH.	0.00	700.00	700.00	0.00	0.00	700.00	0.00
0100-5-122-000-53420	POSTAGE COMMUNICATION	-2,057.17	22,000.00	22,000.00	-2,057.17	0.00	19,942.83	9.35
0100-5-122-000-53440	PRINT MAIL COMMUNICATIONS	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
0100-5-122-000-53880	MISC. CONTRACTED SERVICES	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-122-000-54210	PHOTOCOPY SUPPLIES	0.00	2,800.00	2,800.00	0.00	0.00	2,800.00	0.00
0100-5-122-000-54220	OTHER OFFICE SUPPLIES	-116.76	1,000.00	1,000.00	-116.76	0.00	883.24	11.68
0100-5-122-000-54900	FOOD AND FOOD SERVICE SUPPLIES	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-122-000-55470	MISCELLANEOUS-OTHER CHARGES EX	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-122-000-57100	IN-STATE TRAVEL	0.00	3,700.00	3,700.00	0.00	0.00	3,700.00	0.00
0100-5-122-000-57200	OUT-OF-STATE TRAVEL	0.00	950.00	950.00	0.00	0.00	950.00	0.00
0100-5-122-000-57300	DUES	-2,624.41	4,878.00	4,878.00	-2,624.41	0.00	2,253.59	53.80
Total Group 3: Expenses		**-5,768.25**	**46,413.00**	**46,413.00**	**-5,768.25**	**0.00**	**40,644.75**	**12.43**
		-93,708.72			**-93,708.72**			
Total Group 1: Segment 3: Department	Code: 122 - BOARD OF	**-93,708.72**	**459,930.00**	**459,930.00**	**-93,708.72**	**0.00**	**366,221.28**	**20.37**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 131 - ADVISORY							
Expenses								
0100-5-131-000-53880	MISC. CONTRACTED SERVICES	0.00	2,030.00	2,030.00	0.00	0.00	2,030.00	0.00
0100-5-131-000-54210	PHOTOCOPYING OFFICE SUPPLIES	0.00	70.00	70.00	0.00	0.00	70.00	0.00
0100-5-131-000-57300	DUES	0.00	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00
Total Group 3: Expenses		**0.00**	**3,500.00**	**3,500.00**	**0.00**	**0.00**	**3,500.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 131 - ADVISORY	**0.00**	**3,500.00**	**3,500.00**	**0.00**	**0.00**	**3,500.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department Expenses	Code: 132 - RESERVE FUND							
0100-5-132-000-57840	RESERVE FUND APPROP.	0.00	190,000.00	172,700.00	0.00	0.00	172,700.00	0.00
Total Group 3: Expenses		**0.00**	**190,000.00**	**172,700.00**	**0.00**	**0.00**	**172,700.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 132 - RESERVE	**0.00**	**190,000.00**	**172,700.00**	**0.00**	**0.00**	**172,700.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 135 - TOWN ACCOUNTANT							
Salaries								
0100-5-135-000-51100	SALARIES FULL-TIME	-36,148.84	157,266.00	157,266.00	-36,148.84	0.00	121,117.16	22.99
0100-5-135-000-51450	LONGEVITY	-700.00	700.00	700.00	-700.00	0.00	0.00	100.00
Total Group 3: Salaries		**-36,848.84**	**157,966.00**	**157,966.00**	**-36,848.84**	**0.00**	**121,117.16**	**23.33**
Expenses								
0100-5-135-000-53070	EMPLOYEE TRAINING PROF. TECH.	-240.00	780.00	780.00	-240.00	0.00	540.00	30.77
0100-5-135-000-54220	OTHER OFFICE SUPPLIES	-57.57	850.00	850.00	-57.57	0.00	792.43	6.77
0100-5-135-000-57100	IN-STATE TRAVEL	0.00	1,050.00	1,050.00	0.00	0.00	1,050.00	0.00
0100-5-135-000-57300	DUES	-80.00	140.00	140.00	-80.00	0.00	60.00	57.14
Total Group 3: Expenses		**-377.57**	**2,820.00**	**2,820.00**	**-377.57**	**0.00**	**2,442.43**	**13.39**
		-37,226.41			**-37,226.41**			
Total Group 1: Segment 3: Department	Code: 135 - TOWN	**-37,226.41**	**160,786.00**	**160,786.00**	**-37,226.41**	**0.00**	**123,559.59**	**23.15**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 136 - AUDIT							
Expenses								
0100-5-136-000-53080	AUDITING PROF. TECH.	0.00	42,015.00	42,015.00	0.00	0.00	42,015.00	0.00
0100-5-136-000-53081	GASB REQUIRED PROF TECH	0.00	10,500.00	10,500.00	0.00	0.00	10,500.00	0.00
Total Group 3: Expenses		**0.00**	**52,515.00**	**52,515.00**	**0.00**	**0.00**	**52,515.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 136 - AUDIT	**0.00**	**52,515.00**	**52,515.00**	**0.00**	**0.00**	**52,515.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 140 - ELECTED BOARD OF ASSESSORS							
Salaries								
0100-5-140-000-51110	SALARIES PART-TIME	0.00	2,250.00	2,250.00	0.00	0.00	2,250.00	0.00
Total Group 3: Salaries		**0.00**	**2,250.00**	**2,250.00**	**0.00**	**0.00**	**2,250.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 140 - ELECTED	**0.00**	**2,250.00**	**2,250.00**	**0.00**	**0.00**	**2,250.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 141 - ASSESSORS							
Salaries								
0100-5-141-000-51100	SALARIES FULL-TIME	-41,212.73	185,108.00	185,108.00	-41,212.73	0.00	143,895.27	22.26
0100-5-141-000-51450	LONGEVITY	0.00	1,090.00	1,090.00	0.00	0.00	1,090.00	0.00
Total Group 3: Salaries		**-41,212.73**	**186,198.00**	**186,198.00**	**-41,212.73**	**0.00**	**144,985.27**	**22.13**
Expenses								
0100-5-141-000-52540	COMPUTER SOFTWARE SERVICE AND S	-5,600.00	7,125.00	7,125.00	-5,600.00	0.00	1,525.00	78.60
0100-5-141-000-53020	MANAGEMENT CONSULT. PROF. TECH.	0.00	38,000.00	38,000.00	0.00	0.00	38,000.00	0.00
0100-5-141-000-53070	EMPLOYEE TRAINING PROF. TECH.	-145.00	1,900.00	1,900.00	-145.00	0.00	1,755.00	7.63
0100-5-141-000-53860	DEEDS OTHER SERVICES	-8.00	125.00	125.00	-8.00	0.00	117.00	6.40
0100-5-141-000-54220	OTHER OFFICE SUPPLIES	-29.46	1,000.00	1,000.00	-29.46	0.00	970.54	2.95
0100-5-141-000-55930	OTHER SUPPLIES-ASSESSORS	-767.95	3,825.00	3,825.00	-767.95	0.00	3,057.05	20.08
0100-5-141-000-57100	IN-STATE TRAVEL	-91.84	3,300.00	3,300.00	-91.84	0.00	3,208.16	2.78
0100-5-141-000-57300	DUES	-375.00	775.00	775.00	-375.00	0.00	400.00	48.39
Total Group 3: Expenses		**-7,017.25**	**56,050.00**	**56,050.00**	**-7,017.25**	**0.00**	**49,032.75**	**12.52**
		-48,229.98			**-48,229.98**			
Total Group 1: Segment 3: Department	Code: 141 -	**-48,229.98**	**242,248.00**	**242,248.00**	**-48,229.98**	**0.00**	**194,018.02**	**19.91**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 145 - TREASURERCOLLECTOR							
Salaries								
0100-5-145-000-51100	SALARIES FULL-TIME	-54,123.94	221,694.00	221,694.00	-54,123.94	0.00	167,570.06	24.41
0100-5-145-000-51450	LONGEVITY	-800.00	1,500.00	1,500.00	-800.00	0.00	700.00	53.33
0100-5-145-000-51460	DEFERRED COMPENSATION	0.00	3,172.00	3,172.00	0.00	0.00	3,172.00	0.00
Total Group 3: Salaries		**-54,923.94**	**226,366.00**	**226,366.00**	**-54,923.94**	**0.00**	**171,442.06**	**24.26**
Expenses								
0100-5-145-000-53070	EMPLOYEE TRAINING PROF. TECH.	-939.07	1,100.00	1,100.00	-939.07	0.00	160.93	85.37
0100-5-145-000-53880	CONTRACTED SERV. OTHER SERVICES	-298.56	5,170.00	5,170.00	-298.56	0.00	4,871.44	5.77
0100-5-145-000-54220	OTHER OFFICE SUPPLIES	0.00	775.00	775.00	0.00	0.00	775.00	0.00
0100-5-145-000-57100	IN-STATE TRAVEL	-141.46	350.00	350.00	-141.46	0.00	208.54	40.42
0100-5-145-000-57300	DUES	-140.00	350.00	350.00	-140.00	0.00	210.00	40.00
0100-5-145-000-57800	BONDS	-886.00	1,225.00	1,225.00	-886.00	0.00	339.00	72.33
Total Group 3: Expenses		**-2,405.09**	**8,970.00**	**8,970.00**	**-2,405.09**	**0.00**	**6,564.91**	**26.81**
		-57,329.03			**-57,329.03**			
Total Group 1: Segment 3: Department	Code: 145 -	**-57,329.03**	**235,336.00**	**235,336.00**	**-57,329.03**	**0.00**	**178,006.97**	**24.36**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 151 - LEGAL SERVICES							
Expenses								
0100-5-151-000-53090	LEGAL SERVICES PROF TECH.	-11,666.67	95,000.00	95,000.00	-11,666.67	-72,333.33	11,000.00	88.42
Total Group 3: Expenses		**-11,666.67**	**95,000.00**	**95,000.00**	**-11,666.67**	**-72,333.33**	**11,000.00**	**88.42**
		-11,666.67			**-11,666.67**			
Total Group 1: Segment 3: Department	Code: 151 - LEGAL	**-11,666.67**	**95,000.00**	**95,000.00**	**-11,666.67**	**-72,333.33**	**11,000.00**	**88.42**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 152 - PERSONNEL BOARD							
Salaries								
0100-5-152-000-51900	TUITION REIMBURSEMENT	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Group 3: Salaries		**0.00**	**5,000.00**	**5,000.00**	**0.00**	**0.00**	**5,000.00**	**0.00**
Expenses								
0100-5-152-000-53020	MANAGEMENT CONSULT. PROF.TECH.	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
0100-5-152-000-53070	EMPLOYEE DEVELOPMENT	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
0100-5-152-000-54220	OTHER OFFICE SUPPLIES	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-152-000-57300	DUES	0.00	200.00	200.00	0.00	0.00	200.00	0.00
Total Group 3: Expenses		**0.00**	**8,350.00**	**8,350.00**	**0.00**	**0.00**	**8,350.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 152 -	**0.00**	**13,350.00**	**13,350.00**	**0.00**	**0.00**	**13,350.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 153 - SPECIAL LEGAL COUNSEL							
Expenses								
0100-5-153-000-53090	LEGAL PROF. TECH.	-1,575.00	50,000.00	50,000.00	-1,575.00	0.00	48,425.00	3.15
Total Group 3: Expenses		**-1,575.00**	**50,000.00**	**50,000.00**	**-1,575.00**	**0.00**	**48,425.00**	**3.15**
		-1,575.00			**-1,575.00**			
Total Group 1: Segment 3: Department	Code: 153 - SPECIAL	**-1,575.00**	**50,000.00**	**50,000.00**	**-1,575.00**	**0.00**	**48,425.00**	**3.15**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 154 - MUNICIPAL TECHNOLOGY COMMITTEE							
Expenses								
0100-5-154-000-53880	CONTRACTED SERVICES	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Group 3: Expenses		**0.00**	**1,000.00**	**1,000.00**	**0.00**	**0.00**	**1,000.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 154 - MUNICIPAL	**0.00**	**1,000.00**	**1,000.00**	**0.00**	**0.00**	**1,000.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 155 - MANAGEMENT INFORMATION SYSTEMS							
Salaries								
0100-5-155-021-51100	SALARIES FULL-TIME	-23,212.80	196,000.00	196,000.00	-23,212.80	0.00	172,787.20	11.84
0100-5-155-021-51110	SALARIES PART-TIME	-2,345.08	0.00	0.00	-2,345.08	0.00	-2,345.08	0.00
Total Group 3: Salaries		**-25,557.88**	**196,000.00**	**196,000.00**	**-25,557.88**	**0.00**	**170,442.12**	**13.04**
Expenses								
0100-5-155-020-52540	COMPUTER EQUIP. REPAIR MAINT.	0.00	7,900.00	7,900.00	0.00	0.00	7,900.00	0.00
0100-5-155-020-53070	EMPLOYEE TRAINING PROF. TECH.	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-155-020-53880	CONTRACTED SERV. OTHER SERVICES	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-155-021-52540	COMPUTER EQUIP. REPAIR MAINT.	-3,699.03	193,350.00	193,350.00	-3,699.03	0.00	189,650.97	1.91
0100-5-155-021-53070	EMPLOYEE TRAINING PROF. TECH	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-155-021-53430	DATA COMMUNICATIONS	-979.98	5,685.00	5,685.00	-979.98	0.00	4,705.02	17.24
0100-5-155-021-53880	CONTRACTED SERVICES OTHER SERVI	-74,362.69	27,750.00	27,750.00	-74,362.69	-4,416.40	-51,029.09	283.89
0100-5-155-021-55840	COMPUTER SUPPLIES	0.00	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00
0100-5-155-021-57100	IN-STATE TRAVEL	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-155-021-58700	REPLACEMENT EQUIPMENT	0.00	26,000.00	26,000.00	0.00	0.00	26,000.00	0.00
Total Group 3: Expenses		**-79,041.70**	**273,285.00**	**273,285.00**	**-79,041.70**	**-4,416.40**	**189,826.90**	**30.54**
		-104,599.58			**-104,599.58**			
Total Group 1: Segment 3: Department	Code: 155 -	**-104,599.58**	**469,285.00**	**469,285.00**	**-104,599.58**	**-4,416.40**	**360,269.02**	**23.23**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 159 - OTHER OPERATION SUPPORT							
Expenses								
0100-5-159-000-53410	TELEPHONE COMMUNICATIONS	-3,420.11	17,304.00	17,304.00	-3,420.11	0.00	13,883.89	19.76
0100-5-159-000-53430	WIRELESS PHONE COMMUNICATIONS	-3,390.96	24,344.00	24,344.00	-3,390.96	0.00	20,953.04	13.93
0100-5-159-001-52100	TOWN HOUSE-ELECTRICITY	-3,686.90	13,827.00	13,827.00	-3,686.90	0.00	10,140.10	26.66
0100-5-159-001-52110	TOWN HOUSE-HEAT	-70.77	4,225.00	4,225.00	-70.77	0.00	4,154.23	1.68
0100-5-159-001-52300	TOWNHOUSE WATER DOMESTIC	-87.49	637.00	637.00	-87.49	0.00	549.51	13.73
0100-5-159-002-52100	HISTORICAL BLDG-ELECTRICITY	-333.84	895.00	895.00	-333.84	0.00	561.16	37.30
0100-5-159-002-52110	HISTORICAL BLDG-HEAT	-137.09	1,913.00	1,913.00	-137.09	0.00	1,775.91	7.17
0100-5-159-002-52300	HIST BLDG WATER DOMESTIC	-36.08	147.00	147.00	-36.08	0.00	110.92	24.54
0100-5-159-003-52100	LIBRARY-ELECTRICITY	-3,866.49	21,030.00	21,030.00	-3,866.49	0.00	17,163.51	18.39
0100-5-159-003-52110	LIBRARY-HEAT	-76.02	6,611.00	6,611.00	-76.02	0.00	6,534.98	1.15
0100-5-159-003-52300	LIBRARY WATER DOMESTIC	-51.34	500.00	500.00	-51.34	0.00	448.66	10.27
0100-5-159-006-52100	DPW-ELECTRICITY	-47,188.24	171,553.00	171,553.00	-47,188.24	0.00	124,364.76	27.51
0100-5-159-006-52110	DPW-HEAT	-70.44	11,351.00	11,351.00	-70.44	0.00	11,280.56	0.62
0100-5-159-006-52300	DPW WATER DOMESTIC	-378.60	887.00	887.00	-378.60	0.00	508.40	42.68
0100-5-159-007-52300	TRANS STAT WATER DOMESTIC	-95.23	237.00	237.00	-95.23	0.00	141.77	40.18
0100-5-159-008-52300	STATION II DPW ANN WATER DOMESTIC	-36.08	147.00	147.00	-36.08	0.00	110.92	24.54
0100-5-159-011-52100	CORDAVILLE-ELECTRICITY	-2,153.74	10,202.00	10,202.00	-2,153.74	0.00	8,048.26	21.11
0100-5-159-011-52110	CORDAVILLE-HEAT	-68.45	7,500.00	7,500.00	-68.45	0.00	7,431.55	0.91
0100-5-159-011-52300	CORDAVILLE HALL WATER DOMESTIC	-125.46	181.00	181.00	-125.46	0.00	55.54	69.31
0100-5-159-012-52100	CULTURAL ARTS-ELECTRICITY	-2,198.33	7,494.00	7,494.00	-2,198.33	0.00	5,295.67	29.33
0100-5-159-012-52110	CULTURAL ARTS-HEAT	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
0100-5-159-012-52300	SOUTH UNION WATER DOMESTIC	-36.08	147.00	147.00	-36.08	0.00	110.92	24.54
0100-5-159-015-52100	PUBLIC SAFETY BLDG- ELECTRIC	-25,016.78	82,647.00	82,647.00	-25,016.78	0.00	57,630.22	30.27
0100-5-159-015-52110	PUBLIC SAFETY BLDG- HEAT	-621.77	20,011.00	20,011.00	-621.77	0.00	19,389.23	3.11
0100-5-159-015-52300	PUBLIC SAFETY COMPLEX WATER DOM	-566.18	2,900.00	2,900.00	-566.18	0.00	2,333.82	19.52
Total Group 3: Expenses		**-93,712.47**	**416,690.00**	**416,690.00**	**-93,712.47**	**0.00**	**322,977.53**	**22.49**
		-93,712.47			**-93,712.47**			
Total Group 1: Segment 3: Department	Code: 159 - OTHER	**-93,712.47**	**416,690.00**	**416,690.00**	**-93,712.47**	**0.00**	**322,977.53**	**22.49**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1:. Segment 3: Department	Code: 160 - ELECTED TOWN CLERK							
Salaries								
0100-5-160-000-51100	TOWN CLERK FULL-TIME	-22,537.74	0.00	90,151.00	-22,537.74	0.00	67,613.26	25.00
0100-5-160-000-51110	SALARIES PART-TIME	0.00	90,151.00	0.00	0.00	0.00	0.00	0.00
Total Group 3: Salaries		**-22,537.74**	**90,151.00**	**90,151.00**	**-22,537.74**	**0.00**	**67,613.26**	**25.00**
		-22,537.74			**-22,537.74**			
Total Group 1: Segment 3: Department	Code: 160 - ELECTED	**-22,537.74**	**90,151.00**	**90,151.00**	**-22,537.74**	**0.00**	**67,613.26**	**25.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 161 - TOWN CLERK							
Salaries								
0100-5-161-000-51100	SALARIES FULL-TIME	-14,707.20	92,038.00	63,731.00	-14,707.20	0.00	49,023.80	23.08
0100-5-161-000-51110	SALARIES PART-TIME	-5,055.30	0.00	28,307.00	-5,055.30	0.00	23,251.70	17.86
0100-5-161-000-51200	TEMPORARY POSITIONS	-3,920.00	17,313.00	17,313.00	-3,920.00	0.00	13,393.00	22.64
0100-5-161-000-51300	SALARIES OVERTIME	0.00	2,114.00	2,114.00	0.00	0.00	2,114.00	0.00
Total Group 3: Salaries		**-23,682.50**	**111,465.00**	**111,465.00**	**-23,682.50**	**0.00**	**87,782.50**	**21.25**
Expenses								
0100-5-161-000-52460	OFFICE EQUIPMENT REPAIR MAINT.	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-161-000-53070	EMPLOYEE TRAINING PROF. TECH.	-210.00	1,740.00	1,740.00	-210.00	0.00	1,530.00	12.07
0100-5-161-000-53440	PRINT MAIL COMMUNICATIONS	0.00	6,300.00	6,300.00	0.00	0.00	6,300.00	0.00
0100-5-161-000-53880	CONTRACTED SERV. OTHER SERVICES	-2,830.00	19,820.00	19,820.00	-2,830.00	0.00	16,990.00	14.28
0100-5-161-000-54220	OTHER OFFICE SUPPLIES	-647.33	13,375.00	13,375.00	-647.33	0.00	12,727.67	4.84
0100-5-161-000-54900	FOOD FOOD SERVICE SUPPLIES	0.00	830.00	830.00	0.00	0.00	830.00	0.00
0100-5-161-000-57100	IN-STATE TRAVEL	-108.64	580.00	580.00	-108.64	0.00	471.36	18.73
0100-5-161-000-57300	DUES	-150.00	165.00	165.00	-150.00	0.00	15.00	90.91
0100-5-161-000-57400	INSURANCE PREMIUMS	0.00	600.00	600.00	0.00	0.00	600.00	0.00
Total Group 3: Expenses		**-3,945.97**	**44,010.00**	**44,010.00**	**-3,945.97**	**0.00**	**40,064.03**	**8.97**
		-27,628.47			**-27,628.47**			
Total Group 1: Segment 3: Department	Code: 161 - TOWN	**-27,628.47**	**155,475.00**	**155,475.00**	**-27,628.47**	**0.00**	**127,846.53**	**17.77**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 171 - CONSERVATION COMMISSION							
Salaries								
0100-5-171-000-51100	SALARIES FULL-TIME	-16,612.82	72,283.00	72,283.00	-16,612.82	0.00	55,670.18	22.98
Total Group 3: Salaries		**-16,612.82**	**72,283.00**	**72,283.00**	**-16,612.82**	**0.00**	**55,670.18**	**22.98**
Expenses								
0100-5-171-000-53070	EMPLOYEE TRAINING PROF. TECH.	-300.00	800.00	800.00	-300.00	0.00	500.00	37.50
0100-5-171-000-53100	ADVERTISING PROF. TECH.	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-171-000-53840	CONSERV. PROPERTIES ACCESS. MAIN	-364.92	30,000.00	30,000.00	-364.92	0.00	29,635.08	1.22
0100-5-171-000-53880	CONTRACTED SERVICES	-300.00	3,110.00	3,110.00	-300.00	0.00	2,810.00	9.65
0100-5-171-000-54220	OTHER OFFICE SUPPLIES	-80.98	700.00	700.00	-80.98	0.00	619.02	11.57
0100-5-171-000-57100	IN-STATE TRAVEL	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-171-000-57300	DUES	-777.00	900.00	900.00	-777.00	0.00	123.00	86.33
0100-5-171-000-57850	RECORDING INSTRUMENTS	0.00	105.00	105.00	0.00	0.00	105.00	0.00
Total Group 3: Expenses		**-1,822.90**	**36,265.00**	**36,265.00**	**-1,822.90**	**0.00**	**34,442.10**	**5.03**
		-18,435.72			**-18,435.72**			
Total Group 1: Segment 3: Department	Code: 171 -	**-18,435.72**	**108,548.00**	**108,548.00**	**-18,435.72**	**0.00**	**90,112.28**	**16.98**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 175 - PLANNING BOARD							
Salaries								
0100-5-175-000-51100	SALARIES FULL-TIME	-34,869.20	147,344.00	147,344.00	-34,869.20	0.00	112,474.80	23.67
0100-5-175-000-51450	LONGEVITY	0.00	400.00	400.00	0.00	0.00	400.00	0.00
Total Group 3: Salaries		**-34,869.20**	**147,744.00**	**147,744.00**	**-34,869.20**	**0.00**	**112,874.80**	**23.60**
Expenses								
0100-5-175-000-53070	EMPLOYEE TRAINING PROF. TECH.	0.00	3,600.00	3,600.00	0.00	0.00	3,600.00	0.00
0100-5-175-000-53100	ADVERTISING PROF. TECH.	-138.24	1,000.00	1,000.00	-138.24	0.00	861.76	13.82
0100-5-175-000-53880	MISC. CONTRACTED SERVICES	0.00	17,400.00	17,400.00	0.00	0.00	17,400.00	0.00
0100-5-175-000-54200	STATIONERY OFFICE SUPPLIES	0.00	200.00	200.00	0.00	0.00	200.00	0.00
0100-5-175-000-54220	OTHER OFFICE SUPPLIES	-39.78	1,000.00	1,000.00	-39.78	0.00	960.22	3.98
0100-5-175-000-57100	IN-STATE TRAVEL	0.00	700.00	700.00	0.00	0.00	700.00	0.00
0100-5-175-000-57200	OUT-OF-STATE TRAVEL	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-175-000-57300	DUES	0.00	4,070.00	4,070.00	0.00	0.00	4,070.00	0.00
Total Group 3: Expenses		**-178.02**	**28,120.00**	**28,120.00**	**-178.02**	**0.00**	**27,941.98**	**0.63**
		-35,047.22			**-35,047.22**			
Total Group 1: Segment 3: Department	Code: 175 - PLANNING	**-35,047.22**	**175,864.00**	**175,864.00**	**-35,047.22**	**0.00**	**140,816.78**	**19.93**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 176 - ZONING BOARD OF APPEALS							
Salaries								
0100-5-176-000-51110	SALARIES PART-TIME	0.00	23,506.00	23,506.00	0.00	0.00	23,506.00	0.00
Total Group 3: Salaries		**0.00**	**23,506.00**	**23,506.00**	**0.00**	**0.00**	**23,506.00**	**0.00**
Expenses								
0100-5-176-000-53070	EMPL. TRAINING PROF TECH	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-176-000-53100	ADVERTISING PROF. TECH.	-211.20	150.00	150.00	-211.20	0.00	-61.20	140.80
0100-5-176-000-53880	CONTRACTED SERV. OTHER SERVICES	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
0100-5-176-000-54220	OTHER OFFICE SUPPLIES	0.00	300.00	300.00	0.00	0.00	300.00	0.00
Total Group 3: Expenses		**-211.20**	**3,200.00**	**3,200.00**	**-211.20**	**0.00**	**2,988.80**	**6.60**
		-211.20			**-211.20**			
Total Group 1: Segment 3: Department	Code: 176 - ZONING	**-211.20**	**26,706.00**	**26,706.00**	**-211.20**	**0.00**	**26,494.80**	**0.79**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 177 - OPEN SPACE							
Expenses								
0100-5-177-000-53070	EMPLOYEE TRAINING PROF. TECH.	0.00	750.00	750.00	0.00	0.00	750.00	0.00
0100-5-177-000-54220	OTHER OFFICE SUPPLIES	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-177-000-55100	EDUCATION SUPPLIES	0.00	750.00	750.00	0.00	0.00	750.00	0.00
Total Group 3: Expenses		**0.00**	**2,000.00**	**2,000.00**	**0.00**	**0.00**	**2,000.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 177 - OPEN	**0.00**	**2,000.00**	**2,000.00**	**0.00**	**0.00**	**2,000.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 182 - ECONOMIC DEVELOPMENT							
Salaries								
0100-5-182-000-51110	SALARIES PART-TIME	-6,140.04	27,416.00	27,416.00	-6,140.04	0.00	21,275.96	22.40
Total Group 3: Salaries		**-6,140.04**	**27,416.00**	**27,416.00**	**-6,140.04**	**0.00**	**21,275.96**	**22.40**
Expenses								
0100-5-182-000-53440	PRINTING SERVICES	-180.00	3,500.00	3,500.00	-180.00	0.00	3,320.00	5.14
0100-5-182-000-53800	OTHER CONTRACTED SERVICES	-35.00	10,000.00	10,000.00	-35.00	0.00	9,965.00	0.35
0100-5-182-000-54210	OTHER OFFICE SUPPLIES	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-182-000-57100	IN-STATE TRAVEL	0.00	100.00	100.00	0.00	0.00	100.00	0.00
0100-5-182-000-57300	DUES AND MEMBERSHIPS	0.00	800.00	800.00	0.00	0.00	800.00	0.00
Total Group 3: Expenses		**-215.00**	**14,900.00**	**14,900.00**	**-215.00**	**0.00**	**14,685.00**	**1.44**
		-6,355.04			**-6,355.04**			
Total Group 1: Segment 3: Department	Code: 182 - ECONOMIC	**-6,355.04**	**42,316.00**	**42,316.00**	**-6,355.04**	**0.00**	**35,960.96**	**15.02**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 192 - PUBLIC BUILDINGS PROPERTIES MAINTENANCE							
Salaries								
0100-5-192-000-51100	SALARIES FULL-TIME	-70,932.44	326,916.00	326,916.00	-70,932.44	0.00	255,983.56	21.70
0100-5-192-000-51110	SALARIES PART-TIME	-7,494.08	33,212.00	33,212.00	-7,494.08	0.00	25,717.92	22.56
0100-5-192-000-51300	SALARIES OVERTIME	-1,041.38	2,750.00	2,750.00	-1,041.38	0.00	1,708.62	37.87
0100-5-192-000-51450	LONGEVITY	-600.00	1,200.00	1,200.00	-600.00	0.00	600.00	50.00
0100-5-192-000-51950	STIPEND	-3,186.36	13,808.00	13,808.00	-3,186.36	0.00	10,621.64	23.08
Total Group 3: Salaries		**-83,254.26**	**377,886.00**	**377,886.00**	**-83,254.26**	**0.00**	**294,631.74**	**22.03**
Expenses								
0100-5-192-000-52420	VEHICLE REPAIR MAINTENANCE	-708.03	500.00	500.00	-708.03	0.00	-208.03	141.61
0100-5-192-000-52540	COMPUTER EQUIP REPAIR MAINTENAN	0.00	2,600.00	2,600.00	0.00	0.00	2,600.00	0.00
0100-5-192-000-52840	EQUIPMENT RENTALS	-474.00	3,000.00	3,000.00	-474.00	0.00	2,526.00	15.80
0100-5-192-000-52930	REFUSE DISPOSAL	-1,728.00	8,800.00	8,800.00	-1,728.00	0.00	7,072.00	19.64
0100-5-192-000-52940	SEPTIC PUMPING OTHER PROPERTY	-4,302.00	7,600.00	7,600.00	-4,302.00	0.00	3,298.00	56.61
0100-5-192-000-53070	EMPLOYEE TRAINING PROF. TECH.	-129.00	500.00	500.00	-129.00	0.00	371.00	25.80
0100-5-192-000-53100	ADVERTISING PROF. TECH.	0.00	175.00	175.00	0.00	0.00	175.00	0.00
0100-5-192-000-53880	CONTRACTED SVCS-CLEANING	-13,590.00	79,000.00	79,000.00	-13,590.00	0.00	65,410.00	17.20
0100-5-192-000-54220	OTHER OFFICE SUPPLIES	-130.89	750.00	750.00	-130.89	0.00	619.11	17.45
0100-5-192-000-54500	CUSTODIAL SUPPLIES	-2,679.62	7,500.00	7,500.00	-2,679.62	0.00	4,820.38	35.73
0100-5-192-000-55410	SMALL TOOLS	-942.52	3,500.00	3,500.00	-942.52	0.00	2,557.48	26.93
0100-5-192-000-55420	SERVICE SUPPLIES	-1,394.64	6,000.00	6,000.00	-1,394.64	0.00	4,605.36	23.24
0100-5-192-000-55850	UNIFORMS	-648.96	1,500.00	1,500.00	-648.96	0.00	851.04	43.26
0100-5-192-000-57100	IN-STATE TRAVEL	-278.88	750.00	750.00	-278.88	0.00	471.12	37.18
0100-5-192-000-57300	DUES	-325.00	400.00	400.00	-325.00	0.00	75.00	81.25
0100-5-192-000-58500	ADDITIONAL EQUIPMENT	-417.82	2,000.00	2,000.00	-417.82	0.00	1,582.18	20.89
0100-5-192-001-52400	TOWN HOUSE BUILDING MAINT.	-140.63	4,250.00	4,250.00	-140.63	0.00	4,109.37	3.31
0100-5-192-001-53880	TOWN HOUSE CONTRACTED SERVICES	-5,170.00	13,000.00	13,000.00	-5,170.00	0.00	7,830.00	39.77
0100-5-192-002-52400	HISTORICAL BUILDING MAINT.	0.00	325.00	325.00	0.00	0.00	325.00	0.00
0100-5-192-002-53880	HISTORICAL BLDG-CONTRACTED SVCS	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-192-003-52400	LIBRARY BUILDING MAINT.	-500.00	2,500.00	2,500.00	-500.00	0.00	2,000.00	20.00
0100-5-192-003-53880	LIBRARY CONTRACTED SERVICES	-3,235.00	7,500.00	7,500.00	-3,235.00	0.00	4,265.00	43.13
0100-5-192-006-52400	DPW BUILDING MAINT.	-215.14	2,500.00	2,500.00	-215.14	0.00	2,284.86	8.61
0100-5-192-006-53880	DPW CONTRACTED SERVICES	-2,725.50	8,500.00	8,500.00	-2,725.50	0.00	5,774.50	32.06

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-192-007-52400	TRANSFER STATION MAINT.	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-192-007-53880	TRANSFER STATION CONTRACTED SER	-790.00	750.00	750.00	-790.00	0.00	-40.00	105.33
0100-5-192-008-52400	FIRE STATION II MAINT.	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-192-008-53880	FIRE STATION II CONTRACTED SERVICE	-790.00	700.00	700.00	-790.00	0.00	-90.00	112.86
0100-5-192-011-52400	9 CORDAVILLE RD. MAINT.	-2,258.88	3,000.00	3,000.00	-2,258.88	0.00	741.12	75.30
0100-5-192-011-53880	9 CORDAVILLE CONTRACTED SERVICES	-2,835.00	8,000.00	8,000.00	-2,835.00	0.00	5,165.00	35.44
0100-5-192-012-52400	CULTURAL ARTS -GENERAL EXPENSES	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
0100-5-192-012-53880	CULTURAL ARTS-CONTRACTED SERVIC	-655.00	3,000.00	3,000.00	-655.00	0.00	2,345.00	21.83
0100-5-192-014-52400	GOLF COURSE MAINT	-483.62	0.00	0.00	-483.62	0.00	-483.62	0.00
0100-5-192-015-52400	PUBLIC SAFETY BLDG - BUILDING MAINT	-601.56	4,000.00	4,000.00	-601.56	0.00	3,398.44	15.04
0100-5-192-015-53880	PUBLIC SAFETY BLDG- CONTRACT SER	-4,674.21	21,500.00	21,500.00	-4,674.21	0.00	16,825.79	21.74
Total Group 3: Expenses		**-52,823.90**	**205,550.00**	**205,550.00**	**-52,823.90**	**0.00**	**152,726.10**	**25.70**
		-136,078.16			**-136,078.16**			
Total Group 1: Segment 3: Department	Code: 192 - PUBLIC	**-136,078.16**	**583,436.00**	**583,436.00**	**-136,078.16**	**0.00**	**447,357.84**	**23.32**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number			Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department		Code: 193 - ADA COMMITTEE							
Expenses									
0100-5-193-000-53880	CONTRACTED SERVICES		0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
Total Group 3: Expenses			**0.00**	**2,500.00**	**2,500.00**	**0.00**	**0.00**	**2,500.00**	**0.00**
			0.00			**0.00**			
Total Group 1: Segment 3: Department		Code: 193 - ADA	**0.00**	**2,500.00**	**2,500.00**	**0.00**	**0.00**	**2,500.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	**Code: 210 - POLICE DEPARTMENT**							
Salaries								
0100-5-210-000-51100	SALARIES FULL-TIME	-351,870.48	1,596,839.00	1,596,839.00	-351,870.48	0.00	1,244,968.52	22.04
0100-5-210-000-51110	SALARIES PART-TIME	-6,815.84	25,794.00	25,794.00	-6,815.84	0.00	18,978.16	26.42
0100-5-210-000-51300	SALARIES OVERTIME	-42,775.49	141,319.00	141,319.00	-42,775.49	0.00	98,543.51	30.27
0100-5-210-000-51410	HOLIDAY	-765.44	63,446.00	63,446.00	-765.44	0.00	62,680.56	1.21
0100-5-210-000-51430	SHIFT DIFFERENTIAL	-5,596.00	31,202.00	31,202.00	-5,596.00	0.00	25,606.00	17.93
0100-5-210-000-51440	EDUCATION INCENTIVE	-12,849.93	69,000.00	69,000.00	-12,849.93	0.00	56,150.07	18.62
0100-5-210-000-51450	LONGEVITY	-8,300.00	10,300.00	10,300.00	-8,300.00	0.00	2,000.00	80.58
0100-5-210-000-51505	VACATION BUYOUT	0.00	3,169.00	3,169.00	0.00	0.00	3,169.00	0.00
0100-5-210-000-51540	COURT LEAVE FRINGE BENEFITS	-512.28	8,610.00	8,610.00	-512.28	0.00	8,097.72	5.95
0100-5-210-000-51900	TUITION REIMBURSEMENT	-274.85	15,000.00	15,000.00	-274.85	0.00	14,725.15	1.83
0100-5-210-000-51910	CAREER INCENTIVE QUINN BILL	-19,080.12	87,971.00	87,971.00	-19,080.12	0.00	68,890.88	21.69
0100-5-210-000-51950	STIPENDS	-11,810.76	24,064.00	24,064.00	-11,810.76	0.00	12,253.24	49.08
0100-5-210-000-51951	OFFICER-IN-CHARGE	-600.00	1,896.00	1,896.00	-600.00	0.00	1,296.00	31.65
0100-5-210-222-51100	DISPATCHER SALARIES FULL-TIME	-42,349.20	216,630.00	216,630.00	-42,349.20	0.00	174,280.80	19.55
0100-5-210-222-51300	DISPATCHERS SALARY OVERTIME	-9,012.64	20,600.00	20,600.00	-9,012.64	0.00	11,587.36	43.75
0100-5-210-222-51410	DISPATCHERS HOLIDAY	0.00	10,790.00	10,790.00	0.00	0.00	10,790.00	0.00
0100-5-210-222-51430	DISPATCHER SHIFT DIFFERENTIAL	-1,163.04	5,642.00	5,642.00	-1,163.04	0.00	4,478.96	20.61
0100-5-210-222-51440	DISPATCHER EDUCATIONAL INCENTIVE	-278.84	2,000.00	2,000.00	-278.84	0.00	1,721.16	13.94
0100-5-210-222-51450	DISPATCHERS LONGEVITY	-1,250.00	1,200.00	1,200.00	-1,250.00	0.00	-50.00	104.17
Total Group 3: Salaries		**-515,304.91**	**2,335,472.00**	**2,335,472.00**	**-515,304.91**	**0.00**	**1,820,167.09**	**22.06**
Expenses								
0100-5-210-000-52540	COMPUTER EQUIP. REPAIR MAINT.	-18,141.86	19,631.00	19,631.00	-18,141.86	0.00	1,489.14	92.41
0100-5-210-000-52560	RADIO REPAIR REPAIR MAINT.	-500.00	1,100.00	1,100.00	-500.00	-308.24	291.76	73.48
0100-5-210-000-52730	TASER RENTALS LEASES	0.00	10,603.00	10,603.00	0.00	0.00	10,603.00	0.00
0100-5-210-000-53000	MEDICAL DENTAL PROF. TECH.	-700.00	1,992.00	1,992.00	-700.00	0.00	1,292.00	35.14
0100-5-210-000-53070	EMPLOYEE TRAINING PROF. TECH.	-680.00	15,000.00	15,000.00	-680.00	0.00	14,320.00	4.53
0100-5-210-000-53410	DATA PROCESS LINES COMMUNICATIO	-560.00	3,480.00	3,480.00	-560.00	0.00	2,920.00	16.09
0100-5-210-000-53420	POSTAGE COMMUNICATIONS	-74.70	610.00	610.00	-74.70	0.00	535.30	12.25
0100-5-210-000-53880	MISC. CONTRACTED SERVICES	-8,916.28	22,545.00	22,545.00	-8,916.28	0.00	13,628.72	39.55
0100-5-210-000-54200	STATIONERY OFFICE SUPPLIES	-32.45	4,000.00	4,000.00	-32.45	0.00	3,967.55	0.81
0100-5-210-000-54220	OTHER OFFICE SUPPLIES	-265.34	2,000.00	2,000.00	-265.34	0.00	1,734.66	13.27

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-210-000-54820	BATTERIES VEHICLE SUPPLIES	-3,722.29	5,540.00	5,540.00	-3,722.29	0.00	1,817.71	67.19
0100-5-210-000-54850	PARTS ACCESS. VEHICLE SUPPLIES	-99.99	9,000.00	9,000.00	-99.99	0.00	8,900.01	1.11
0100-5-210-000-54900	FOOD FOOD SERVICE SUPPLIES	-133.60	1,000.00	1,000.00	-133.60	0.00	866.40	13.36
0100-5-210-000-55000	MEDICAL SURGICAL SUPPLIES	-200.00	1,600.00	1,600.00	-200.00	0.00	1,400.00	12.50
0100-5-210-000-55820	AMMUNITION CRIME PREVENTION SUPP	0.00	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
0100-5-210-000-55830	SUBSCRIPTIONS	-151.00	920.00	920.00	-151.00	0.00	769.00	16.41
0100-5-210-000-55850	UNIFORMS	-3,600.90	26,650.00	26,650.00	-3,600.90	0.00	23,049.10	13.51
0100-5-210-000-57100	IN-STATE TRAVEL	-29.40	1,200.00	1,200.00	-29.40	0.00	1,170.60	2.45
0100-5-210-000-57200	OUT-OF-STATE TRAVEL	0.00	1,543.00	1,543.00	0.00	0.00	1,543.00	0.00
0100-5-210-000-57300	DUES	0.00	2,610.00	2,610.00	0.00	0.00	2,610.00	0.00
0100-5-210-000-58500	NEW EQUIPMENT	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
0100-5-210-000-58700	REPLACEMENT EQUIPMENT	0.00	4,100.00	4,100.00	0.00	0.00	4,100.00	0.00
Total Group 3: Expenses		**-37,807.81**	**151,124.00**	**151,124.00**	**-37,807.81**	**-308.24**	**113,007.95**	**25.22**
		-553,112.72			**-553,112.72**			
Total Group 1: Segment 3: Department	Code: 210 - POLICE	**-553,112.72**	**2,486,596.00**	**2,486,596.00**	**-553,112.72**	**-308.24**	**1,933,175.04**	**22.26**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-220-000-57100	IN-STATE TRAVEL	0.00	100.00	100.00	0.00	0.00	100.00	0.00
0100-5-220-000-57300	DUES	-5,112.79	6,500.00	6,500.00	-5,112.79	0.00	1,387.21	78.66
0100-5-220-000-58700	REPLACEMENT EQUIPMENT	-17,285.00	5,000.00	22,300.00	-17,285.00	0.00	5,015.00	77.51
Total Group 3: Expenses		**-76,449.50**	**251,136.00**	**268,436.00**	**-76,449.50**	**-6,408.00**	**185,578.50**	**30.87**
		-521,773.27			**-521,773.27**			
Total Group 1: Segment 3: Department	Code: 220 - FIRE	**-521,773.27**	**2,378,023.00**	**2,395,323.00**	**-521,773.27**	**-6,408.00**	**1,867,141.73**	**22.05**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 241 - BUILDING DEPARTMENT							
Salaries								
0100-5-241-000-51100	SALARIES FULL-TIME	-35,280.00	153,546.00	153,546.00	-35,280.00	0.00	118,266.00	22.98
Total Group 3: Salaries		**-35,280.00**	**153,546.00**	**153,546.00**	**-35,280.00**	**0.00**	**118,266.00**	**22.98**
Expenses								
0100-5-241-000-53070	EMPLOYEE TRAINING PROF. TECH.	-200.00	1,500.00	1,500.00	-200.00	0.00	1,300.00	13.33
0100-5-241-000-53880	CONTRACTED SERV. OTHER SERV.	-3,200.00	5,500.00	5,500.00	-3,200.00	0.00	2,300.00	58.18
0100-5-241-000-54220	OTHER OFFICE SUPPLIES	-92.46	1,000.00	1,000.00	-92.46	0.00	907.54	9.25
0100-5-241-000-54850	PARTS VEHICULAR SUPPLIES	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-241-000-55100	EDUCATIONAL SUPPLIES	0.00	600.00	600.00	0.00	0.00	600.00	0.00
0100-5-241-000-55910	BUILDING OTHER SUPPLIES	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
0100-5-241-000-57100	IN-STATE TRAVEL	-4.00	0.00	0.00	-4.00	0.00	-4.00	0.00
0100-5-241-000-57300	DUES	0.00	325.00	325.00	0.00	0.00	325.00	0.00
Total Group 3: Expenses		**-3,496.46**	**10,925.00**	**10,925.00**	**-3,496.46**	**0.00**	**7,428.54**	**32.00**
		-38,776.46			**-38,776.46**			
Total Group 1: Segment 3: Department	Code: 241 - BUILDING	**-38,776.46**	**164,471.00**	**164,471.00**	**-38,776.46**	**0.00**	**125,694.54**	**23.58**

Group as: ***-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 291 - CIVIL DEFENSE							
Salaries								
0100-5-291-000-51110	SALARIES PART TIME	0.00	926.00	926.00	0.00	0.00	926.00	0.00
0100-5-291-000-51950	STIPENDS	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Group 3: Salaries		**0.00**	**2,926.00**	**2,926.00**	**0.00**	**0.00**	**2,926.00**	**0.00**
Expenses								
0100-5-291-000-53880	MISC CONTRACTED SERVICES	-5,270.00	5,665.00	5,665.00	-5,270.00	0.00	395.00	93.03
0100-5-291-000-54220	OTHER OFFICE SUPPLIES	-24.84	500.00	500.00	-24.84	0.00	475.16	4.97
0100-5-291-000-54800	GASOLINE VEHICULAR SUPPLIES	-109.32	1,000.00	1,000.00	-109.32	0.00	890.68	10.93
0100-5-291-000-54900	FOOD SERVICE SUPPLIES	-115.04	0.00	0.00	-115.04	0.00	-115.04	0.00
0100-5-291-000-57300	DUES	0.00	60.00	60.00	0.00	0.00	60.00	0.00
Total Group 3: Expenses		**-5,519.20**	**7,225.00**	**7,225.00**	**-5,519.20**	**0.00**	**1,705.80**	**76.39**
		-5,519.20			**-5,519.20**			
Total Group 1: Segment 3: Department	Code: 291 - CIVIL	**-5,519.20**	**10,151.00**	**10,151.00**	**-5,519.20**	**0.00**	**4,631.80**	**54.37**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 300 - ELECTED SCHOOL COMMITTEE							
Salaries								
0100-5-300-000-51000	ELECTED SCHOOL COMMITTEE	0.00	500.00	500.00	0.00	0.00	500.00	0.00
Total Group 3: Salaries		**0.00**	**500.00**	**500.00**	**0.00**	**0.00**	**500.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 300 - ELECTED	**0.00**	**500.00**	**500.00**	**0.00**	**0.00**	**500.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 304 - ASSABET ASSESSMENT							
Expenses								
0100-5-304-000-56700	ASSABET REGIONAL ASSESSMENT	-117,932.75	436,350.00	436,350.00	-117,932.75	0.00	318,417.25	27.03
Total Group 3: Expenses		**-117,932.75**	**436,350.00**	**436,350.00**	**-117,932.75**	**0.00**	**318,417.25**	**27.03**
		-117,932.75			-117,932.75			
Total Group 1: Segment 3: Department	Code: 304 - ASSABET	**-117,932.75**	**436,350.00**	**436,350.00**	**-117,932.75**	**0.00**	**318,417.25**	**27.03**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 305 - NORFOLK ASSESSMENT							
Expenses								
0100-5-305-000-56700	NORFOLK REGIONAL ASSESSMENT	0.00	44,634.00	44,634.00	0.00	0.00	44,634.00	0.00
Total Group 3: Expenses		**0.00**	**44,634.00**	**44,634.00**	**0.00**	**0.00**	**44,634.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 305 - NORFOLK	**0.00**	**44,634.00**	**44,634.00**	**0.00**	**0.00**	**44,634.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	**Code: 400 - DEPARTMENT OF PUBLIC WORKS**							
Salaries								
0100-5-400-421-51100	SALARIES FULL-TIME	-185,516.27	797,200.00	797,200.00	-185,516.27	0.00	611,683.73	23.27
0100-5-400-421-51200	TEMPORARY POSITIONS	-3,623.82	22,500.00	22,500.00	-3,623.82	0.00	18,876.18	16.11
0100-5-400-421-51300	SALARIES DPW-ADMIN OVERTIME	-12,705.67	55,087.00	55,087.00	-12,705.67	0.00	42,381.33	23.06
0100-5-400-421-51450	LONGEVITY	-2,000.00	8,200.00	8,200.00	-2,000.00	0.00	6,200.00	24.39
0100-5-400-421-51470	STANDBY ADD. GROSS DIFF.	-4,800.00	20,800.00	20,800.00	-4,800.00	0.00	16,000.00	23.08
0100-5-400-421-51950	STIPENDS	-12,115.38	26,350.00	26,350.00	-12,115.38	0.00	14,234.62	45.98
0100-5-400-423-51300	SALARIES SNOW & ICE OVERTIME	0.00	89,580.00	89,580.00	0.00	0.00	89,580.00	0.00
Total Group 3: Salaries		**-220,761.14**	**1,019,717.00**	**1,019,717.00**	**-220,761.14**	**0.00**	**798,955.86**	**21.65**
Expenses								
0100-5-400-421-52400	DPW ADMIN BUILDING MAINT	-65.55	5,000.00	5,000.00	-65.55	0.00	4,934.45	1.31
0100-5-400-421-52460	OFFICE EQUIP. MAINT. REPAIR	-86.51	1,000.00	1,000.00	-86.51	0.00	913.49	8.65
0100-5-400-421-52540	COMPUTER EQUIP.REPAIR MAINT.	-1,006.36	4,200.00	4,200.00	-1,006.36	0.00	3,193.64	23.96
0100-5-400-421-53000	MEDICAL DENTAL PROF. TECH.	-508.62	1,500.00	1,500.00	-508.62	0.00	991.38	33.91
0100-5-400-421-53050	ENGINEERINGARCHITECT PROF. TECH.	-4,110.40	55,000.00	55,000.00	-4,110.40	0.00	50,889.60	7.47
0100-5-400-421-53070	EMPLOYEE TRAINING PROF.TECH.	0.00	6,400.00	6,400.00	0.00	0.00	6,400.00	0.00
0100-5-400-421-53100	ADVERTISING PROF.TECH.	-47.36	1,000.00	1,000.00	-47.36	0.00	952.64	4.74
0100-5-400-421-53420	POSTAGE COMMUNICATIONS	-1,563.48	3,000.00	3,000.00	-1,563.48	0.00	1,436.52	52.12
0100-5-400-421-53880	CONTRACTED SERV. OTHER SERV.	-42,911.78	120,000.00	120,000.00	-42,911.78	0.00	77,088.22	35.76
0100-5-400-421-54220	OTHER OFFICE SUPPLIES	-322.81	2,600.00	2,600.00	-322.81	0.00	2,277.19	12.42
0100-5-400-421-54800	GASOLINE	-20,603.76	78,000.00	78,000.00	-20,603.76	-54,396.24	3,000.00	96.15
0100-5-400-421-54850	PARTS ACCESS. VEHICULAR SUPPLIES	-144.89	0.00	0.00	-144.89	0.00	-144.89	0.00
0100-5-400-421-54900	FOOD AND FOOD SERVICE SUPPLIES	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-400-421-55410	SMALL TOOLS	-285.68	7,500.00	7,500.00	-285.68	0.00	7,214.32	3.81
0100-5-400-421-55420	SERVICE SUPPLIES	-4,948.01	18,000.00	18,000.00	-4,948.01	0.00	13,051.99	27.49
0100-5-400-421-55850	UNIFORMS	-170.00	12,500.00	12,500.00	-170.00	0.00	12,330.00	1.36
0100-5-400-421-56500	SUASCO	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
0100-5-400-421-57100	IN-STATE TRAVEL	0.00	200.00	200.00	0.00	0.00	200.00	0.00
0100-5-400-421-57300	DUES	0.00	1,150.00	1,150.00	0.00	0.00	1,150.00	0.00
0100-5-400-421-58500	ADDITIONAL EQUIPMENT	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
0100-5-400-421-58700	REPLACEMENT EQUIPMENT	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
0100-5-400-422-52840	OTHER EQUIPMENT RENTALS LEASES	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
0100-5-400-422-55340	GRAVEL STONE FILL	-1,486.66	10,000.00	10,000.00	-1,486.66	0.00	8,513.34	14.87
0100-5-400-422-55370	BITUMINOUS CONCRETE	-2,258.26	15,000.00	15,000.00	-2,258.26	0.00	12,741.74	15.06
0100-5-400-422-55390	DRAINAGE MATERIALS	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
0100-5-400-423-52910	SNOW REMOVAL CONTRACT	0.00	165,000.00	165,000.00	0.00	0.00	165,000.00	0.00
0100-5-400-423-54900	FOOD FOOD SERVICE SUPPLIES	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
0100-5-400-423-55350	PUBLIC WORKS SUPPLIES	0.00	185,000.00	185,000.00	0.00	0.00	185,000.00	0.00
0100-5-400-425-52420	VEHICLE REPAIR MAINT.	-5,032.91	10,000.00	10,000.00	-5,032.91	0.00	4,967.09	50.33
0100-5-400-425-52500	CONST. EQUIP. MAINT. REPAIR	-158.17	35,000.00	35,000.00	-158.17	0.00	34,841.83	0.45
0100-5-400-425-52560	RADIO REPAIR MAINT.	0.00	500.00	500.00	0.00	0.00	500.00	0.00
0100-5-400-425-54810	ANTI-FREEZE VEHICLE SUPPLIES	0.00	150.00	150.00	0.00	0.00	150.00	0.00
0100-5-400-425-54820	BATTERIES VEHICLE SUPPLIES	-378.28	1,000.00	1,000.00	-378.28	0.00	621.72	37.83
0100-5-400-425-54830	TIRES TUBES VEHICLE SUPPLIES	-257.00	5,000.00	5,000.00	-257.00	0.00	4,743.00	5.14
0100-5-400-425-54840	MOTOR OIL LUBE VEHICLE SUPPLIES	-117.50	5,000.00	5,000.00	-117.50	0.00	4,882.50	2.35
0100-5-400-425-54850	PARTS ACCESS. VEHICLE SUPPLIES	-5,408.10	38,000.00	38,000.00	-5,408.10	0.00	32,591.90	14.23
0100-5-400-433-52830	RENTAL PORT-O-LETS	-267.39	1,050.00	1,050.00	-267.39	0.00	782.61	25.47
0100-5-400-433-52930	REFUSE DISPOSAL	-64,680.05	290,000.00	290,000.00	-64,680.05	-182,416.65	42,903.30	85.21
0100-5-400-492-53160	TREE EXPERTS PROF.TECH.	-12,268.00	85,000.00	85,000.00	-12,268.00	0.00	72,732.00	14.43
0100-5-400-493-52430	TRAFFIC SIGNAL MAINT.	-2,671.75	20,000.00	20,000.00	-2,671.75	0.00	17,328.25	13.36
0100-5-400-493-52530	STREET PAVING MARKING	0.00	25,000.00	25,000.00	0.00	-17,523.01	7,476.99	70.09
0100-5-400-493-55310	HIGHWAY PAINT	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
0100-5-400-493-55380	SIGNS	0.00	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
0100-5-400-494-52320	WATER IRRIGATION	-3,391.30	16,700.00	16,700.00	-3,391.30	0.00	13,308.70	20.31
0100-5-400-494-52580	GROUNDS REC FIELD MAINT	-43,585.00	178,000.00	178,000.00	-43,585.00	-31,540.00	102,875.00	42.21
0100-5-400-494-52830	PORT-O-LET RENTAL	-2,409.93	6,050.00	6,050.00	-2,409.93	0.00	3,640.07	39.83
0100-5-400-494-54600	GROUNDSKEEPING SUPPLIES	-13,098.25	28,000.00	28,000.00	-13,098.25	0.00	14,901.75	46.78
Total Group 3: Expenses		**-234,243.76**	**1,472,750.00**	**1,472,750.00**	**-234,243.76**	**-285,875.90**	**952,630.34**	**35.32**
		-455,004.90			**-455,004.90**			
Total Group 1: Segment 3: Department	**Code: 400 -**	**-455,004.90**	**2,492,467.00**	**2,492,467.00**	**-455,004.90**	**-285,875.90**	**1,751,586.20**	**29.72**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 510 - ELECTED BOARD OF HEALTH							
Salaries								
0100-5-510-000-51110	SALARIES. PART-TIME	0.00	450.00	450.00	0.00	0.00	450.00	0.00
Total Group 3: Salaries		**0.00**	**450.00**	**450.00**	**0.00**	**0.00**	**450.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 510 - ELECTED	**0.00**	**450.00**	**450.00**	**0.00**	**0.00**	**450.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 512 - BOARD OF HEALTH							
Salaries								
0100-5-512-000-51100	SALARIES FULL-TIME	-7,338.24	32,538.00	32,538.00	-7,338.24	0.00	25,199.76	22.55
0100-5-512-000-51110	SALARIES PART TIME	-25,383.60	99,170.00	65,290.00	-25,383.60	0.00	39,906.40	38.88
0100-5-512-000-51115	SALARIES NURSE	-20,769.60	0.00	33,880.00	-20,769.60	0.00	13,110.40	61.30
0100-5-512-000-51200	TEMPORARY SALARIES	-603.75	0.00	0.00	-603.75	0.00	-603.75	0.00
0100-5-512-000-51450	LONGEVITY	0.00	360.00	360.00	0.00	0.00	360.00	0.00
Total Group 3: Salaries		**-54,095.19**	**132,068.00**	**132,068.00**	**-54,095.19**	**0.00**	**77,972.81**	**40.96**
Expenses								
0100-5-512-000-53070	EMPLOYEE TRAINING PROF. TECH.	-450.00	2,000.00	2,000.00	-450.00	0.00	1,550.00	22.50
0100-5-512-000-53100	ADVERTISING PROF. TECH.	0.00	300.00	300.00	0.00	0.00	300.00	0.00
0100-5-512-000-53440	PRINT MAIL COMMUNICATIONS	-74.25	500.00	500.00	-74.25	0.00	425.75	14.85
0100-5-512-000-53880	CONTRACTED SERV. OTHER SERVICES	-9,856.00	64,224.00	64,224.00	-9,856.00	0.00	54,368.00	15.35
0100-5-512-000-54220	OTHER OFFICE SUPPLIES	-165.70	800.00	800.00	-165.70	0.00	634.30	20.71
0100-5-512-000-57100	IN-STATE TRAVEL	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
0100-5-512-000-57300	DUES	0.00	800.00	800.00	0.00	0.00	800.00	0.00
Total Group 3: Expenses		**-10,545.95**	**70,624.00**	**70,624.00**	**-10,545.95**	**0.00**	**60,078.05**	**14.93**
		-64,641.14			**-64,641.14**			
Total Group 1: Segment 3: Department	Code: 512 - BOARD OF	**-64,641.14**	**202,692.00**	**202,692.00**	**-64,641.14**	**0.00**	**138,050.86**	**31.89**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 541 - COUNCIL ON AGING							
Salaries								
0100-5-541-000-51100	SALARIES FULL TIME	-50,158.09	218,188.00	218,188.00	-50,158.09	0.00	168,029.91	22.99
0100-5-541-000-51110	SALARIES PART-TIME	-10,500.37	67,689.00	67,689.00	-10,500.37	0.00	57,188.63	15.51
0100-5-541-000-51200	SALARIES TEMP	-2,116.50	0.00	0.00	-2,116.50	0.00	-2,116.50	0.00
0100-5-541-000-51450	LONGEVITY	-700.00	2,150.00	2,150.00	-700.00	0.00	1,450.00	32.56
Total Group 3: Salaries		**-63,474.96**	**288,027.00**	**288,027.00**	**-63,474.96**	**0.00**	**224,552.04**	**22.04**
Expenses								
0100-5-541-000-52540	COMPUTER EQUIP. REPAIR MAINT.	0.00	1,700.00	1,700.00	0.00	0.00	1,700.00	0.00
0100-5-541-000-53070	EMPLOYEE TRAINING PROF. TECH.	-68.00	600.00	600.00	-68.00	0.00	532.00	11.33
0100-5-541-000-53420	POSTAGE COMMUNICATIONS	-425.00	3,000.00	3,000.00	-425.00	0.00	2,575.00	14.17
0100-5-541-000-53440	PRINT MAIL COMMUNICATIONS	-216.00	900.00	900.00	-216.00	0.00	684.00	24.00
0100-5-541-000-53500	RECREATIONAL ACTIVITES	-6,279.96	42,345.00	42,345.00	-6,279.96	0.00	36,065.04	14.83
0100-5-541-000-53880	CONTRACTED SERV. OTHER SERVICES	-308.44	3,220.00	3,220.00	-308.44	0.00	2,911.56	9.58
0100-5-541-000-54220	OTHER OFFICE SUPPLIES	-53.04	650.00	650.00	-53.04	0.00	596.96	8.16
0100-5-541-000-54900	FOOD AND FOOD SERVICE SUPPLIES	-15.96	250.00	250.00	-15.96	0.00	234.04	6.38
0100-5-541-000-55000	MEDICAL SURGICAL SUPPLIES	0.00	950.00	950.00	0.00	0.00	950.00	0.00
0100-5-541-000-55840	RECREATIONAL OTHER SUPPLIES	-498.08	4,500.00	4,500.00	-498.08	0.00	4,001.92	11.07
0100-5-541-000-57100	IN-STATE TRAVEL	-38.08	1,300.00	1,300.00	-38.08	0.00	1,261.92	2.93
0100-5-541-000-57300	DUES	-386.16	400.00	400.00	-386.16	0.00	13.84	96.54
Total Group 3: Expenses		**-8,288.72**	**59,815.00**	**59,815.00**	**-8,288.72**	**0.00**	**51,526.28**	**13.86**
		-71,763.68			**-71,763.68**			
Total Group 1: Segment 3: Department	Code: 541 - COUNCIL	**-71,763.68**	**347,842.00**	**347,842.00**	**-71,763.68**	**0.00**	**276,078.32**	**20.63**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 542 - YOUTH COMMISSION							
Salaries								
0100-5-542-000-51100	SALARIES FULL-TIME	-51,115.20	236,498.00	236,498.00	-51,115.20	0.00	185,382.80	21.61
0100-5-542-000-51450	LONGEVITY	-600.00	1,000.00	1,000.00	-600.00	0.00	400.00	60.00
Total Group 3: Salaries		**-51,715.20**	**237,498.00**	**237,498.00**	**-51,715.20**	**0.00**	**185,782.80**	**21.78**
Expenses								
0100-5-542-000-53070	EMPLOYEE TRAINING PROF. TECH.	-610.00	1,500.00	1,500.00	-610.00	0.00	890.00	40.67
0100-5-542-000-53440	PRINT MAIL COMMUNICATIONS	-292.00	1,000.00	1,000.00	-292.00	0.00	708.00	29.20
0100-5-542-000-53880	CONTRACTED SERV. OTHER SERVICES	-1,350.00	5,000.00	5,000.00	-1,350.00	0.00	3,650.00	27.00
0100-5-542-000-54220	OTHER OFFICE SUPPLIES	-553.08	1,500.00	1,500.00	-553.08	0.00	946.92	36.87
0100-5-542-000-55840	RECREATIONAL SUPPLIES	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
0100-5-542-000-57100	IN-STATE TRAVEL	-32.70	2,000.00	2,000.00	-32.70	0.00	1,967.30	1.64
Total Group 3: Expenses		**-2,837.78**	**12,500.00**	**12,500.00**	**-2,837.78**	**0.00**	**9,662.22**	**22.70**
		-54,552.98			**-54,552.98**			
Total Group 1: Segment 3: Department	Code: 542 - YOUTH	**-54,552.98**	**249,998.00**	**249,998.00**	**-54,552.98**	**0.00**	**195,445.02**	**21.82**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 543 - VETERANS SERVICES							
Salaries								
0100-5-543-000-51110	SALARIES PART-TIME	-3,750.00	15,000.00	15,000.00	-3,750.00	0.00	11,250.00	25.00
Total Group 3: Salaries		**-3,750.00**	**15,000.00**	**15,000.00**	**-3,750.00**	**0.00**	**11,250.00**	**25.00**
Expenses								
0100-5-543-000-54220	OTHER OFFICE SUPPLIES	0.00	250.00	250.00	0.00	0.00	250.00	0.00
0100-5-543-000-55830	MAGAZINES OTHER SUPPLIES	0.00	100.00	100.00	0.00	0.00	100.00	0.00
0100-5-543-000-57100	IN-STATE TRAVEL	0.00	400.00	400.00	0.00	0.00	400.00	0.00
0100-5-543-000-57300	DUES	0.00	95.00	95.00	0.00	0.00	95.00	0.00
0100-5-543-000-57700	VETERANS BENEFITS	-2,305.58	20,000.00	20,000.00	-2,305.58	0.00	17,694.42	11.53
Total Group 3: Expenses		**-2,305.58**	**20,845.00**	**20,845.00**	**-2,305.58**	**0.00**	**18,539.42**	**11.06**
		-6,055.58			**-6,055.58**			
Total Group 1: Segment 3: Department	Code: 543 - VETERANS	**-6,055.58**	**35,845.00**	**35,845.00**	**-6,055.58**	**0.00**	**29,789.42**	**16.89**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 610 - LIBRARY							
Salaries								
0100-5-610-000-51100	SALARIES FULL-TIME	-81,022.80	351,722.00	351,722.00	-81,022.80	0.00	270,699.20	23.04
0100-5-610-000-51110	SALARIES PART-TIME	-14,912.07	82,476.00	82,476.00	-14,912.07	0.00	67,563.93	18.08
0100-5-610-000-51450	LONGEVITY	0.00	2,900.00	2,900.00	0.00	0.00	2,900.00	0.00
Total Group 3: Salaries		**-95,934.87**	**437,098.00**	**437,098.00**	**-95,934.87**	**0.00**	**341,163.13**	**21.95**
Expenses								
0100-5-610-000-52540	COMPUTER EQUIP. REPAIR MAINT.	0.00	2,428.00	2,428.00	0.00	0.00	2,428.00	0.00
0100-5-610-000-53070	EMPLOYEE TRAINING PROF. TECH	-75.00	500.00	500.00	-75.00	0.00	425.00	15.00
0100-5-610-000-53500	LIBRARY PROGRAMS	-475.00	1,000.00	1,000.00	-475.00	0.00	525.00	47.50
0100-5-610-000-54220	OTHER OFFICE SUPPLIES	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
0100-5-610-000-55100	EDUCATIONAL SUPPLIES	-15,366.74	80,621.00	80,621.00	-15,366.74	0.00	65,254.26	19.06
0100-5-610-000-55830	MAGAZINES OTHER SUPPLIES	-5,317.50	18,932.00	18,932.00	-5,317.50	0.00	13,614.50	28.09
0100-5-610-000-55870	NEWSPAPERS OTHER SUPPLIES	-11,135.39	0.00	0.00	-11,135.39	0.00	-11,135.39	0.00
0100-5-610-000-57100	IN-STATE TRAVEL	0.00	450.00	450.00	0.00	0.00	450.00	0.00
0100-5-610-000-57300	DUES	-19,602.00	28,300.00	28,300.00	-19,602.00	0.00	8,698.00	69.27
Total Group 3: Expenses		**-51,971.63**	**136,231.00**	**136,231.00**	**-51,971.63**	**0.00**	**84,259.37**	**38.15**
		-147,906.50			**-147,906.50**			
Total Group 1: Segment 3: Department	Code: 610 - LIBRARY	**-147,906.50**	**573,329.00**	**573,329.00**	**-147,906.50**	**0.00**	**425,422.50**	**25.80**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 630 - RECREATION							
Salaries								
0100-5-630-000-51100	SALARIES FULL-TIME	-21,637.89	143,280.00	143,280.00	-21,637.89	0.00	121,642.11	15.10
Total Group 3: Salaries		**-21,637.89**	**143,280.00**	**143,280.00**	**-21,637.89**	**0.00**	**121,642.11**	**15.10**
Expenses								
0100-5-630-000-57300	DUES	0.00	10,258.00	10,258.00	0.00	0.00	10,258.00	0.00
Total Group 3: Expenses		**0.00**	**10,258.00**	**10,258.00**	**0.00**	**0.00**	**10,258.00**	**0.00**
		-21,637.89			**-21,637.89**			
Total Group 1: Segment 3: Department	Code: 630 -	**-21,637.89**	**153,538.00**	**153,538.00**	**-21,637.89**	**0.00**	**131,900.11**	**14.09**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 691 - HISTORICAL COMMISSION							
Expenses								
0100-5-691-000-53880	CONTRACTED SERV. OTHER SERVICES	-219.98	3,262.00	3,262.00	-219.98	0.00	3,042.02	6.74
0100-5-691-000-54220	OTHER OFFICE SUPPLIES	0.00	100.00	100.00	0.00	0.00	100.00	0.00
Total Group 3: Expenses		**-219.98**	**3,362.00**	**3,362.00**	**-219.98**	**0.00**	**3,142.02**	**6.54**
		-219.98			**-219.98**			
Total Group 1: Segment 3: Department	**Code: 691 -**	**-219.98**	**3,362.00**	**3,362.00**	**-219.98**	**0.00**	**3,142.02**	**6.54**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 692 - MEMORIAL DAY							
Expenses								
0100-5-692-000-55890	FLAGS OTHER SUPPLIES	0.00	3,150.00	3,150.00	0.00	0.00	3,150.00	0.00
Total Group 3: Expenses		**0.00**	**3,150.00**	**3,150.00**	**0.00**	**0.00**	**3,150.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 692 - MEMORIAL	**0.00**	**3,150.00**	**3,150.00**	**0.00**	**0.00**	**3,150.00**	**0.00**

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 710 - RETIREMENT OF LONG-TERM DEBT							
Expenses								
0100-5-710-101-59100	MWPAT SEPTIC	-30,078.00	30,078.00	30,078.00	-30,078.00	0.00	0.00	100.00
0100-5-710-114-59100	WOODWARD SCHOOL CONSTR	0.00	1,050,000.00	1,050,000.00	0.00	0.00	1,050,000.00	0.00
0100-5-710-118-59100	LTD PRINC - NEARY RENOV PH I II	-19,442.00	19,442.00	19,442.00	-19,442.00	0.00	0.00	100.00
0100-5-710-120-59100	LTD PRINC - PUBLIC SAFETY COMPLEX	0.00	270,000.00	270,000.00	0.00	0.00	270,000.00	0.00
0100-5-710-121-59100	LTD PRINC-NEARY PH IIIA14ATM4-14-08	-29,550.00	29,550.00	29,550.00	-29,550.00	0.00	0.00	100.00
0100-5-710-122-59100	LTD PRIN - PUBLIC SAFETY BLDG JUNE	-127,400.00	487,400.00	487,400.00	-127,400.00	0.00	360,000.00	26.14
0100-5-710-126-59100	LTD PRINC - FIRE ENGINE	0.00	110,000.00	110,000.00	0.00	0.00	110,000.00	0.00
0100-5-710-128-59100	LTD PRINC - DPW FUEL TANKS	0.00	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00
0100-5-710-129-59100	LTD PRINC - 911 FIELD	0.00	120,000.00	120,000.00	0.00	0.00	120,000.00	0.00
0100-5-710-130-59100	LTD PRINC - GOLF COURSE REPAIRS A1	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
0100-5-710-131-59100	LTD PRINC - DEPIETRI FIELD A16 4-9-18	0.00	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
0100-5-710-132-59100	LTD PRINC - TROTTIER TRACK A16 4-9-1	0.00	55,000.00	55,000.00	0.00	0.00	55,000.00	0.00
Total Group 3: Expenses		**-206,470.00**	**2,391,470.00**	**2,391,470.00**	**-206,470.00**	**0.00**	**2,185,000.00**	**8.63**
		-206,470.00			**-206,470.00**			
Total Group 1: Segment 3: Department	Code: 710 -	**-206,470.00**	**2,391,470.00**	**2,391,470.00**	**-206,470.00**	**0.00**	**2,185,000.00**	**8.63**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 751 - INTEREST ON LONG-TERM DEBT							
Expenses								
0100-5-751-114-59150	LONG TERM DEBT INT.-WOODWARD SC	0.00	62,400.00	62,400.00	0.00	0.00	62,400.00	0.00
0100-5-751-118-59150	INTEREST - NEARY RENOV PH I II	-3,337.00	6,187.00	6,187.00	-3,337.00	0.00	2,850.00	53.94
0100-5-751-120-59150	INTEREST - PUBLIC SAFETY COMPLEX	0.00	264,832.00	264,832.00	0.00	0.00	264,832.00	0.00
0100-5-751-121-59150	LT INT-NEARY PH IIIA14 ATM4-14-08	-4,564.00	8,389.00	8,389.00	-4,564.00	0.00	3,825.00	54.40
0100-5-751-122-59150	LT - PUBLIC SAFETY BLDG JUNE 2019	-33,683.00	530,854.00	530,854.00	-33,683.00	0.00	497,171.00	6.35
0100-5-751-126-59150	LT INT - FIRE ENGINE	0.00	11,000.00	11,000.00	0.00	0.00	11,000.00	0.00
0100-5-751-128-59150	LT INT - DPW FUEL TANKS	0.00	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
0100-5-751-129-59150	LTD INT - 911 FIELD	0.00	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
0100-5-751-130-59150	LTD INT - GOLF COURSE RESTOR A15 4-	0.00	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
0100-5-751-131-59150	LTD INT - DEPIETRI FIELD A16 4-9-18	0.00	5,750.00	5,750.00	0.00	0.00	5,750.00	0.00
0100-5-751-132-59150	LTD INT - TROTTIER TRACK A16 4-9-18	0.00	8,250.00	8,250.00	0.00	0.00	8,250.00	0.00
Total Group 3: Expenses		**-41,584.00**	**923,662.00**	**923,662.00**	**-41,584.00**	**0.00**	**882,078.00**	**4.50**
		-41,584.00			**-41,584.00**			
Total Group 1: Segment 3: Department	Code: 751 - INTEREST	**-41,584.00**	**923,662.00**	**923,662.00**	**-41,584.00**	**0.00**	**882,078.00**	**4.50**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 752 - INTEREST ON SHORT-TERM DEBT							
Expenses								
0100-5-752-000-59250	INTEREST ON SHORT-TERM DEBT	0.00	9,990.00	9,990.00	0.00	0.00	9,990.00	0.00
Total Group 3: Expenses		**0.00**	**9,990.00**	**9,990.00**	**0.00**	**0.00**	**9,990.00**	**0.00**
		0.00			**0.00**			
Total Group 1: Segment 3: Department	Code: 752 - INTEREST	**0.00**	**9,990.00**	**9,990.00**	**0.00**	**0.00**	**9,990.00**	**0.00**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 910 - EMPLOYEE BENEFITS							
Salaries								
0100-5-910-000-51700	WORKERS COMP ACCIDENT INS.	-192,288.00	249,368.00	249,368.00	-192,288.00	0.00	57,080.00	77.11
0100-5-910-000-51710	UNEMPLOYMENT PAYMENTS	-445.00	30,000.00	30,000.00	-445.00	0.00	29,555.00	1.48
0100-5-910-000-51720	HEALTH INSURANCE	-1,271,418.93	5,283,905.00	5,283,905.00	-1,271,418.93	0.00	4,012,486.07	24.06
0100-5-910-000-51730	RETIREMENT	-2,321,536.00	2,321,536.00	2,321,536.00	-2,321,536.00	0.00	0.00	100.00
0100-5-910-000-51740	GROUP LIFE INSURANCE	-1,252.79	5,215.00	5,215.00	-1,252.79	0.00	3,962.21	24.02
0100-5-910-000-51750	FLEXIBLE SPENDING ACCOUNT	-3,660.72	7,250.00	7,250.00	-3,660.72	0.00	3,589.28	50.49
0100-5-910-000-51770	MEDICARE	-73,620.69	378,579.00	378,579.00	-73,620.69	0.00	304,958.31	19.45
0100-5-910-000-51780	DENTAL INSURANCE	-82,234.74	248,964.00	248,964.00	-82,234.74	0.00	166,729.26	33.03
0100-5-910-000-51785	MEDICARE B ASSESSMENT	-3,966.00	17,040.00	17,040.00	-3,966.00	0.00	13,074.00	23.27
Total Group 3: Salaries		**-3,950,422.87**	**8,541,857.00**	**8,541,857.00**	**-3,950,422.87**	**0.00**	**4,591,434.13**	**46.25**
		-3,950,422.87			**-3,950,422.87**			
Total Group 1: Segment 3: Department	Code: 910 - EMPLOYEE	**-3,950,422.87**	**8,541,857.00**	**8,541,857.00**	**-3,950,422.87**	**0.00**	**4,591,434.13**	**46.25**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 941 - COURT JUDGMENTS							
Expenses								
0100-5-941-000-57600	COURT JUDGMENTS	-230,681.36	229,900.00	229,900.00	-230,681.36	0.00	-781.36	100.34
Total Group 3: Expenses		**-230,681.36**	**229,900.00**	**229,900.00**	**-230,681.36**	**0.00**	**-781.36**	**100.34**
		-230,681.36			**-230,681.36**			
Total Group 1: Segment 3: Department	Code: 941 - COURT	**-230,681.36**	**229,900.00**	**229,900.00**	**-230,681.36**	**0.00**	**-781.36**	**100.34**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 945 - LIABILITY INSURANCE							
Expenses								
0100-5-945-000-53020	LIABILITY INS SERVICES	-932.00	0.00	0.00	-932.00	0.00	-932.00	0.00
0100-5-945-000-57400	LIABILITY INSURANCE OTHER CHG	-301,109.00	297,402.00	297,402.00	-301,109.00	0.00	-3,707.00	101.25
Total Group 3: Expenses		**-302,041.00**	**297,402.00**	**297,402.00**	**-302,041.00**	**0.00**	**-4,639.00**	**101.56**
		-302,041.00			**-302,041.00**			
Total Group 1: Segment 3: Department	Code: 945 - LIABILITY	**-302,041.00**	**297,402.00**	**297,402.00**	**-302,041.00**	**0.00**	**-4,639.00**	**101.56**

Group as: ****-*-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number	Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
442 Account(s) totaling:	-12,257,544.19	55,262,356.00	55,262,356.00	-12,257,544.19	-390,942.88	42,613,868.93	22.89

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Ledger History - Detail with Payables - Expenditure Ledger

Tran. Type	Block/Batch	Posted	By	Tran. Name	JE Seq	Comment		Beginning	Debit	Credit	Ending
Warrant	Voucher	Payee				Payment Type	Payment Number				
Account: 0100-5-155-021-53880				CONTRACTED SERVICES OTHER SERVIC			***Summary:***	*0.00*	*74,362.69*	*27,750.00*	*-46,612.69*
Budget		07/01/2021	cmcauliff						0.00	27,750.00	27,750.00
Payable	2A/2A	07/23/2021	hlindsey	SC00014873					570.00	0.00	27,180.00
3		RETROFIT TECHNOLOGIES INC				Check	139654				
Payable	2A/2A	07/23/2021	hlindsey	002200					7,689.00	0.00	19,491.00
3		VADAR SYSTEMS INC.				Check	139674				
Payable	2A/2A	07/23/2021	hlindsey	002256					9,242.29	0.00	10,248.71
3		VADAR SYSTEMS INC.				Check	139674				
Payable	2A/2A	07/23/2021	hlindsey	002257					10,990.70	0.00	-741.99
3		VADAR SYSTEMS INC.				Check	139674				
Payable	2/2	08/06/2021	hlindsey	G599349					2,408.90	0.00	-3,150.89
7		CDW GOVERNMENT INC.				Check	139772				
Payable	2/2	08/06/2021	hlindsey	IN2943434					235.51	0.00	-3,386.40
7		IMAGE TECHNOLOGY SPECIALISTS INC.				Check	139787				
Payable	2/2	08/06/2021	hlindsey	IN2949954					209.53	0.00	-3,595.93
7		IMAGE TECHNOLOGY SPECIALISTS INC.				Check	139787				
Payable	2/2	08/20/2021	hlindsey	2700218					380.00	0.00	-3,975.93
11		XEROX FINANCIAL SERVICES LLC				Check	140009				
Payable	2/2	08/20/2021	hlindsey	38272366					99.38	0.00	-4,075.31
11		CIT BANK N A				Check	139890				
Payable	2/2	08/20/2021	hlindsey	SC00015011					570.00	0.00	-4,645.31
11		RETROFIT TECHNOLOGIES INC				Check	139974				
Payable	2/2	08/20/2021	hlindsey	274647436					17.68	0.00	-4,662.99
11		KONICA MINOLTA BUSINESS SOLUTIONS				Check	139934				
Payable	2/2	08/20/2021	hlindsey	IN2974723					794.50	0.00	-5,457.49
11		IMAGE TECHNOLOGY SPECIALISTS INC.				Check	139923				
Payable	2/2	08/20/2021	hlindsey	H053204					2,074.78	0.00	-7,532.27
11		CDW GOVERNMENT INC.				Check	139888				
Payable	2/2	08/20/2021	hlindsey	013941935					55.77	0.00	-7,588.04
11		XEROX CORPORATION				Check	140008				
Payable	2/2	08/20/2021	hlindsey	IN2965678					108.10	0.00	-7,696.14
11		IMAGE TECHNOLOGY SPECIALISTS INC.				Check	139923				
Payable	2/2	09/03/2021	cmcauliff	2746809					635.00	0.00	-8,331.14
18		XEROX FINANCIAL SERVICES LLC				Check	140267				
Payable	2/2	09/03/2021	cmcauliff	IN2985502					209.53	0.00	-8,540.67
18		IMAGE TECHNOLOGY SPECIALISTS INC.				Check	140214				

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Ledger History - Detail with Payables - Expenditure Ledger

Tran. Type	Block/Batch	Posted	By	Tran. Name	JE Seq	Comment		Beginning	Debit	Credit	Ending
Warrant	Voucher	Payee				Payment Type	Payment Number				
Account: 0100-5-155-021-53880				CONTRACTED SERVICES OTHER SERVIC		*Summary:*		*0.00*	*74,362.69*	*27,750.00*	*-46,612.69*
Payable	2/2	09/10/2021	hlindsey	IN3001099					448.75	0.00	-8,989.42
22		IMAGE TECHNOLOGY SPECIALISTS INC.				Check	140305				
Payable	2/2	09/10/2021	hlindsey	IN3006738					794.50	0.00	-9,783.92
22		IMAGE TECHNOLOGY SPECIALISTS INC.				Check	140305				
Payable	2/2	09/10/2021	hlindsey	IN3002677					557.50	0.00	-10,341.42
22		IMAGE TECHNOLOGY SPECIALISTS INC.				Check	140305				
Payable	2/2	09/17/2021	hlindsey	38446616					99.38	0.00	-10,440.80
25		CIT BANK N A				Check	140359				
Payable	2/2	09/17/2021	hlindsey	SC00015159					570.00	0.00	-11,010.80
25		RETROFIT TECHNOLOGIES INC				Check	140422				
Payable	2/2	09/17/2021	hlindsey	395288					25.00	0.00	-11,035.80
25		ENOM LLC				Check	140372				
Payable	2/2	09/24/2021	hlindsey	014178744					35.16	0.00	-11,070.96
32		XEROX CORPORATION				Check	140581				
Payable	2/2	09/24/2021	hlindsey	XIN02311					3,351.60	0.00	-14,422.56
32		ELECTRONIC SYSTEMS INC				Check	140540				
Payable	2/2	09/24/2021	hlindsey	INV00005068					29,172.45	0.00	-43,595.01
32		OPENGOV INC				Check	140560				
Payable	2/2	09/24/2021	hlindsey	87892					3,000.00	0.00	-46,595.01
32		APRES SYSTEMS NC				Check	140524				
Payable	2/2	09/24/2021	hlindsey	275176693					17.68	0.00	-46,612.69
32		KONICA MINOLTA BUSINESS SOLUTIONS				Check	140550				
						1 Account(s) totaling:		0.00	74,362.69	27,750.00	-46,612.69

Filter by: Segment 1: 6161
Segment 2: 6
Segment 3: 400
Segment 4: 450
Group as: ****-2-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department	Code: 400 - DEPARTMENT OF PUBLIC WORKS							
Group 2: Segment 2: Type	6 - OTHER AND ARTICLES							
Salaries								
6161-6-400-450-51100	SALARIES FULL-TIME	-71,722.92	307,692.00	307,692.00	-71,722.92	0.00	235,969.08	23.31
6161-6-400-450-51300	SALARIES OVERTIME	-2,236.07	26,744.00	26,744.00	-2,236.07	0.00	24,507.93	8.36
6161-6-400-450-51450	LONGEVITY	0.00	2,400.00	2,400.00	0.00	0.00	2,400.00	0.00
6161-6-400-450-51470	STANDBY ADD. GROSS DIFF.	-6,600.00	29,120.00	29,120.00	-6,600.00	0.00	22,520.00	22.66
6161-6-400-450-51950	STIPENDS	-1,510.76	2,550.00	2,550.00	-1,510.76	0.00	1,039.24	59.25
Total Group 3: Salaries		**-82,069.75**	**368,506.00**	**368,506.00**	**-82,069.75**	**0.00**	**286,436.25**	**22.27**
Expenses								
6161-6-400-450-52100	ELECTRICITY	-10,911.39	108,000.00	108,000.00	-10,911.39	0.00	97,088.61	10.10
6161-6-400-450-52110	HEAT	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
6161-6-400-450-52400	BUILDING MAINT.	0.00	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00
6161-6-400-450-52420	VEHICLE REPAIR MAINT.	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
6161-6-400-450-52440	WATER METER REPAIR MAINT.	0.00	100.00	100.00	0.00	0.00	100.00	0.00
6161-6-400-450-52480	WATER PUMPING STA. REPAIRS	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
6161-6-400-450-52500	CONST. EQUIP. REPAIR	0.00	500.00	500.00	0.00	0.00	500.00	0.00
6161-6-400-450-52540	COMPUTER EQUIP REPAIR MAINTENAN	-3,850.64	4,500.00	4,500.00	-3,850.64	0.00	649.36	85.57
6161-6-400-450-52840	OTHER EQUIP. RENTAL LEASES	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
6161-6-400-450-53000	MEDICAL DENTAL. PROF. TECH.	0.00	100.00	100.00	0.00	0.00	100.00	0.00
6161-6-400-450-53050	ENGINEERARCHITECT PROF. SERV.	0.00	116,000.00	116,000.00	0.00	0.00	116,000.00	0.00
6161-6-400-450-53070	EMPLOYEE TRAINIG PROF. TECH	-1,140.00	2,200.00	2,200.00	-1,140.00	0.00	1,060.00	51.82
6161-6-400-450-53100	ADVERTISING PROF. TECH.	0.00	500.00	500.00	0.00	0.00	500.00	0.00
6161-6-400-450-53400	TELEPHONE COMMUNICATIONS	-16.71	200.00	200.00	-16.71	0.00	183.29	8.36
6161-6-400-450-53410	DATA PROCESS LINES COMMUNICATIO	-636.64	3,000.00	3,000.00	-636.64	0.00	2,363.36	21.22
6161-6-400-450-53420	POSTAGECOMMUNICATIONS	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
6161-6-400-450-53430	WIRELESS PHONE-COMMUNICATIONS	-158.96	1,200.00	1,200.00	-158.96	0.00	1,041.04	13.25
6161-6-400-450-53880	CONTRACT. SERV. OTHER SERV.	-7,126.12	65,000.00	65,000.00	-7,126.12	-7,857.00	50,016.88	23.05
6161-6-400-450-54220	OTHER OFFICE SUPPLIES	-40.42	500.00	500.00	-40.42	0.00	459.58	8.08
6161-6-400-450-54800	GASOLINE	0.00	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00

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Group as: ****-2-111-***-*****

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Town of Southborough

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	PO Enc	YTD Unexpended Balance	% Var.
6161-6-400-450-54820	BATTERIES VEHICULAR SUPPLIES	0.00	250.00	250.00	0.00	0.00	250.00	0.00
6161-6-400-450-54830	TIRES VEHICULAR SUPPLIES	0.00	250.00	250.00	0.00	0.00	250.00	0.00
6161-6-400-450-54850	PARTS ACCESS. VEHICULAR	-379.78	2,000.00	2,000.00	-379.78	0.00	1,620.22	18.99
6161-6-400-450-55340	GRAVEL STONE FILL	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
6161-6-400-450-55370	BITUMINOUS CONCRETE	-815.00	3,000.00	3,000.00	-815.00	0.00	2,185.00	27.17
6161-6-400-450-55410	SMALL TOOLS	-120.00	5,500.00	5,500.00	-120.00	0.00	5,380.00	2.18
6161-6-400-450-55420	SERVICE SUPPLIES	-1,624.95	7,500.00	7,500.00	-1,624.95	0.00	5,875.05	21.67
6161-6-400-450-55430	PIPE FITTINGS	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
6161-6-400-450-55440	METERS FITTINGS	-57.38	20,000.00	20,000.00	-57.38	0.00	19,942.62	0.29
6161-6-400-450-55450	SERVICE CONNECTIONS	-275.81	20,000.00	20,000.00	-275.81	0.00	19,724.19	1.38
6161-6-400-450-55460	HYDRANT REPAIRS	-7,097.10	7,500.00	7,500.00	-7,097.10	0.00	402.90	94.63
6161-6-400-450-55850	UNIFORMS OTHER SUPPLIES	-19.99	3,500.00	3,500.00	-19.99	0.00	3,480.01	0.57
6161-6-400-450-55870	NEWSPAPER OTHER SUPPLIES	0.00	150.00	150.00	0.00	0.00	150.00	0.00
6161-6-400-450-56940	MASS WATER RESOURCES-WATER	-369,879.00	1,420,000.00	1,420,000.00	-369,879.00	-869,351.00	180,770.00	87.27
6161-6-400-450-57300	DUES	0.00	500.00	500.00	0.00	0.00	500.00	0.00
6161-6-400-450-57840	WATER RESERVE	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
6161-6-400-450-58500	ADDITIONAL EQUIPMENT	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
6161-6-400-450-58700	REPLACEMENT EQUIPMENT	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Group 3: Expenses		**-404,149.89**	**1,855,950.00**	**1,855,950.00**	**-404,149.89**	**-877,208.00**	**574,592.11**	**69.04**
Total Group 2: Segment 2: Type	6 - OTHER AND	**-486,219.64**	**2,224,456.00**	**2,224,456.00**	**-486,219.64**	**-877,208.00**	**861,028.36**	**61.29**
Total Group 1: Segment 3: Department	Code: 400 -	**-486,219.64**	**2,224,456.00**	**2,224,456.00**	**-486,219.64**	**-877,208.00**	**861,028.36**	**61.29**

FY22 Revolving Funds

Fund	Revolving Fund	Department, Board, Committee, Agency or Officer Authorized to	Fees, Charges or Other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable from Fund	Beginning Balance	Revenues	Expenses	Transfer to G/F	Balance at 9/30/2021	FY 22 Expense Limit voted at ATM 5-22-21
2260	Tobacco Control Program	Board of Health	Fees from Tobacco Vendors	Supplies and expenses to provide periodic compliance checks and education of tobacco vendors	Salaries and wages of full time, part time employees and other designated BOH agents shall be paid from the annual budget appropriation of the Board of Health	3,822.33	-	-		3,822.33	4,000
2261	911 Field Maintenance	Recreation / Dept of Public Works	Field usage charges and DCR annual fee	Supplies and expenses needed for maintenance of field	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Department of Public Works	36,032.89	20,315.00	(2,936.00)	(25,000.00)	28,411.89	100,000
2262	Recreation Programs	Recreation Commission	Fees charged for attending programs	Salaries and wages for part-time employees directly running programs; supplies and expenses needed to provide programs	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Recreation Commission	399,088.11	45,428.26	(181,491.74)		263,024.63	400,000
2264	Community Garden	Conservation Commission	Garden Rental Fees	Supplies and expenses for running Community Garden	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Conservation Commission	4,765.25	200.00	(1,112.56)		3,852.69	2,500
2265	CPR Classes	Fire Department	Fees for CPR classes	Supplies and expenses needed to run CPR classes	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Fire Department	-	-	-		-	6,500
2267	Hazardous Materials	Fire Department	Fees relating to hazardous materials incidents	Costs related to responding to hazardous materials incidents.	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Fire Department	9.19		-		9.19	75,000
2268	Wetland Protection	Conservation Commission	Wetland filing fees	Departmental and consultant costs for review of projects involving wetlands	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Conservation Commission	26,847.71	5,445.00	(3,375.00)		28,917.71	30,000
2269	Inspectional Services	Building Commissioner	Fees charged by Sealer of Weights & Measures, Plumbing, Wiring, alternate inspectors including building for inspections	Salaries of inspectors performing weights and measure, plumbing, and wiring inspections related to those inspections	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Building Commissioner	15,338.12	51,498.36	(14,050.00)		52,786.48	100,000
2271	Immunization/emergency dispensing clinic	Board of Health	Fees charged for immunizations and other medications dispensed	Supplies and expenses needed to provide clinics and dispense medications	Salaries and wages of full time, part time employees and other designated BOH agents shall be paid from the annual budget appropriation of the Board of Health	3,223.44	5,795.45	(521.56)		8,497.33	12,000
2274	Golf Course	Board of Selectmen	10% of gross revenue	Improvements to the Clubhouse, Course and Irrigation	Improvements, repairs, and other direct golf course investments	37,590.65	23,571.00	-		61,161.65	30,000

Harvard Funds

Fund	Fund Name					Beginning Balance	Revenues	Expenses		Balance at 9/30/2021
2643	Harvard Donation -Police					11,809.56				11,809.56
2644	Harvard Donation -Fire					6,275.03		(1,545.95)		4,729.08

Filter by: Segment 1: 2262
Group as: ****-*-***-***-11111
Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Ledger History - Detail with Payables - Revenue Ledger

Tran. Type	Block/Batch	Posted	By	Tran. Name	JE Seq	Comment		Beginning	Debit	Credit	Ending
Warrant	Voucher	Payee				Payment Type	Payment Number				
Group 1: Segment 5: Rev SubObject				Code: 43990 - OTHER DEPT REVENUE							
Account: 2262-4-631-437-43990				RECREATION COMMISSION REVOLV			Summary:	0.00	2,755.50	48,183.76	45,428.26
Receivable	072021/FY22	07/31/2021	hlindsey						0.00	8,878.59	8,878.59
Receivable	072021/FY22	07/31/2021	hlindsey						0.00	30.00	8,908.59
Payable	1/1	08/20/2021	hlindsey	CAMP REFUND					72.00	0.00	8,836.59
11		SHARMILEE BALASUBRAMANIAN				Check	139983				
Payable	1/1	08/20/2021	hlindsey	CAMP REFUND					135.00	0.00	8,701.59
11		NEETU SEHGAL				Check	139959				
Payable	1/1	08/20/2021	hlindsey	CAMP REFUND					405.00	0.00	8,296.59
11		MATTHEW GILMORE				Check	139948				
Payable	1/1	08/20/2021	hlindsey	CAMP REFUND					270.00	0.00	8,026.59
11		DANIELLE GAUTHIER				Check	139903				
Payable	1/1	08/20/2021	hlindsey	CAMP REFUND					300.00	0.00	7,726.59
11		HARDIK VIRANI				Check	139918				
Payable	1/1	08/20/2021	hlindsey	CAMP REFUND					125.00	0.00	7,601.59
11		SAMIA ZAKI				Check	139978				
Payable	1/1	08/20/2021	hlindsey	CAMP REFUND					135.00	0.00	7,466.59
11		MICHELE HART				Check	139953				
Payable	1/1	08/20/2021	hlindsey	CAMP REFUND					112.50	0.00	7,354.09
11		JOANNA PARRY GEORGE				Check	139931				
Payable	1/1	08/27/2021	hlindsey	CAMP REFUND					135.00	0.00	7,219.09
17		MICHAEL ST ANDRE				Check	140093				
Payable	1/1	08/27/2021	hlindsey	CAMP REFUND					125.00	0.00	7,094.09
17		MEAGHAN CRYAN				Check	140092				
Payable	1/1	08/27/2021	hlindsey	CAMP REFUND					135.00	0.00	6,959.09
17		JENN LEBLANC				Check	140077				
Receivable	082021/FY22	08/31/2021	hlindsey						0.00	24.66	6,983.75
Receivable	082021/FY22	08/31/2021	hlindsey						0.00	95.00	7,078.75
Payable	1/1	09/03/2021	cmcauliff	CAMP REFUND					288.00	0.00	6,790.75
18		BHAKTI SHAH				Check	140181				
Payable	1/1	09/03/2021	cmcauliff	CAMP REFUND					275.00	0.00	6,515.75
18		HADLEY HORNER				Check	140208				
Journal Entry	092103/FY22	09/13/2021	hlindsey	6015	REC	REC INV PAY			0.00	35.00	6,550.75
Payable	1/1	09/17/2021	hlindsey	CAMP REFUND					243.00	0.00	6,307.75
25		ELIZABETH MCKEE				Check	140371				
Receivable	092021/FY22	09/30/2021	hlindsey						0.00	39,120.51	45,428.26

Group as: ****-*-***-***-11111

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Ledger History - Detail with Payables - Revenue Ledger

Tran. Type	Block/Batch	Posted	By	Tran. Name	JE Seq	Comment	Beginning	Debit	Credit	Ending
Warrant	Voucher	Payee				Payment Type	Payment Number			
Total Group 1: Segment 5: Rev SubObject				Code: 43990 - OTHER DEPT REVENUE				**2,755.50**	**48,183.76**	
						1 Account(s) totaling:	0.00	2,755.50	48,183.76	45,428.26

Filter by: Segment 1: 2262
Group as: ****-*-***-***-11111
Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Ledger History - Detail with Payables - Expenditure Ledger

Tran. Type	Block/Batch	Posted	By	Tran. Name	JE Seq	Comment		Beginning	Debit	Credit	Ending
Warrant	Voucher	Payee				Payment Type	Payment Number				
Group 1: Segment 5: LineItem				**Code: 51110 - SALARIES PART-TIME**							
Account: 2262-6-630-510-51110				**RECREATION REVOLVING SALARIES**			***Summary:***	*0.00*	*94,563.81*	*400,000.00*	*305,436.19*
Beginning		07/03/2021	cmcauliff	FY22 REV FUND		VOTED LIMITS 5-22-21			0.00	400,000.00	400,000.00
Payable 4P	2004/2004	07/21/2021 payroll Vendor	hlindsey	1					21,021.08	0.00	378,978.92
Payable 8P	2008/2008	08/04/2021 payroll Vendor	hlindsey	1					30,412.47	0.00	348,566.45
Payable 12P	2012/2012	08/18/2021 payroll Vendor	hlindsey	1					26,134.59	0.00	322,431.86
Payable 19P	2019/2019	09/01/2021 payroll Vendor	hlindsey	1					15,685.99	0.00	306,745.87
Payable 26P	2026/2026	09/15/2021 payroll Vendor	hlindsey	1					702.13	0.00	306,043.74
Payable 34P	2034/2034	09/29/2021 payroll Vendor	hlindsey	1					607.55	0.00	305,436.19
Total Group 1: Segment 5: LineItem				**Code: 51110 - SALARIES PART-TIME**					**94,563.81**	**400,000.00**	
Group 1: Segment 5: LineItem				**Code: 51300 - SALARIES OVERTIME**							
Account: 2262-6-630-510-51300				**REC REVOLVING OT**			***Summary:***	*0.00*	*1,985.62*	*0.00*	*-1,985.62*
Payable 8P	2008/2008	08/04/2021 payroll Vendor	hlindsey	1					997.28	0.00	-997.28
Payable 12P	2012/2012	08/18/2021 payroll Vendor	hlindsey	1					482.24	0.00	-1,479.52
Payable 19P	2019/2019	09/01/2021 payroll Vendor	hlindsey	1					506.10	0.00	-1,985.62
Total Group 1: Segment 5: LineItem				**Code: 51300 - SALARIES OVERTIME**					**1,985.62**	**0.00**	
Group 1: Segment 5: LineItem				**Code: 55420 - SERVICE SUPPLIES**							
Account: 2262-6-630-570-55420				**BUILDING FACILITY SUPPLIES**			***Summary:***	*0.00*	*7,931.64*	*0.00*	*-7,931.64*
Payable 11	2/2	08/20/2021 UNITED SITE SERVICES NORTHEAST INC.	hlindsey	114-12239842		ARTS CENTER PORTABLE TOILETS Check	139999		119.03	0.00	-119.03
Payable 11	2/2	08/20/2021 NATIONAL GRID	hlindsey	500108745		NATIONAL GRID POLE Check	139958		7,693.58	0.00	-7,812.61
Payable 25	2/2	09/17/2021 UNITED SITE SERVICES NORTHEAST INC.	hlindsey	114-12342599		ARTS CENTER PORTABLE Check	140435		119.03	0.00	-7,931.64
Total Group 1: Segment 5: LineItem				**Code: 55420 - SERVICE SUPPLIES**					**7,931.64**	**0.00**	
Group 1: Segment 5: LineItem				**Code: 55840 - RECREATIONAL SUPPLIES**							

Group as: ****-*-***-***-11111

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Ledger History - Detail with Payables - Expenditure Ledger

Tran. Type / Warrant	Block/Batch / Voucher	Posted / Payee	By	Tran. Name	JE Seq	Comment / Payment Type	Payment Number	Beginning	Debit	Credit	Ending
Account: 2262-6-630-570-55840			PROGRAM SUPPLIES			*Summary:*		*0.00*	*76,785.67*	*0.00*	*-76,785.67*
Payable 3	2A/2A	07/23/2021 VERNOVSKY SOPHIA	hlindsey	114		SUMMER CAMP 2021 WEEK 1 AND Check	139678		1,546.00	0.00	-1,546.00
Payable 3	2A/2A	07/23/2021 GOSTICK KATHERINE	hlindsey	07142021		RUGBY SPRING/SUMMER 2021 Check	139623		1,297.00	0.00	-2,843.00
Payable 6	2/2	07/30/2021 NORTHBORO-SOUTHBORO REGIONAL	hlindsey	07132021		CUSTODIAL FEE SUMMER CAMP Check	139728		450.00	0.00	-3,293.00
Payable 6	2/2	07/30/2021 LAQUIDARA EDWARD T	hlindsey	7149		ANIMAL SHOW - SUMMER CAMP Check	139714		1,000.00	0.00	-4,293.00
Payable 6	2/2	07/30/2021 MUMBY PAUL AND MARIA	hlindsey	07132021		BEST SOCCER SUMMER PROGAM Check	139723		12,465.00	0.00	-16,758.00
Payable 6	2/2	07/30/2021 EAGLE LEASING COMPANY	hlindsey	RI2310791		STORAGE CONTAINER - Check	139700		357.00	0.00	-17,115.00
Payable 6	2/2	07/30/2021 JUNIPER FARMS ICE CREAM INC.	hlindsey	07082021		SUMMER CAMP ICE CREAM TRUCK Check	139710		139.00	0.00	-17,254.00
Payable 6	2/2	07/30/2021 NORTHBORO-SOUTHBORO REGIONAL	hlindsey	07122021		CUSTODIAL FEES SUMMER CAMP Check	139728		562.50	0.00	-17,816.50
Payable 11	2/2	08/20/2021 ARRUDA BRITTANY	hlindsey	1448		PETTING ZOO SUMMER CAMP Check	139866		500.00	0.00	-18,316.50
Payable 11	2/2	08/20/2021 NORTHBORO-SOUTHBORO REGIONAL	hlindsey	08022021-2		SUMMER 2021 CUSTODIAL Check	139964		562.50	0.00	-18,879.00
Payable 11	2/2	08/20/2021 NORTHBORO-SOUTHBORO REGIONAL	hlindsey	08022021		SUMMER CAMP 2021 CUSTODIAL Check	139964		562.50	0.00	-19,441.50
Payable 11	2/2	08/20/2021 CAMELOT ENTERPRISES	hlindsey	40435		CAMP FIELD DAY SHIRTS 2021 Check	139885		1,195.34	0.00	-20,636.84
Payable 11	2/2	08/20/2021 S & S WORLDWIDE	hlindsey	IN100821505		CAMP SUPPLIES 2021 Check	139977		53.10	0.00	-20,689.94
Payable 11	2/2	08/20/2021 JUNIPER FARMS ICE CREAM INC.	hlindsey	790		SOUTHBOROUGH RECREATION Check	139932		114.50	0.00	-20,804.44
Payable 11	2/2	08/20/2021 SAMS CLUB CREDIT	hlindsey	08162021		SAMS CLUB CARD MEMBERSHIP Check	139979		45.00	0.00	-20,849.44
Payable 11	2/2	08/20/2021 DAVIS TIM	hlindsey	08122021-3		STAFF MID SUMMER MEETING Check	139904		157.64	0.00	-21,007.08
Payable 11	2/2	08/20/2021 TAYLOR TANIA	hlindsey	07222021		SUMMER CAMP 2021 WEEK Check	139992		1,875.00	0.00	-22,882.08
Payable 11	2/2	08/20/2021 DAVIS TIM	hlindsey	08122021-1		SUMMER CAMP FIELD DAY Check	139904		123.42	0.00	-23,005.50

Group as: ****-*-***-***-11111

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Ledger History - Detail with Payables - Expenditure Ledger

Tran. Type / Warrant	Block/Batch / Voucher	Posted / Payee	By	Tran. Name	JE Seq	Comment / Payment Type / Payment Number	Beginning	Debit	Credit	Ending
Account: 2262-6-630-570-55840		PROGRAM SUPPLIES				*Summary:*	*0.00*	*76,785.67*	*0.00*	*-76,785.67*
Payable 11	2/2	08/20/2021 S & S WORLDWIDE	hlindsey	INV100813481		SUMMER CAMP SUPPLIES 2021 Check 139977		66.30	0.00	-23,071.80
Payable 11	2/2	08/20/2021 DAVIS TIM	hlindsey	08122021-2		TARGET REIMBURSEMENT - Check 139904		94.45	0.00	-23,166.25
Payable 11	2/2	08/20/2021 S & S WORLDWIDE	hlindsey	INV100812946		SUMMER CAMP SUPPLIES 2021 Check 139977		434.65	0.00	-23,600.90
Payable 11	2/2	08/20/2021 S & S WORLDWIDE	hlindsey	INV100826171		SUMMER CAMP SUPPLIES 2021 Check 139977		112.40	0.00	-23,713.30
Payable 11	2/2	08/20/2021 NORTHBORO-SOUTHBORO REGIONAL	hlindsey	08022021-3		SUMMER 2021 CUSTODIAL Check 139964		562.50	0.00	-24,275.80
Payable 11	2/2	08/20/2021 S & S WORLDWIDE	hlindsey	INV100813431		SUMMER CAMP SUPPLIES 2021 Check 139977		189.54	0.00	-24,465.34
Payable 17	2/2	08/27/2021 NORTHBORO-SOUTHBORO REGIONAL	hlindsey	08162021		WOODWARD CUSTODIAL Check 140103		562.50	0.00	-25,027.84
Payable 17	2/2	08/27/2021 THERRIEN HERBERT TERRY	hlindsey	80321		SUMMER CAMP PONY RIDES - 2021 Check 140136		735.00	0.00	-25,762.84
Payable 17	2/2	08/27/2021 S & S WORLDWIDE	hlindsey	INV100827471		CAMP SUPPLIES 2021 Check 140121		81.28	0.00	-25,844.12
Payable 17	2/2	08/27/2021 NORTHBORO-SOUTHBORO REGIONAL	hlindsey	08062021		WOODWARD CUSTODIAL Check 140103		562.50	0.00	-26,406.62
Payable 17	2/2	08/27/2021 JUNIPER FARMS ICE CREAM INC.	hlindsey	790		SUMMER CAMP ICE CREAM - Check 140080		74.50	0.00	-26,481.12
Payable 17	2/2	08/27/2021 F.A.S.T ATHLETICS LLC	hlindsey	FAST45		FAST ATHLETICS SUMMER CAMP Check 140059		850.00	0.00	-27,331.12
Payable 17	2/2	08/27/2021 F.A.S.T ATHLETICS LLC	hlindsey	FAST38		FAST ATHLETIC ULTIMATE SPORTS Check 140059		2,400.00	0.00	-29,731.12
Payable 18	2/2	09/03/2021 F.A.S.T ATHLETICS LLC	cmcauliff	FAST28		SUMMER 2021 PRE-K SPORT Check 140199		3,111.00	0.00	-32,842.12
Payable 18	2/2	09/03/2021 EAGLE LEASING COMPANY	cmcauliff	RI2321435		SUMMER CAMP/WOODWARD Check 140198		79.00	0.00	-32,921.12
Payable 18	2/2	09/03/2021 CRYSTAL ENTERTAINMENT SERVICES INC.	cmcauliff	21-0816		SUMMER CAMP 2021 - SPLASH DAY Check 140195		675.00	0.00	-33,596.12
Payable 18	2/2	09/03/2021 TAYLOR TANIA	cmcauliff	08232021		SUMMER CAMP 2021 SKYRISE Check 140248		1,575.00	0.00	-35,171.12
Payable 18	2/2	09/03/2021 CRYSTAL ENTERTAINMENT SERVICES INC.	cmcauliff	21-0719		SUMMER CAMP 2021 - CARNIVAL Check 140195		995.00	0.00	-36,166.12

Group as: ****-*-***-***-11111

Parameters: Fiscal Year: 2022 Start Date: 7/1/2021 end: 09/30/2021

Ledger History - Detail with Payables - Expenditure Ledger

Tran. Type / Warrant	Block/Batch / Voucher	Posted / Payee	By	Tran. Name	JE Seq	Comment / Payment Type / Payment Number	Beginning	Debit	Credit	Ending
Account: 2262-6-630-570-55840		PROGRAM SUPPLIES				*Summary:*	*0.00*	*76,785.67*	*0.00*	*-76,785.67*
Journal Entry	092106/FY22	09/05/2021	cmcauliff	6044	REC	COSTS BACK TO REVOLVING		14,358.58	0.00	-50,524.70
Payable	2/2	09/10/2021	hlindsey	08172021		PAYMENT TO ACCOUNT ENDING		295.19	0.00	-50,819.89
22		SAMS CLUB CREDIT				Check 140328				
Payable	2/2	09/10/2021	hlindsey	08252021		SUMMER SOCCER PROGRAM 2021		17,375.00	0.00	-68,194.89
22		MUMBY PAUL AND MARIA				Check 140322				
Payable	2/2	09/17/2021	hlindsey	08272021		REIMBURSEMENT FOR		387.98	0.00	-68,582.87
25		DAVIS TIM				Check 140368				
Payable	2/2	09/17/2021	hlindsey	790		SUMMER CAMP ICE CREAM - 08/04		136.50	0.00	-68,719.37
25		JUNIPER FARMS ICE CREAM INC.				Check 140392				
Payable	2/2	09/17/2021	hlindsey	5210727		SUMMER PROGRAM - 07/19-07/23		7,605.00	0.00	-76,324.37
25		VIKING SOCCER CAMP INC				Check 140437				
Payable	2/2	09/24/2021	hlindsey	10817		MRPA MEMBERSHIP DUES 2021		250.00	0.00	-76,574.37
32		MRPA INC.				Check 140557				
Payable	2/2	09/24/2021	hlindsey	22201112		SUMMER CAMP SUPPLIES 2021		167.32	0.00	-76,741.69
32		W. B. MASON CO. INC.				Check 140580				
Payable	2/2	09/24/2021	hlindsey	222238177		SUMMER CAMP CLEANING		43.98	0.00	-76,785.67
32		W. B. MASON CO. INC.				Check 140580				
Total Group 1: Segment 5: LineItem		**Code: 55840 - RECREATIONAL SUPPLIES**						**76,785.67**	**0.00**	
Group 1: Segment 5: LineItem		**Code: 57820 - MISCELLANEOUS**								
Account: 2262-6-630-570-57820		REC REVOLVING OTHER CHARGES				*Summary:*	*0.00*	*225.00*	*0.00*	*-225.00*
Payable	2A/2A	07/23/2021	hlindsey	MMA34693		JOB POSTING - RECREATION		225.00	0.00	-225.00
3		MA MUNICIPAL ASSOCIATION				Check 139636				
Total Group 1: Segment 5: LineItem		**Code: 57820 - MISCELLANEOUS**						**225.00**	**0.00**	
						5 Account(s) totaling:	0.00	181,491.74	400,000.00	218,508.26

TOWN OF SOUTHBOROUGH

OFFICE OF THE TOWN ACCOUNTANT
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · cmcauliffe@southboroughma.com

TO: Board of Selectmen
FROM: Carla McAuliffe, Town Accountant
DATE: November 1, 2021
SUBJECT: Update on COVID-19 Funding Programs

I wanted to provide the Board with an update on the status of the various State and Federal funding sources, issued to help communities deal with the financial obligations of effectively responding to the COVID-19 pandemic.

	CARES	FEMA-PA	FEMA VACCINE
Program End Date:	12/31/21	12/31/21	Ongoing
As of 08/17/2021:	$218,000	$350,000	$84,763
As of 10/15/2021:	$210,000	$468,166	$86,329
As of 11/01/2021:	$207,203	$545,876	$87,490

Overall, the COVID related costs total $840,569. Due to the late guidance changes from FEMA we have shifted costs from CARES to FEMA.

Expenses	% of COVID Total
BOH Expenses	10%
Contractor (CSS)	1%
COVID Testing	42%
Election, TM, and Voting Costs	6%
Electricity – Public Safety Building	1%
IT Expenses	2%
PPE, Social Dist, Cleaning (Various Departs)	7%
Police and Fire OT	5%
Rent and Mortgage Assistance	5%
School Expenses	10%
Single Audit	1%
Vaccination Costs (Mainly Salary)	10%
	100%

The costs in FY22 have been COVID testing, additional cleaning of schools, public buildings, and the board of health nurse and director unbudgeted hours & benefits.

CARES:

- Will End 12/31/2021;
- Reporting #6 is due 12/2/2021;
- Final Drawdown application, which includes anticipated expenditures through 12/31/2021 was filed on 10/29;
- The US Department of the Treasury requires quarterly reports for CARES the reporting will continue until September 2, 2022.

FEMA PA and Vaccine:

- FEMA PA Application #2 for COVID Testing was submitted and is currently in the FEMA review process;
- FEMA PA Application #3 for BOH Director and Nurse Salaries was submitted and is currently in the FEMA review process;
- FEMA Vaccine Application is in the process of being compiled for COVID vaccine clinic expenses. This application will be filed once the upcoming children's clinics take place and total expenses are calculated;
- We anticipate an additional FEMA PA application to be filed early next calendar year for non-salary expenses;
- FEMA PA is currently scheduled to end on 12/31/2021, but MEMA is required to provide a 30-day notice of the termination of the program. This program has been extended several times since the pandemic began and will most likely be extended beyond 12/31/2021.

ARPA:

- Revised Amount $3,051,241 (includes county portion);
- We have received $1,525,271. All funds must be encumbered by 12/31/2024 and spent by 12/31/2026;
- Additional guidance from the US Treasury has yet to be released;
- The revenue loss calculation has been calculated;
- The first ARPA reporting deadline was postponed from October 2021 to April 2022.

RECIPROCAL INTERIM LICENSE AGREEMENT

Now come: THE TRUSTEES OF ST. MARK'S SCHOOL OF SOUTHBOROUGH, INC., a duly organized and existing charitable corporation with an address of 25 Marlboro Road, Southborough, Massachusetts (the "School"), and THE TOWN OF SOUTHBOROUGH, a Massachusetts municipal corporation, acting by and through its Board of Selectmen, with an address of 17 Common Street, Southborough, Massachusetts (the "Town"), and hereby agree as follows:

WHEREAS: The School desires to perform and construct certain improvements upon an approximately 16,134 square foot portion of the Town's property consisting of a public road layout located at the northern area of the intersection of St. Mark's Street and Marlborough Road (Route 85), said improvements to include the construction of a parking areas and completion of landscaping improvements.

WHEREAS: The Town desires to perform certain road and park improvements on an approximately 31,357 square foot portion of land owned by the School located at the intersection of St. Mark's Street and Marlborough Road.

WHEREAS: The parties have agreed to swap easements on the two above-described portions of property, such easements depicted on the plan of land, entitled Southborough History Walk Property Plan, a copy of which is attached hereto as Exhibit A (the "Plan").

WHEREAS: The grant and acceptance of easements by the Town requires Town Meeting approval, such Town meeting tentatively scheduled for the Spring of 2022.

WHEREAS: to facilitate the parties respective projects, as described above, the parties have agreed to grant interim licenses to enter onto the property and perform improvements.

NOW THEREFORE: For the exchange of licenses and other valuable consideration, the receipt and sufficiency is hereby acknowledged, the parties agree as follows:

1. The School hereby grants a license to the Town to enter upon, locate, construct, maintain, operate and inspect right-of-way and park improvements on the above described property belonging to the School. Such rights shall include, but not be limited to the entry by persons and equipment and the installation of fixtures, utilities, pavement and other improvements as may be reasonably necessary to complete the Town's project.

2. The Town hereby grants a license to the School to enter upon, locate, construct, maintain, operate and inspect certain parking improvements on the above described property belonging to the Town. Such rights shall include, but not be limited to the entry by persons and equipment and the installation of fixtures, utilities, pavement and other improvements as may be reasonably necessary to complete the School's project.

3. The respective parties shall fully comply with all local, state and federal laws in any work to be performed at the respective licensed properties, as shown on said Plan.

4. The parties in no way warrant or guarantee the condition and suitability of the respective licensed properties for the purposes and work heretofore specified.

5. The parties agree to indemnify, release and hold harmless each other and their respective officers, principles, agents, contractors and employees from any and all claims, losses, suits, damages and liability of any kind to persons or property that results from the acts, omissions, use and negligence of the licensee of each of the respective licensed properties.

6. Parking and roadway will remain accessible, to the extent possible, during construction. Road and parking closures will be intermittent and with notice.

7. The parties agree to exchange easements for use of the respective licensed properties within thirty (30) days following the Southborough Town Meeting's approval of the same, such easements to be subject to the reasonable review and approval of the parties.

8. The School, its agents, executors and assigns, are responsible to maintain, repair, correct, fix and remedy any parking facilities it installs on the property licensed by the Town.

9. The Town, its agents, and employees are responsible to maintain, repair any park or road improvements that it installs on the property licensed by the School.

10. It is contemplated that, upon, or contemporaneously with, the exchange of the easements, the Town shall accept the reconfigured layout of St. Mark's Street as a public way.

11. The parties agree to install the contemplated improvements in accordance with plans therefore and to complete such improvements in a good and workmanlike manner.

12. The parties agree that this agreement does not constitute an easement or other type of perpetual conveyance of rights and that this Reciprocal License shall not be recorded with the Registry of Deeds.

13. The parties reserves the right to review, revoke, or rescind this license, for any reason and at any time within three hundred (300) days' notice, provided however, that the parties agree to attempt the resolution of any issues before any action of revocation or restriction is taken.

14. This License Agreement is a Massachusetts Contract and may only be enforced in a Massachusetts Court of competent jurisdiction.

15. This Agreement may be executed in multiple counterparts and scanned or electronic signatures shall be sufficient to bind the parties.

IN WITNESS WHEREOF, the parties have executed this instrument on this____day of _____, 2021.

TOWN OF SOUTHBOROUGH
By its Board of Selectmen

_____
Lisa M. Braccio

_____
Martin F. Healey

_____ _____
Witness to all Sam Stivers

_____
Andrew Dennington

_____
Chelsea M. Malinowski

St. Mark's School of Southborough, Inc.

_____ _____
Witness

by: _____

its _____
Hereunto duly authorized

TOWN OF SOUTHBOROUGH

TRAILS COMMITTEE

17 COMMON ST · SOUTHBOROUGH, MASSACHUSETTS 01772
http://www.southboroughtrails.org

November 10, 2021

Dear Select Board:

I am writing you on behalf of the Southborough Trails Committee (STC) as a follow up to our November 3, 2021 discussion about the proposed Trails Committee charter changes. As discussed, I am providing you with a draft of the proposed changes. This topic is included on the upcoming November 16th Select Board meeting for further discussion and vote.

The Committee felt it was important to incorporate language into the charge to define the role of Associate Member and to address how open meeting law applies to existing members who will work with Associate Members. We are seeking the Board's guidance on how best to achieve this objective given there is no existing definition or policy to help define the parameters of this role.

The STC appreciates the Board's consideration of this request, and we look forward to a productive discussion at the meeting.

Kathryn McKee
Southborough Trails Committee Chair
508-479-0971
kcraddock@seadvantage.com

TOWN OF SOUTHBOROUGH

Board of Selectman

17 COMMON ST · SOUTHBOROUGH, MASSACHUSETTS 01772
PHONE (508) 485-0710 | FAX (508) 480-0161 EMAIL: bos@southboroughma.com
https://www.southboroughtown.com/board-selectmen

Proposed Revised Charge:

Southborough Trails Committee

The Southborough Trails Committee (STC) is an ad hoc committee created by the Select Board by unanimous vote on January 8, 2013. The Committee will include 5 voting members and non-voting associate members[1] as agreed to by the STC and the appointing authority. A quorum for the Committee shall be a majority of the voting members, no less than three (3).

The Southborough Trails Committee is charged with overseeing volunteers to create, monitor, maintain, and improve trails in Southborough in coordination with municipal, state, other public or private entities, and regional organizations as needed. The STC will work to create trail connections to existing regional trail networks, conservation land, and open spaces. Additionally, the STC shall be responsible for oversight of all required monitoring and maintenance obligations under any town trail licensing agreements with the Massachusetts Department of Conservation and Recreation (DCR), the Massachusetts Water Resources Authority (MWRA), or other organizations. The mission is exclusive of Breakneck Hill Conservation Land.

The STC will promote awareness of the trails through outreach, guided hikes, educational programming, and social media in coordination with other town entities and other organizations. The Committee will promote Southborough's passive recreation opportunities and educate trail users about the permitted use policies that protect the watershed, reservoir, wildlife, and the environment.

DRAFT

[1] Associate Members are not counted toward quorum, may not move, second, or vote upon matters before the committee. Associate Members may participate in discussions and in the work of the committee at the discretion of the chair. Associate Members must take the same Open Meeting Law (OML) and Conflict of Interest Law training as voting members. Voting members are responsible for ensuring no serial deliberations occur through Associate Members.

Existing Charge (for reference only):

Southborough Trails Committee

The Southborough Trails Committee (STC) will oversee volunteers to create, monitor, and maintain town resource trails in Southborough in coordination with any entities that are public or private, and will coordinate with the regional trail organizations. Additionally, the STC shall be responsible for oversight of all required monitoring and maintenance obligations under the town's trail licensing agreements with both DCR and MWRA. The mission is exclusive of Breakneck Hill Conservation Land.

Thank you to our State Senator Jamie Eldridge and his staff for securing this much-appreciated $70k funding t re-open Northboro Road here in Southborough! It was indeed great to work with you Jamie on this, just as we used to work on State Rep and State Senate races back in the mid-1990s! A great collaboration.

Jamie Eldridge is in **Southborough, Massachusetts.**

1d ·

Final successful Senate district earmark of the ARPA budget, $70,000 for Southborough to fix the collapsed culvert close to Northboro Road! It was great to work on this with Southborough Select Board member Andrew Dennington - one of my first interns in my first State Rep race!





Fiscal Year 2022
Tax Classification Hearing

November 16, 2021

Prepared For:
Southborough Select Board
Lisa Braccio, Chair
Chelsea Malinowski, Vice-Chair
Sam Stivers, Member
Martin Healey, Member
Andrew Dennington, Member

Prepared By:
Southborough Board of Assessors
Jeffrey Klein, Chair
Tammi Rice, Vice-Chair
Heath Widdiss, Member

Paul Cibelli, Principal Assessor
Lori Esposito, Deputy Assessor

1

What is Tax Classification?

Allows communities to have different tax rates for certain classes of property:

- Residential
- Open Space
- Commercial, Industrial and Personal Property (CIP)

State Statute:

Provides a maximum allowable portion of the tax levy (up to 150%) to be borne by the CIP classes

Provides a minimum allowable portion to be borne by the residential class

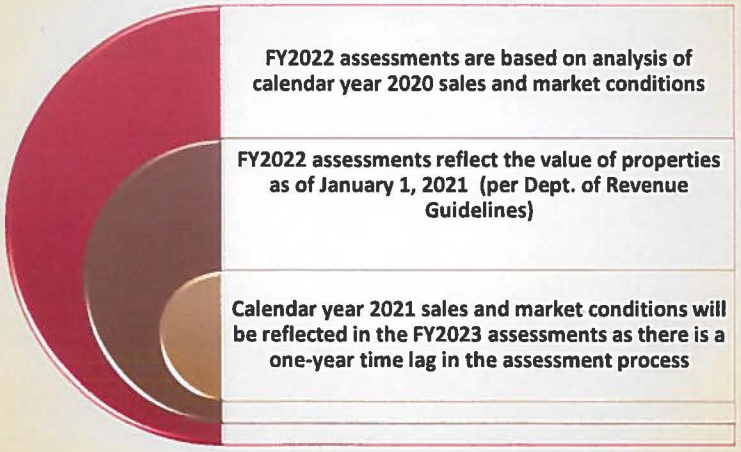
2

Tax Classification / Key Concepts

- Allows the Board of Selectmen to make the decision whether or not to shift tax burden from one class of property to another
- No additional tax dollars are raised, as the tax levy remains the same
- Town of Southborough has never had a split tax rate
- Issue of fairness between property classes

3

Fiscal Year Assessments



4

What is Happening to Assessments?

- **Overall assessments are on the rise**
  - Residential class increased 4.83%
  - Commercial class decreased -11.54% (-0.72%)*
  - Industrial class increased 18.98% (-0.72%)*
  - Personal Property class decreased -.04%

  * If 325 Turnpike Road (Ken's Warehouse) was not reclassified in FY22
- **Town's total taxable valuation increased by $103.53 million to a new high of $2.856 billion in FY22**

5

Fiscal Year 2022 New Growth

The Assessors calculated $38.769 million in *new growth* value within the Town → This represents $628,456 in *new growth* tax dollars → Results in a 20.33 % decrease in *new growth* from FY2021

10 Year New Growth Average = $688,799

6

Average Single Family Assessed Value



7

Single Rate Impact
(Residential)

FY2022 tax rate would increase from $16.21 to $16.28

The average single family tax bill would rise from $10,710 in FY2021 to $11,233 in FY2022, a $523 or 4.89% increase *

- Excluding the Community Preservation Act surcharge
  (Avg. Single Family Home = $96.05)

8

Single Rate Impact
(Commercial, Industrial, Mixed-Use)

The average assessed commercial, industrial, mixed-use improved property rose slightly from $3,141,300 to $3,144,900 a .1% increase

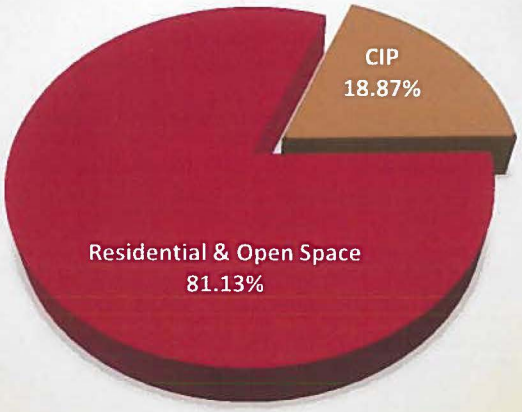
The average commercial, industrial, mixed-use tax bill would rise from $50,920 to $51,199 or a .55% increase *

- **Excluding the Commercial Preservation Act surcharge**
  (Avg. C&I, Mixed-Use = $511.99)

9

Relationship of Class Values

Fiscal Year 2022



10

Recommendation

The Board of Assessors unanimously recommends continuing with a single tax rate for fiscal year 2022

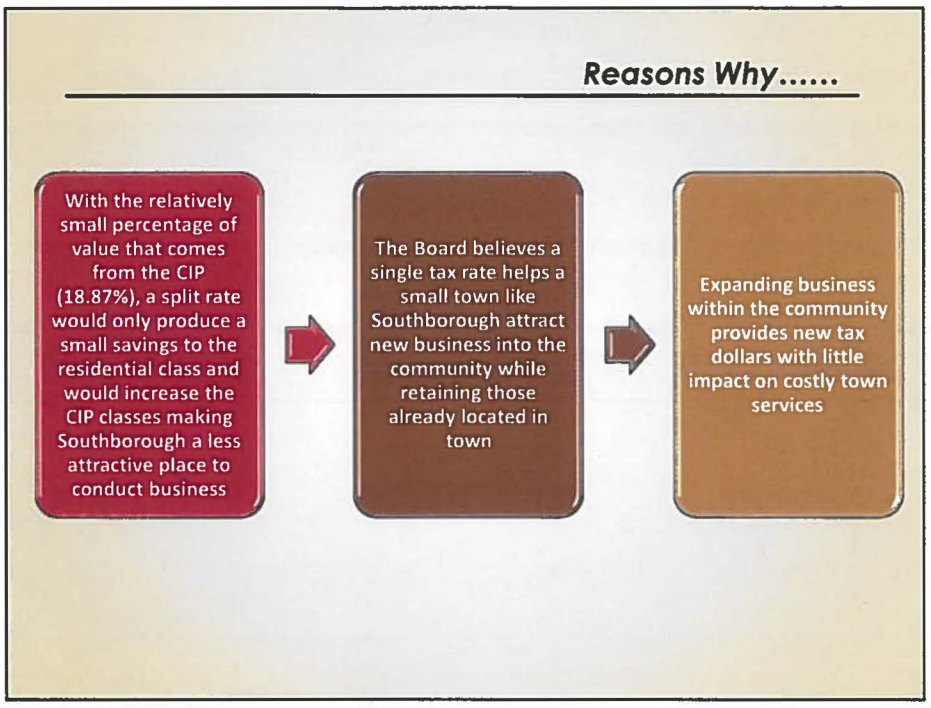
11

Reasons Why.....

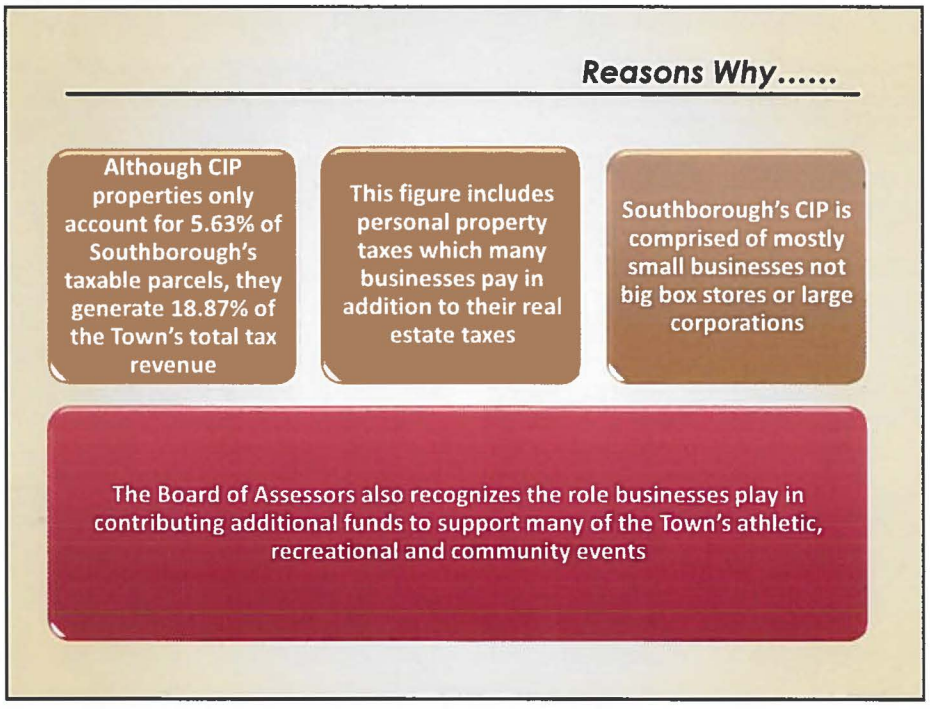
COVID-19

- Businesses of all sizes continue to struggle
- Ongoing pandemic and its overall impact on the future of businesses remains unclear
- Not the time for additional tax burden to be placed on the CIP classes

12


Reasons Why.....
With the relatively small percentage of value that comes from the CIP (18.87%), a split rate would only produce a small savings to the residential class and would increase the CIP classes making Southborough a less attractive place to conduct business
The Board believes a single tax rate helps a small town like Southborough attract new business into the community while retaining those already located in town
Expanding business within the community provides new tax dollars with little impact on costly town services

13


Reasons Why.....
Although CIP properties only account for 5.63% of Southborough's taxable parcels, they generate 18.87% of the Town's total tax revenue
This figure includes personal property taxes which many businesses pay in addition to their real estate taxes
Southborough's CIP is comprised of mostly small businesses not big box stores or large corporations
The Board of Assessors also recognizes the role businesses play in contributing additional funds to support many of the Town's athletic, recreational and community events

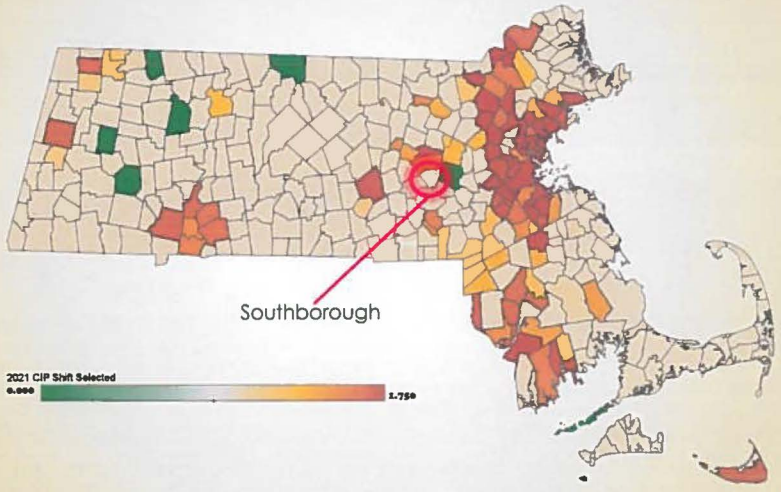
14

Additional Facts

- 244 out of 351 (69.5%) Massachusetts communities had a single tax rate in fiscal year 2021
- April 2015 Town Meeting voted overwhelmingly to defeat a non-binding article to have a split tax rate
- April 2015 Town Meeting voted to fund a part-time Economic Development Coordinator to help expand future business development within the community, thus a split tax rate would be prohibitive to the EDC's goals

15

2021 Commercial, Industrial & Personal Property (CIP) Shift



16

Tax Rate Shift Impact

SINGLE TAX RATE SCENARIO

SINGLE FAMILY HOME		C & I IMPROVED PROPERTY	
Average Value	$690,000	Average Value	$690,000
Tax Rate (per $1,000)	16.28	Tax Rate (per $1,000)	16.28
Average Tax Bill	$11,233	Average Tax Bill	$11,233

5% SPLIT TAX RATE SCENARIO

SINGLE FAMILY HOME		C & I IMPROVED PROPERTY	
Average Value	$690,000	Average Value	$690,000
Tax Rate (per $1,000)	$16.09	Tax Rate (per $1,000)	$17.09
Average Tax Bill	$11,102	Average Tax Bill	$11,792
Tax Decrease	$131	Tax Increase	$559
Decrease	1.2%	Increase	5.0%

17

FY2021 Tax Rates of Surrounding Communities

COMMUNITY	SPLIT-RATE	RES. RATE	COMM. RATE
Ashland	NO	$15.93	
Berlin	YES	$15.58	$25.95
Bolton	NO	$20.86	
Boylston	NO	$16.98	
Framingham	YES	$14.05	$30.09
Grafton	NO	$17.18	
Holliston	NO	$17.85	
Hopkinton	NO	$17.08	$17.07
Hudson	YES	$16.59	$33.16
Marlborough	YES	$13.80	$24.47
Natick	NO	$13.61	
Northborough	NO	$17.12	
Shrewsbury	NO	$13.19	
SOUTHBOROUGH	**NO**	**$16.21**	
Sudbury	YES	$18.83	$25.55
Wayland	NO	$18.52	
Westborough	NO	$18.54	

18

Other Tax Shift Options



19

Residential Exemption

- Shifts tax burden within the residential class from lower assessed properties to seasonal, rental and higher assessed properties.
- Allowed only on residential property that is a primary residence of the taxpayer.
- If adopted, the residential exemption may be up to 35% of the average assessed value of all residential parcels.
- Accepting this option **increases** the residential tax rate only.
- Typically, this exemption is adopted in areas with a low rate of owner occupancy.

	Without Exemption		With Exemption @ 10%				
Assessed Value	Tax Rate	Tax Bill	Exemption Amount	Net Taxable Value	Tax Rate	Tax Bill	Difference
$500,000	$16.28	$8,140	$64,638	$435,362	$17.86	$7,776	($364)
$690,000		$11,233		$625,362		$11,169	($64)
$900,000		$14,652		$835,362		$14,920	$268

Any owner occupied home assessed over $730,651 would pay **more** while those below would pay **less**.

* Previously 15 of 351 communities adopted a residential exemption in FY21

20

Small Commercial Exemption (SCE)

Grants a small commercial exemption to all Class Three commercial properties that are occupied by businesses with an average annual employment of no more than ten people and an assessed valuation of less than $1,000,000

Adopting this exemption increases the commercial and industrial tax rates

This exemption creates a tax burden shift that reduces the taxes paid by owners of properties occupied by small businesses and shifts them to larger commercial and industrial taxpayers

The amount of tax levy paid by those two classes remain the same

The exemption is for the property owner, not the small businesses

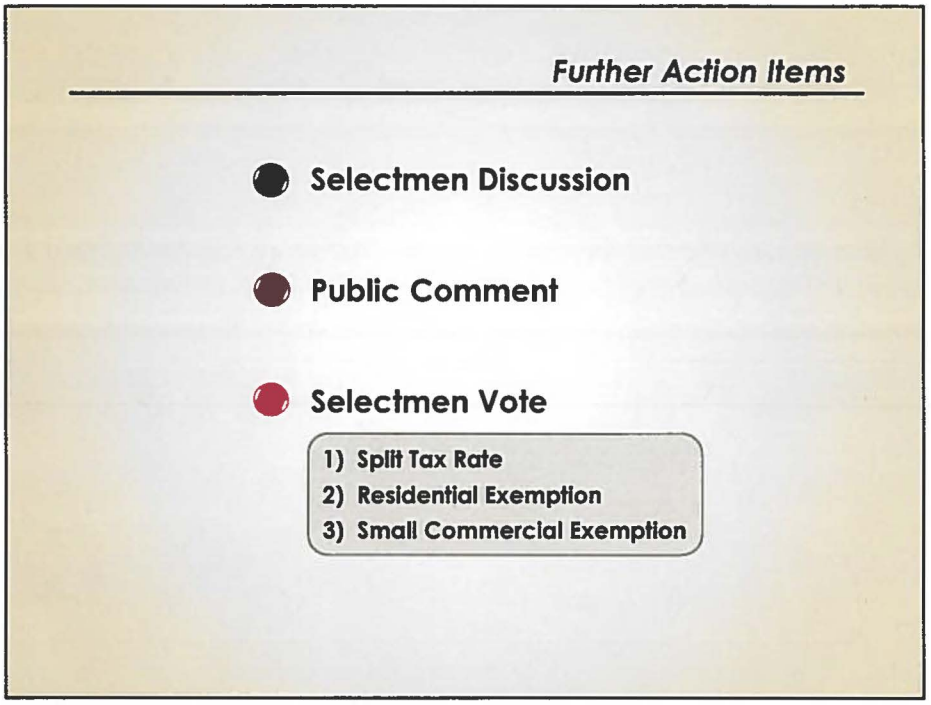
* Previously 14 of 351 communities adopted a SCE in FY21

21

Recommendation

The Board of Assessors unanimously recommends not to adopt the Residential and Small Commercial Exemptions as they are not relevant to this community

22


Further Action Items
Selectmen Discussion
Public Comment
Selectmen Vote
1) Split Tax Rate
2) Residential Exemption
3) Small Commercial Exemption

23

2021 Highlights

Fire Department:

Retirement of Lieutenant Peltier – 34 years of service – in September

Hiring of Firefighter Lisa Thompson in November

Delivery of new Rescue Pumper Fire Engine in December

Completion of Community-Driven Strategic Plan – to be presented to Town in January 2022

Initiated National Accreditation Process

Collaboration with Area Communities and Board of Health in Regional COVID vaccination clinics – including providing paramedics and EMT vaccinators.

Police Department:

Our biggest accomplishment was being Re-Accredited for a new three-year period by (MPAC) the Massachusetts Police Accreditation Commission.

We are one of only 83 police departments in the State to achieve this honor. We were originally Accredited in 2018.

We also welcomed three new members of the department this past year: Officer Tyler Lu in July, Officer Luke Soccorso in August, and Officer Julia Fontana in October.

The Recreation Department:

- Has installed athletic lighting at both Mooney Field and Neary/Richardson Tennis Courts and are awaiting connection with National Grid. We are looking forward to using them in Spring 2022 and holding programs under the lights for the community.
- Have secured a contract for Kallander Field to complete long awaited renovations to the facility to be brought back online in 2022.
- Held a revamped and successful summer camp that saw 552 *individual* children attend over the course of 8 weeks. Registration for summer 2022 opens on February 1st!
- Successfully brought back community events such as Summer Nights, Heritage Day, and the Gobble Wobble - with the introduction of the new Trunk or Treat Halloween celebration to be continued for years to come
- After a vacancy that lasted all summer, the Recreation Department welcomed Joe Durant as new program coordinator to the department.

Economic Development Committee:

-Assisted local businesses in the following ways:

- Awarded 12 grants worth $155,000 to Southborough small businesses (microenterprises);
- Created outdoor dining regulations to allow restaurants to operate at higher capacity due to indoor-dining restrictions;
- Assisted Southborough restaurants in extending operations and creating outdoor dining areas through a $24,500 Shared Streets and Spaces grant. The grant money was used to purchase outdoor dining tents, heaters, picnic tables, planters and bike racks for use by Southborough restaurants.

-Initiated and helped finalize the Downtown District zoning bylaw which passed at Town Meeting on November 1, 2021 with overwhelming support (73%) of Southborough residents.

-Finalized a wastewater feasibility study for downtown Southborough

Facilities Department:

1) Prepared Town buildings for the reintroduction of employees and the public, post COVID-19 shutdown. Also, assisted the Board of Health with various COVID-19 related clinic setups and breakdowns.
2) Made significant LED lighting fixture upgrades in and repainted the grand back entrance hallway at the Town House.
3) Renovated the 2nd floor restroom at the Town House
4) Repainted the front circulation room and the director's office at the Library.

Conservation Commission:

- Conservation Agent became a Certified Erosion, Sediment, and Stormwater Inspector (CESSWI)
- Successfully finished and recorded the Halloran CR
- Acquired MVP Action Grant for the creation of an Impervious Surfaces GIS Data Layer
- Finalized and gained final approval of the Open Space & Recreation Plan
- Ran a successful Earth Day Poster Contest with Northborough Conservation

Cable Television Committee:

The Cable Television Committee negotiated a renewal of Comcast's license to provide cable television services in Southborough

Building Department:

The building department has along with the fire department conducted "304" inspections which were initiated after the Rhode Island Station nightclub fire and promulgated in a historically short time. The Massachusetts fire act of 2004 includes annual inspections with both the building and fire departments. This inspection is tied to an establishment's annual liquor licensing and could be held up in severe violations exist. All establishments in Southborough have complied with the minimum requirements to receive their annual certificate of inspection. Items that are required are functioning EXIT signs, emergency lighting and no means of egress that has been impeded or blocked. In addition, restaurants and establishments must have hood inspections up to date, each require a different time frame depending on use.

The past year has been very busy with home sales and building, electrical and plumbing and gas permitting. Fees were increased in July of 2021 that are in line with neighboring communities and all inspectors are experiencing record permitting and inspections, all of which were conducted throughout the pandemic.

NBC 10 has researched a contractor for over three months that has not completed work and has taken advantage of many homeowners. I luckily saw part of this three-part segment and had just spoken to this contractor about a permit application in our office that I had not received information adequate to issuance of a permit. The contractor misled the homeowner and luckily, we were able to contact the homeowner and enlighten them about the issues with this contractor. The contractor misled the homeowner that the permit was issued. The state is working with the attorney general on this contractor and better ways for licensing and criteria for contractors.

We encourage any homeowner if they have any questions, please call our office, and always ask for three references before signing a contractor or giving them money.

https://malegislature.gov/Laws/SessionLaws/Acts/2004/Chapter304

Southborough Historical Commission:

1. Successful review by, and hearing before, the Massachusetts Historical Commission of the Southborough Center Historic District. Now pending final approval by the National Park Service for inclusion in the National Register of Historic Places.
2. Continued highlighting of historic homes in Southborough via the Historic House Signs Program.

Senior Center:

-most programs back up and running in smaller groups or limited capacity

(Trailblazers Group was the first to be back up and going strong with 65 active participants in outdoor activities, Walking Challenge Group continues w 30 participants, Dull me continues in hybrid format in person and zoom w an average of 25 participant)

-additional programs such as drive through, programs on the lawn, and monthly lunch program at Colonial Gardens added to safely adapt to the Covid situation

-data base of contact information update is in progress to improve communication to senior households (all households 80+ w phone numbers available were contacted by phone since covid began)

-major outreach effort was done to reach out to all seniors 75+ by phone or mail and will continue through he data base update process to collect better contact information

-caregiver meal program has begun its 6th year with funding from the Southborough Community Fund

Youth and Family Services

1. Acquisition of Interface Referral Service
   Having an effective referral process has assisted many residents with screening and connecting with mental health providers in a timely manner. It has also enabled the YFS department to carry out their short-term/ "bridge service" model of mental health services and increase responsiveness to the community's mental health needs. Without an effective referral process, the YFS department becomes backlogged with mental health requests and lacks openings for new or urgent calls for help. Interface has become a critical element to this model succeeding.
2. Coffee Talk
   Coffee Talk was a weekly virtual talk show covering topics related to mental health and social services while providing residents with information, resources, and strategies to support their own mental health and that of their loved ones. The staff members of SYFS met weekly on the show with a different guest who specializes in the area of discussion. Some guests include doctors, clinicians, residents of the community, experts in the field, local officials, representatives from local non-profits, and town/school employees. The SYFS team, with the help of Southborough Access Media, produced 49 episodes of Coffee Talk over the course of a year with show topics ranged from suicide prevention, navigating emergency housing services, accessing emergency mental health support, and domestic violence to topics such as art therapy, mindfulness, self-care, and bibliotherapy. Coffee Talk's episodes received over 8,500 views online.
3. QPR Suicide Prevention trainings
   In 2021, YFS's Program Coordinator, Shannon Kinayman, became certified as a QPR Suicide Prevention Gatekeeper trainer. QPR is an acronym for Question, Persuade, Refer. Not unlike CPR, the training teaches participants basic skills to recognize signs of distress and help a person in crisis. There has been a fantastic level

of interest in these trainings with three new training dates filled up within days of registration opening. YFS's goal is to train 100 residents in QPR by next fall.

4. Strategic Plan and Community Needs Assessment
   YFS has been challenged with identifying how to best support the complex needs of the Southborough community for many years. As a department that provides a broad scope of human services, including mental and behavioral health services, social and public assistance programs, and prevention and wellness initiatives, the department's path has not always been clear. Our work has been especially challenging given the unprecedented impact of the COVID-19 pandemic. In 2021 the department engaged in a Community Needs Assessment which engaged 510 responses from residents in the community. With that information, we developed a subsequent strategic plan which created a road map that will improve the operations of the department and focus the services for many years to come.
5. Continuing to provide critical services such as mental health support and emergency funds through the pandemic
   Like most other departments, YFS had to shift the service delivery during the beginning of the pandemic . In 2021, we started the year completely remote but by mid-summer, had returned to offering full in-person services again. Despite challenging circumstances and many unknowns, we are proud that we continued to provide high quality services in creative ways and without a lapse in response time. Our team is incredibly hard working.

Health Department:

The Southborough Board of Health had notable change in board members and health department staff. The long time board member Mary Lou Woodford stepped down and a new member Chelsea Malinowski was elected. Long time health director Paul Pisinski retired and a new public health director Heather Alker and public health nurse Taylor West were hired.

Covid continued to have a significant impact on work and resources of the department. 511 covid cases in town to date for 2021 with over 500 hours of case investigation and mitigation done. The Health department has done 18 covid vaccination clinics and 1 flu clinic in town and has collaborated locally to help sponsor many more immunization events including a 7 town regional vaccination clinic held in Westborough.

The department was busy with food and septic inspections as we continued with and resumed town activities.

Highlights include a resident survey by the department with 300 residents responding with Covid being the number 1 health concern among residents. The top 3 health concerns of residents beyond Covid include mental health, tick borne illness and climate change.

Finally, an important highlight included joining with Westborough, Northborough and Boylston in the Greater Boroughs Partnership for Health.

Technology:

1. Fiber project for DPW and Historical building complete.
2. Duo two-factor authentication is rolled out to employees for another level of security against cyber threats.
3. E-Fax has replaced the towns old Verizon fax lines which would not be supported by 2022.
4. Board of Health has a new all-in-one printer that utilizes PaperCut software which keeps printing documents HIPPA compliant. Documents will no longer be left on printer so that anyone one can view them.

ADA:

The ADA Committee had a Self-Evaluation done of Town owned properties and Schools.

Mark Purple, updated the Town web-site with all the necessary Employment and Complaint Policy. (A requirement of the grant)

The ADA Committee formally changed its name and outlined our authority by a vote of Town Meeting

Working with Mark and Departments on addressing the funding and priorities of the identified ADA issues identified in the Self-Evaluation.

Request funding in the 2023 budget of $50,000. for assistance and improvements funds (small)

We hope to continue are working relationship with all parties in addressing ADA priorities with CPC Funds, Grants etc.

Commented on several site plans and building projects where ADA requirements have not been met. Our expanded charter will also allow us (in 2023) to more effectively address the requirements of the disabled.

Selectboard:

- The return to an in-person Town Meeting was a monumental task but an important one for the residents. We are very happy to report that the new position of Senior IT Specialist was approved at that meeting. This will provide pivotal support to the IT department and will allow the Town to focus on employee training, project management and critical data analysis for all town departments.
- The development of a Remote Work Policy has helped the Town migrate toward meeting the demands of a pandemic workplace. Giving eligible employees a tool to work from home when the need arises has also served as a beneficial recruitment and retention asset. Town departments learned quickly this year how to enhance their resources and services by implementing a number of virtual programs and tools.
- On a lighter note, we are thrilled to see the staff in the Selectmen's Office flourish with the promotion of Kate to a full time employee and the addition of Melanie as Executive Assistant. Both women have proved to be the perfect combination to help move us into the new year with a strong skill set, energy for developing innovative resources and superior customer service.
- 9 families were provided financial assistance to through the Rent & Mortgage Assistance Program funded by CARES

Master Plan Committee:

The Master Plan Committee (MPC) is diligently working to complete the Master Plan. Other than an initial MAPC grant that afforded the MPC assistance from MAPC in organizing and executing an outreach forum, developing a survey and analyzing the data, all other work on the Master Plan has been carried out by the volunteers on the committee. The result being a very low expenditure of public funds.

Based on feedback received from the outreach forum and survey the MPC developed future goals for Southborough. Premised on those goals committee members have written draft chapters which are currently being reviewed by the entire MPC

SHOPC:

1.) Housing Production Plan completed

2.) Awarded a $15,000. Grant with MAPC to implement the HPP.

3) Board Members attended Educational Webinars throughout the year.

Planning:

- Qualified for another year as a Tree City USA Community
- Updated to Zoning §174-12.1 Outdoor Illumination adopted at 2021 ATM
- Amendment to Zoning §174-10 Site Plan Approval adopted at 2021 ATM
- Continued Open Space Monitoring Program for FY21

Capital Planning Committee:

Through 2021, the Capital Planning Committee has worked with Department Heads, Committees, Commissions, and Boards to streamline the 10-year capital planning process, make formal recommendations to the Select Board, Advisory, and Town Meeting. In early 2022, as a culmination of 18 months of work, they poised to present recommendations related to their comprehensive review of town and school infrastructure that will have benefits to all residents of the town of Southborough.

Finance:

*Finance Team was re-constituted to effectively work as a group to address budget and financial matters.

*The Department successfully trained and integrated new part time employee into the Office.

*Successfully pushed through several unexpected work flow events (COVID and unexpected leaves) to continue normal operations.

Open Space Preservation Commission:

Despite Covid the OSPC had a productive year – Here are a few of our accomplishments;

- January and February: Orchestrated a successful seed distribution program. Volunteers hand collected, cleaned, and packaged over 700 packages of 26 varieties of native plants, specifically for At- Risk Pollinators. Facilitated a drive- through pick-up at Cordaville Hall. Hosted a follow up Winter Sow Workshop webinar on how to plant the seeds. We had well over 100 participants.
- June: Over 50 people attended a Garden Tour at the Beecology Research Garden at Breakneck Hill Conservation Land featuring a presentation by Dr. Robert Gegear.
- Spring and Summer: Partnered with Southborough Open Land Foundation on a new Pollination Preservation Garden at the Beals Preserve. Recruited volunteers from SOLF, Scouts, and Rotary Club and orchestrated workdays for the preliminary preparation of the garden bed.
- April through October and ongoing: Facilitated the installation of Public Display Pollination Preservation Garden at the library. Recruited and held volunteer workdays every weekend. Next summer we will have a new beautiful flower garden that helps to preserve biodiversity and additionally create a space for nature based programing for Native Plant Gardening and Citizen Science Projects.

Library:

The link detailed various projects that the library completed in 2021 regarding outdoor spaces, including an outdoor vegetable garden, a new native plant garden, a 2nd frog dedication statue, a solar panel USB charging bench, and Story Walk exhibit: https://www.masslibsystem.org/blog/2021/11/01/southborough-library-outdoors/

There are various grant entities and organizations thanked in the post from the Massachusetts Library System.

The library was very happy to continue to offer curbside pickup service in early 2021 before reopening to the public on June 1st. The library was also very happy to make much needed historical restorations and necessary building repair to the roof as a result of the Library Façade Restoration Project made possible by the Southborough Community Preservation Committee.

RECEIVED
By kbattles at 12:36 pm, Jan 06, 2022

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, December 7, 2021, 6:30 PM
Location: Via Zoom
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

I. Call Meeting to Order

Chair Braccio called the meeting to order at 6:30P.M.

II. Proposed change to Zoom meetings – Chat function

Chair Braccio spoke to Town Counsel to inquire whether the Select Board is required to use the chat function feature during meetings. Town Counsel replied the Select Board is not required to do so, adding there are two opportunities for public comment during the meeting. Additionally, he said the Board offers the opportunity to participate at any point during the meeting through the use of the raised hand function. Chair Braccio spoke with IT Director Jason Montijo regarding the chat function. Mr. Montijo stated the only way to disable the chat function for meetings is to disable for all meetings in Southborough. It is not possible to disable on a case-by-case basis. Chair Braccio feels disabling the chat function for all meetings in Southborough is a policy issue and requested Board feedback. Each Board member shared they are in support of disabling the chat function for meetings town-wide. Ms. Margarite Landry (134 Deerfoot Road) asked, if the chat function were disabled, how would the public know if the Board fails to acknowledge someone wishing to comment. Chair Braccio thanked Ms. Landry for her comment and stated the Board works hard to ensure anyone wishing to comment is able to do so. She also added she is unaware of anyone who has been excluded when requesting to participate in Board meetings. Mr. Healey moved the chat function be disabled for all Zoomed public meetings for Southborough boards and committees. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0) by roll call vote: Ms. Malinowski, aye; Mr. Healey, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Braccio, aye. Chair Braccio will work with Mr. Purple to draft a policy regarding the chat function.

III. Public Comment

There was no public comment.

IV. Scheduled Appointments *(Board may vote)*

a. Police Department: Recognition of employees

Chair Braccio shared two occasions that demonstrated the exemplary service of the Southborough Police Department. First, she recognized Sergeant Heath Widus, Detective Steve Nivert, Officer Jake Woodford, Officer Kevin Landry, Officer Luke Sciroso, Special Officer Dave Hagan and Dispatcher Kyle DiVincent for their response to a call for a man down. The police officers were first on scene. They assessed the situation and provided CPR and respiration, using a bag valve mask, until paramedics arrived. The officers stayed throughout the event and assisted with transporting the patient to the ambulance. Chair Braccio noted this example of exemplary service was shared with Chief Paulhus

through a letter from Chief Achilles on behalf of Firefighter Shanahan. Next, Chair Braccio recognized Sgt. Michael Whelan, Officer Cameron Kapsky, Officer Jeff Milton, Officer Julia Fontana and Dispatcher Dave Madeau for their response to a call of an unresponsive individual. The officers assessed the situation, administered CPR and used an AED. The party regained a pulse and was transported by Southborough Fire Department. Chair Braccio thanked the police officers, noting on both occasions, Southborough Police were the first responders. Chief Paulhus also thanked the officers. He commented that many times, the police are the first on scene to an event. He noted officers are trained yearly in CPR, Narcan and AED use and that training is invaluable to them as first responders. He stated that, since 2017, officers have conducted 25 Narcan saves. Finally, he acknowledged the positive synergy that exists between Southborough Police Dept. and Southborough Fire Dept. Each Board member offered their acknowledgment of and thanks to the officers. Chair Braccio thanked the officers for their commitment to excellence for Southborough's residents.

b. Interviews/Appointments to ARPA Committee

Chair Braccio updated the Board to inform them the ARPA Committee charge will remain open for citizens at-large until Friday, December 10th. To date, the following individuals have stepped forward to serve: Planning Board: Marnie Hoolihan; Advisory: Tim Martel; EDC: John Wood; and Capital Planning: Joe Palmer and Tony Schoener. After a brief discussion, the Board decided to seat the members listed above and interview and seat the at-large members at its next meeting. The Board agreed to meet on Tuesday, December 14th at 6:00PM, prior to the scheduled 7:00PM meeting with Advisory, in lieu of the Board's December 21st. meeting. Ms. Malinowski thanked those who have stepped forward thus far to serve on the ARPA Committee. Mr. Healey moved to appoint Marnie Hoolihan, representing the Planning Board, Tim Martel representing Advisory, John Wood representing the EDC and Joe Palmer and Tony Schoener, representing the Capital Planning Committee to the ARPA Committee with a June 30, 2022 expiration date. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0) by roll call vote: Mr. Healey, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Malinowski, aye; Ms. Braccio, aye.

V. Reports

a. Chair's Report

i. Gobble Wobble

Chair Braccio reported a successful event, with 913 people participating on Thanksgiving Day. She thanked the Friends of Recreation and the Recreation Department for hosting a wonderful town event.

ii. Office Hours

Chair Braccio stated that because the second December Board meeting has been moved up to December 14th, December office hours will be pushed back to January. Mr. Stivers and Ms. Malinowski will represent the Board at the January office hours.

b. Members' Reports

i. Noise Bylaw Committee update

Mr. Stivers reported the Noise Bylaw Committee has had several meetings. They are identifying several key issues to address such as hours, noise level limitations and measurement. He noted there are wide-ranging views on the Committee. They are working on a plan to solicit public input and their goal is to have something for consideration at Spring Town Meeting.

Mr. Healey spoke about an item that had not been scheduled on the Agenda for tonight's meeting but felt should be noted. He commented on attending the opening for the new Apothecary and

Artisans shop in Southborough Saturday evening. He stated it was nice to have an event like this in Southborough on a Saturday evening and, further, that such a shop exists in the center of Southborough for residents to patronize. Ms. Braccio added there have been several community events held recently including a jewelry and craft event at the Knights of Columbus, the Boys Scouts Annual Shop and St. Mark's Annual Bazaar.

c. Town Administrator Report

Mr. Purple reported the Finance team has been conducting budget meetings and will be wrapping up in preparation for the joint meeting between the Board and Advisory on December 14th. He reported he is also beginning negotiations with Fire next week and anticipates DPW sometime after that. Mr. Purple shared union negotiations, budget and the Warrant for Town Meeting will occupy his time for the next ten weeks.

VI. Consent Agenda

a. Approve Open Session Meeting Minutes: October 26, 2021, November 16, 2021

October 26, 2021: Ms. Malinowski requested these minutes be held. She requested the following change to line 48: delete "and for the printer ($3,000-$4,000)" and insert "The printer for the Board of Health is in the IT budget and the Reserve Fund request has not yet been made." Mr. Stivers moved to accept the October 26, 2021 minutes, as amended. Ms. Malinowski seconded the motion. The motion was in favor (4-0-1) by roll call vote: Ms. Malinowski, aye; Mr. Healey, aye; Mr. Stivers, aye; Mr. Dennington, abstained; Braccio, aye. **November 16, 2021:** Mr. Dennington and Ms. Braccio requested these minutes be held. Mr. Dennington and Ms. Braccio requested the following change to line 337: "Limrick" to "Lynbrook." Ms. Malinowski moved to accept the November 16, 2021 minutes, as amended. Mr. Stivers seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote: Ms. Malinowski, aye; Mr. Healey, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Braccio, aye

b. Appoint Anthony Schoener as Associate member of the Trails Committee, end 6/30/2022

c. Appoint William Warren as Associate member of Trails Committee, end 6/30/2022

Ms. Maliinowski requested items "b" and "c" be held. Ms. Malinowski stated she is not in support of Associate membership at this time and thanked Mr. Schoener and Mr. Warren for stepping forward to serve. She offered she might have a different opinion regarding Associate Membership in the future. Mr. Stivers moved to accept items "b" and "c." Mr. Healey seconded the motion. The motion passed (3-2-0) by roll call vote: Ms. Malinowski, no; Mr. Healey, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Braccio, no.

d. Approve Calendar 2022 license renewals

Ms. Malinowski requested this item be held. She stated there is a new Food and Housing Inspector who has been working her way through the inspection updates. Ms. Malinowski asked that this item be held until all inspections have been completed. The Board agreed and Ms. Braccio stated this item would be placed on the December 14th Consent Agenda.

e. Approve changes to the precinct boundaries for Precincts 1 and 2, effective January 1, 2022

Ms. Malinowski requested this item be held. Ms. Malinowski noted the packet for this meeting included a map in black and white. She requested a color map delineating the changes be posted on the Town's website and included in the minutes submitted to the Town Clerk. Ms. Braccio stated both could be done. Ms. Braccio informed the Board this change will need to be signed and requested members stop at Town Hall for signature. The Town Clerk needs the signed document for the Local Elections District Review Commission. Mr. Stivers moved to accept Agenda Item "e." Ms. Malinowski seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote: Ms. Malinowski, aye; Mr. Healey, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Braccio, aye.

f. Approve NECC check of $52,036.00 for voluntary contribution in lieu of taxes to the Town of Southborough

g. Approve One Day Liquor License for RxAdvantage (date of event: December 17, 2021)

Ms. Malinowski moved to accept Consent Agenda items "f", "g" and "j." Mr. Stivers seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote: Ms. Malinowski, aye; Mr. Healey, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Braccio, aye.

h. Accept resignation of Doriann Jasinski from CPC (SHOPC rep)

Ms. Braccio and Mr. Healey requested this item be held. Mr. Healey informed the Board that, as Select Board representative to SHOPC, he had been nominated to replace Doriann Jasinski on CPC. Prior to tonight's meeting, he asked Mr. Purple about this situation and learned there is no prohibition against a Board member being a different committee's designee. He wanted to ensure the Board was aware of his appointment to CPC and asked about their thoughts. The Board had no objections to Mr. Healey's representation on CPC for SHOPC. Ms. Braccio thanked Ms. Jasinski for her service on CPC on behalf of SHOPC.

i. Accept resignation of David Nixon from Recreation Commission

Ms. Braccio thanked Mr. Nixon for his service on the Recreation Commission.

Mr. Stivers moved to accept Consent Agenda items "h" and "I." Mr. Healey seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote: Ms. Malinowski, aye; Mr. Healey, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Braccio, aye.

j. Extend Capital – School subcommittee to March 31, 2022

See "f" and "g" above.

k. Approve temporary BANs for Fire truck and Finn School boiler

Ms. Malinowski and Mr. Healey recused themselves from this matter. Mr. Stivers moved to accept Consent Agenda item "k." Mr. Dennington seconded the motion. The motion passed (3-0-2) by roll call vote: Mr. Stivers, aye; Mr. Dennington, aye; Ms. Braccio, aye.

l. Approval of EEA grant for analysis of wastewater for Route 9

Ms. Malinowski asked for clarification on the Town's responsibility for matching funds. Specifically, she asked whether the in-kind contributions related to the Town's acceptance of the grant have been included in the FY23 budget by the relevant departments. She also asked for clarification about the process from this point forward. She asked if there is anything outside the in-kind budgeting issues that need to be included in the FY23 budget, who is the lead agency and what is the plan. Claire Reynolds (?), who applied for the grant on behalf of the Town of Southborough, shared that a requirement for submission was to identify potential sources of the Town's match. A discussion ensued about what has occurred thus far and what needs to happen, going forward. Chair Braccio thanked Ms. Reynolds for her work in securing the grant and said next steps include the Town deciding where matching monies will be budgeted for FY23. Chair Braccio will hold this item until the December 14th meeting, at which time Mr. Purple will provide budgeting recommendations for the Board's consideration.

m. Award of Golf Management RFP

Mr. Purple reported there was one submission for the Golf Management RFP by the proscribed deadline. It is from the current management company, New England Golf Corporation. The potential contract is 5 years in length and proposes an increase in fees to the Town. Mr. Stivers moved to award the Golf Management Contract to New England Golf Corporation, pending successful negotiation of a contract. Mr. Healey seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote: Ms. Malinowski, aye; Mr. Healey, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Braccio, aye.

VII. Other Matters Properly Before the Board

a. Discussion of pay rate for Recording Clerks

Ms. Braccio and Ms. Hale are seeking to draft a policy to ensure uniformity and equity among Recording Clerks. Presently, they are proposing permitting, executive and finance boards have permanent minute takers. Also, they are proposing to move from a flat fee of $150 per meeting to a flat rate based on meeting length of $50/hour. Board members spoke in support of this effort. Mr. Healey would like to see all boards and committees have a designated minute taker, although this is not an urgent request. He inquired about the number of meetings held each year and the potential cost. Mr. Stivers would like to see a more expansive list of covered boards and committees than proposed. Ms. Braccio and Ms. Hale will provide the information on meeting numbers and costs. Mr. Tim Litt (address) shared he keeps a database of meeting announcements and shared from January 1- December 7, 2021, there have been approximately 589 meetings. Chair Braccio stated this matter would be placed on the agenda in January.

b. Continued discussion of adding a 5th FT Communication Officer position

Ms. Malinowski provided an update to the present situation with communications dispatch staffing. After exploring various options, Ms. Malinowski stated Chief Paulhus would continue covering hours as he is presently with a part-time dispatcher for the remainder of FY 22. He will then propose the addition of a 5th full-time dispatcher in the FY23 budget.

c. Discussion of warrant article to change the date of Annual Town Meeting

Chair Braccio reported Ms. Kristin Levault had reached out to inquire about the agenda item regarding the potential of moving Annual Town Meeting to a Saturday. Ms. Braccio asked the Board whether there was any interest in exploring a change to the current Town Meeting date. She explained there are two issues consider: 1) how can Town Meeting be scheduled to increase participation and include the greatest number of Southborough residents; and 2) does the current March Town Meeting date allow enough time to produce the best financial assumptions to make the best decisions at Town Meeting. After discussion, the Board determined they are open to exploring options to increase participation, including electronic participation and scheduling a spring and Fall Town Meeting. Ms. Braccio made clear the discussion does not impact this year's Town Meeting. She will speak with Ms. Levault to begin the discussion.

d. Discussion of timeline for Centennial Committee

Mr. Healey stated he would work with Ms. Hale to bring a Tri-Centennial report to the Board. Ms. Hale suggested the Board consider a Warrant Article for Town Meeting to begin a funding process for the event.

e. Discussion of draft charge for St. Mark's Street Park Working Group

Mr. Dennington asked the Board for feedback on the proposed charge. The Board discussed the charge, timeline and committee composition. The Board agreed the committee would be comprised of seven at-large members. The Board hopes the Library Trustees and Historical Commission will each put forth members to sit on the committee. Mr. Dennington will update the charge, based on the Board's comments and will present the revised charge for approval at the December 14th meeting. Mr. Healey will speak with CPC regarding potential funding mechanisms. Ms. Margarite Landry (134 Deerfoot Road) commented she is very excited about the committee and the work that will be done. She inquired as to whether anyone from St. Mark's will be involved. Mr. Dennington stated the charge contains language that encourages the committee to include a representative from St. Mark's as a non-voting member. Ms. Landry asked if anyone from the Nipmuc Nation would be a part of the process. Mr. Dennington stated he envisioned one of the first acts of the committee would be to reach out to the Nipmuc Nation.

f. Review of 2021 accomplishments

Chair Braccio stated that every year the Board creates a list of accomplishments to highlight the work being done on behalf of the residents of Southborough. This year's full list is included in the packet for tonight's meeting. Chair Braccio asked each Board member to highlight some of this year's accomplishments. Mr. Dennington: The Planning Board successfully spearheaded the update to the

Outdoor Illumination Bylaw and the EDC successfully spearheaded the new Downtown District Bylaw. The EDC also assisted local businesses in awarding twelve grants totaling $155,000 and created outdoor dining regulations to allow restaurants to operate at higher capacity due to COVID. The Facilities Department successfully reopened Town Hall during COVID and oversaw building improvements to the second floor, as well as lighting upgrades to the building. The Historical Commission was responsible for moving the Town towards final approval by the National Park Service for inclusion of Southborough Center's Historic District in the National Register of Historic Places. Ms. Malinowski: The Senior Center was able to resume programming to serve the needs of the community. Also, they conducted an outreach program to all seniors 75 and above and will continue to update that data. Finally, the Caregiver Meals Program entered its sixth year and Ms. Malinowski had the opportunity to participate in this worthwhile program. Youth and Family Services had a very successful year. They engaged a strategic plan that is examining the best ways to use the current resources and optimize services provided to the Town's residents. They acquired Interface Referral Service, which changed their model for how they provide bridge and gap services to the Town's residents, thus allowing them to provide more services. Finally, they began suicide prevention training. The goal is to have 100 residents participate in QPR training by Fall 2022. The Finance team reassembled the group to address budget and financial matters, added a new part-time employee and dealt with several workflow issues that allowed them to continue normal operations during COVID. Open Spaces held their seed distribution program, with volunteers creating over 700 packages of 26 varieties of native plants. In June, over 50 people attended a garden tour held at the bee colony research garden at Breakneck Hill and they partnered with SOLF on a new pollination prevention garden program at the Beals Preserves. Mr. Healey: The Southborough Police Department reported its most significant accomplishment in 2021 was the reaccreditation for another 3-year period from the Massachusetts Police Accreditation Commission. Only 83 communities in the Commonwealth have this accommodation and it signifies a commitment to cutting edge policing techniques. Additionally, Chief Paulhus noted the seamless addition of new officers to the force. SHOPC completed the housing production plan, with the assistance of a $15,000 grant from MAPC. Mr. Healey thanked SHOPC for being instrumental in keeping the issue of affordable housing at the forefront for consideration for Southborough residents. Mr. Healey reported the Trails Committee had a successful year. Their outreach through Facebook continues to be successful and they were instrumental in securing signatures that propelled the DCR to open up spaces, advancing the Public Access Plan. Additionally, the Trails Committee has hosted a number of guided hikes for residents. They successfully engaged in a stewardship program in conjunction with the Boy Scouts and secured funding for several of their initiatives, most notably the extension of the trail near the dam by Pine Hill. The Building Department handled inspections effectively, including 304 inspections, in a challenging real estate year. Mr. Healey also praised the Building Department for its handling of difficult and delicate issues with the utmost professionalism. Mr. Stivers: Mr. Stivers noted the significant amount of work done in Southborough by volunteer committees and shared how lucky we are to live in a community with such strong resident participation. Conservation Commission Agent Melissa Danza became certified as an Erosion Sediment Storm water Inspector, thereby increasing the capabilities of the Commission. Also, the Committee finalized approval of the Open Space and Recreation Plan, creating opportunities to receive grant funding. The Cable Television Committee secured renewal of the Comcast Cable License with terms favorable to the Town. The Technology Department and MTC Support completed the fiber connection to the DPW and the History Museum. The group also implemented two-factor authentication for Town employees in order to provide greater protection against cyber threats. The ADA Committee has been renamed as the Southborough Public Access Committee and broadened its charge to include not only facilities but also issues such as access to information. The committee undertook a self - evaluation study to determine shortfalls in accessibility and is devising a plan to close the gaps. The

Health Department had a successful year in light of the ongoing pandemic and turnover of long-time staff. Mr. Stivers acknowledged Health Board Chair Malinowski, Dr. Medina, Dr. Alker and Ms. West for their leadership and support. During the year, the Department conducted 18 vaccine clinics and one flu clinic. Also, the Department began a regionalization relationship with Westborough, Northborough and Boylston to better manage public health resources for routine matters such as inspection functions. Ms. Braccio: The Fire Department saw the retirement of Lieutenant Peltier after 34 years of service and the hiring of Lisa Thompson. The Department also completed the community driven Strategic Plan, which will be presented to the Town in January 2022. Finally, the Department collaborated with surrounding communities and the Board of Health in conducting regional COVID vaccination clinics, including providing EMT and paramedic vaccinators. The Recreation Department held a revamped and successful summer camp with 552 campers participating over an 8-week period. Registration for Summer Camp 2022 will begin on February 1, 2022. The Department also oversaw the reintroduction of community events such as Summer Nights, Heritage Days and the Gobble Wobble and the introduction of the new Halloween Trunk or Treat. Finally, the Department welcomed Joe Durant as the new Program Director. The Library supplied a link for tonight's packet with 2021 outdoor accomplishments, including an outdoor vegetable garden, a native plant garden, a second frog statue dedication and a solar panel USB charging bench and a Story Walk. The Library offered curbside pick-up until it reopened on June 1, 2021. Also, much needed historical restoration and necessary repairs were made to the roof as a result of the Library Façade Restoration Project, made possible by the Southborough Community Preservation Committee. The Board of Selectmen facilitated the development of a remote work policy that helped the Town manage the demands of town government operations during a pandemic. Staff was encouraged to utilize virtual programs and tools. Also, the Board promoted Katie Barry to a full-time position and welcomed Melanie Otsuka to the administrative team. Chair Braccio shared both women are a wonderful addition to the team and will be valuable assets in moving forward in the New Year and beyond. Finally, nine families were provided financial assistance through the Rent and Mortgage Assistance Program funded through CARES. Ms. Malinowski added it was important to have this program to help our fellow residents in their time of need and she appreciated the Board's support in its administration. Chair Braccio encouraged the public to review and celebrate what has been accomplished in Southborough over the course of the last year.

VIII. Public Comment

None

IX. Executive Session

On a motion by Mr. Stivers, seconded by Mr. Healey and voted all in favor by roll call vote (5-0-0): Mr. Dennington, aye; Mr. Healey, aye, Mr. Stivers, aye; Ms. Malinowski, aye; Ms. Braccio, aye, the Board entered into Executive Session at 8:58PM. The Board entered into Executive Session per M.G.L. Chapter 30A, Section 21, and did not return to Open Session, to comply with or act under the authority of, any general or special law (Exemption 7) to review and approve the Executive Session minutes of November 3, 2021 and November 16, 2021; and to discuss contract negotiations for the Fire Chief (Exemption 2), as the Chair has determined that an open meeting may have a detrimental effect on the Town's position.

Upcoming Meetings
December 14, 2021
January 4, 2022

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the December 7, 2021 BOS Meeting:

- Correspondence regarding ARPA Appointments
- Board of Selectmen Minutes dated 10/26/21
- Board of Selectmen Minutes dated 11/16/21
- Correspondence regarding appointment of Associate Members to Trails Committee
- License Renewal Data
- Information from Town Clerk regarding new boundary line between Precinct 1 and Precinct 2
- Correspondence from the New England Center for Children regarding voluntary contribution in lieu of taxes
- Application for one-day liquor license by RxAdvantage
- Correspondence regarding resignations from Recreation Commission and CPC
- Correspondence regarding the extension of charge for Capital Planning-School Research Subcommittee
- Correspondence regarding Fire Truck and Finn School Boiler
- EEA Grant application
- Draft charge for St. Mark's Street Park Working Group
- 2021 Highlights
- Recommendation to Award - Golf Management RFP
- Board-Committee Appointments to ARPA Committee

APPLICATION FOR ONE-DAY ALCOHOL LICENSE
TOWN OF SOUTHBOROUGH
Board of Selectmen
17 Common Street, Southborough MA 01772

TOWN USE ONLY
Date:
Paid: $
Check#
Cash
Lic.#

Special or "one-day" licenses for the sale of alcoholic beverages are available to the responsible event manager of any activity conducted by an organization which, in the opinion of the Town of Southborough Select Board, complies with all State and local requirements and demonstrates satisfactorily that granting of the license is in the best interests of the Town of Southborough. This application must be submitted at least 30 days prior to the event.

(✓) WINE/MALT ONLY ( ) ALL ALCOHOL [for non-profits only]

License Fee: $50.00, non-refundable, check or cash only, payable to Town of Southborough

APPLICATION DATE: 11/9/21

Andrew Li — 6178510499
Event Manager/Applicant Name — 24-Hour Contact Telephone Number

1284 Washington St. West Newton MA 02465
Event Manager/Applicant Address

andrew@florawinebar.com
Event Manager/Applicant Email Address

RxAdvance — 136 Turnpike Rd Southborough M
Organization Representing — Address of Organization

Employee Appreciation — 12/17/21 — NA
NAME OF EVENT / PURPOSE — DATE OF EVENT — RAIN DATE

LOCATION OF EVENT RxAdvance Building Lobby
(✓) Inside ( ) Outside

Is the organization you are representing non-profit* _____YES ✓ NO

*If 'Yes' and applying for "All Alcohol" license, acceptable proof of non-profit status must be attached

"Alcohol Awareness Server Training Affidavit" and Server Certificates attached ✓ YES ____NO

Hours of Sale/Consumption of Alcoholic Beverages 3 AM/(PM) to 7 AM/(PM)

APPLICATION FOR ONE-DAY ALCOHOL LICENSE

What is the *maximum* number of expected attendees? 150

What is the predominate age group of the expected attendees? 25-70

Is an admission fee to be charged? ____Yes ✓ No

Are tickets being sold in advance for this event? ____Yes ✓ No

How will alcoholic beverages be dispensed or served? (*Please check all that apply)*

____Waiter/Waitress
✓ Bar with bartender
____By the glass
____By the bottle
____Self-serve

Name and address of company providing bartending service, if applicable:

Flora's Hospitality LLC
1284 Washington St. West Newton, MA 02465

If any attending are under age 21, what method will be used to check identification and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

All servsafe and TIPS alcohol service procedures will be followed exactly and strictly adhered to.

Have you consulted with the Police Department about the need for a security plan or detail officer required for the Event? ____Yes ✓ No

If Yes, with whom and what date? Name____ Date____

Will a police detail or other security be required? ____Yes ____No

If Yes, # of details and name and address of provider (if applicable)?

We have executed this event several times and there has never been a detail required. Attendees do not show up all at once and there is typically no more than 40-50 guests

Melanie Otsuka

From: Ryan Newell
Sent: Monday, November 22, 2021 1:56 PM
To: Andrew Li; Melanie Otsuka
Subject: RE: One Day Liquor License
Attachments: Floras wine bar SPD.pdf

Good afternoon Andrew & Melanie,

I have reviewed the application and confirmed approval (please see attached). If you need anything further from the SPD, please just let me know.

Respectfully,

Lieutenant Ryan M. Newell
Southborough Police Department
32 Cordaville Road
Southborough, MA. 01772
Tel: (508) 485-2121 FAX: (508) 480-0161

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From: Andrew Li <andrew@floraswinebar.com>
Sent: Monday, November 22, 2021 1:36 PM
To: Melanie Otsuka <motsuka@southboroughma.com>
Cc: Ryan Newell <rnewell@southboroughma.com>
Subject: Re: One Day Liquor License

[EXTERNAL]

Dear Melanie & Lieutenant Newell -

Thank you kindly for your continued attention to this matter. We appreciate your assistance now and moving forward.

Please find the updated application sheet attached.

Lieutenant Newell, if there is further action required on my part or you wish to speak directly please let me know.

APPLICATION FOR ONE-DAY ALCOHOL LICENSE

What is the maximum number of expected attendees? 150

What is the predominate age group of the expected attendees? 25-70

Is an admission fee to be charged? ____Yes ✓No

Are tickets being sold in advance for this event? ____Yes ✓No

How will alcoholic beverages be dispensed or served? (*Please check all that apply*)

____Waiter/Waitress
✓Bar with bartender
____By the glass
____By the bottle
____Self-serve

Name and address of company providing bartending service, if applicable:

Floras Hospitality LLC
1284 Washington St. West Newton, MA 02465

If any attending are under age 21, what method will be used to check identification and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

All servsafe and TIPS alcohol service procedures will be followed exactly and strictly adhered to.

Have you consulted with the Police Department about the need for a security plan or detail officer required for the Event? ✓Yes ____No

If Yes, with whom and what date? Name Lt. Ryan M. Newell Date 11/22/21 1350 hrs

Will a police detail or other security be required? ____Yes ✓No

If Yes, # of details and name and address of provider (if applicable)?

We have executed this event several times and there has never been a detail required. Attendees do not show up all at once and there is typically no more than 40-50 guests in attendance at any given time.

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Monday, October 26, 2021, 7:30 P.M.
Location: Zoom Meeting (virtual)
Present: Lisa Braccio, Chelsea Malinowski, Sam Stivers, Marty Healey, Town Administrator Mark Purple
Absent: Andrew Dennington

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

I. Chairwoman Braccio called the Selectmen meeting to order at 7:31 P.M.

II. **Scheduled Appointments**

Attend Advisory Committee to discuss financial impact and articles of November 2021 Special Town Meeting

Chair Lisa Braccio updated that the Selectmen had voted on Article 4 to fund $115k from free cash. She recommended that the Selectmen fund Article 5 from free cash so as not to affect the tax rate. Ms. Braccio referenced $40k that went to May Town Meeting, but the motion wasn't made (although the amount was included in the budget figures). She stated this was the reason they were appropriating $85k. She wants to leave the $85K and the $30K. As $115k has already been voted, Ms. Braccio wants to add the $25k which would total $140k coming from free cash.

Advisory Chair Kathy Cook stated that FY23 is going to be a difficult budgeting year with COLA projected at 6% and CIP values probably split even further. She stated that $1.8m is a strong free cash number. Advisory member Andrew Pfaff felt there is some additional money in the IT budget and recommends that Selectmen direct departments not to spend everything in their budget and to return as much as possible. Ms. Cook stated that Advisory is being neglected and they should not have to ask for budget numbers. Had they known the numbers, they would have pushed back. Ms. Malinowski supports having Advisory go through the budget line by line for the coming year and added that the budget review process needs to be tightened up. Ms. Cook requested Advisory be sent everything that the Finance Department sends to the Selectmen.

The Board agreed to move $140k from free cash in FY23 to FY22.

Ms. Malinowski gave an update from the Board of Health meeting held earlier today. The Board of Health is requesting to keep the current positions in FY23. Ms. Malinowski told the Board that Advisory's concern was a potential .25 increase on top of the FY22 budget. The Board's Town Meeting update explains that they are not changing their direction and that the three positions (director, nurse and FT admin) should be permanent. Dr. Medina will speak to this and FY23 potential requests at Town Meeting.

Ms. Malinowski asked Advisory about funding from the Reserve Fund (FY23) that is earmarked for Board of Health of approximately $70k to $75k. She referenced a previous memo that she sent to Advisory approximately two weeks ago. Ms. Cook stated that Advisory tracks requests and that no fund request will be considered if Advisory was not informed prior to the spending. The Reserve fund started with $190,000. To date, the Fire boat ($17k) is the only request that may come up (encumbered). Ms. Malinowski sent a request for $6k and for the printer ($3k-$4k). Mr. Pfaff added that Advisory is aware of a potential $95k liability if CARES does not get extended.

The Board discussed the proposed amendment to Article 3. Ms. Cook informed the Board that the Advisory Committee had voted to not support the Board of Health piece of Article 3. She stated that the Committee will vote on the amendment at Town Meeting. Ms. Malinowski read the amendment to Article 3 to the Board and Committee. Mr. Stivers made a motion to support Article 3 as amended. Mr. Healey seconded. Mr. Healey clarified that the amendment has not been approved yet and Ms. Braccio stated that was correct. Ms. Cook stated that the Advisory Committee will vote to support the expected amendment to Article 3 at either a future meeting or at Town Meeting. Mr. Stivers amended his motion to support Article 3 as it will be amended at Town Meeting. Mr. Healey seconded. The motion passed (3-0-1) by roll call vote, Healey, aye; Stivers, aye; Braccio, aye; Malinowski, abstain.

Mr. Stivers made a motion to support Article 5 for $25,000 to come out of free cash. Mr. Healey seconded. The motion passed all in favor (4-0-0) by roll call vote, Malinowski, aye; Healey, aye; Stivers, aye; Braccio, aye.

There was discussion regarding Article 2. Ms. Cook was looking for clarification on the vote and Ms. Malinowski and Mr. Healey explained. There was discussion regarding a consent agenda for Town Meeting. Moderator Paul Cimino joined the meeting and explained his plans for managing the meeting which included the consent agenda and reading warrant articles. He explained his interpretation of Article 2 and its impact on Article 10.

Tim Martel of the Advisory Committee spoke to his concerns on Article 10. At 8:12 P.M. Ms. Cook called the Advisory Committee meeting to order as they reached a quorum.

III. On a motion made by Mr. Stivers, seconded by Ms. Malinowski and voted all in favor by roll call vote (4-0-0) the Board of Selectmen meeting was adjourned at 8:12 P.M. Roll Call: Malinowski, aye; Healey, aye; Stivers, aye; Braccio, aye.

Upcoming Meetings
November 1, 2021 (Special Town Meeting)
November 3, 2021

Respectfully submitted,

Kathleen Barry, Administrative Assistant

<u>List of Documents referred to at the October 26, 2021 BOS Meeting:</u>

- None

DRAFT

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, November 16, 2021; 6:30PM
Location: Via Zoom
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

I. Call Meeting to Order

Chair Braccio called the meeting to order at 6:30PM.

Chief Achilles introduced Firefighter/EMT Lisa Thompson, the most recent addition to the Department. Ms. Thompson shared she is honored and excited to join the Southborough Fire Department. Each member of the Board welcomed Ms. Thompson, adding they look forward to meeting her in person and working with her.

II. Scheduled Appointments *(Board may vote)*

a. 6:35PM: Tax Classification Hearing

Ms. Braccio opened the public hearing at 6:35PM. Mr. Purple read the hearing notice into the public record. Mr. Paul Cibelli, Principal Assessor presented the annual tax classification analysis for the Board's consideration. For FY 2022, the tax rate would increase from $16.21 to $16.28. The average single-family tax bill would increase $523, a 4.89% increase from last year. Mr. Cibelli stated the increase is due to a rising residential market and a slightly decreasing commercial and industrial market. Mr. Cibelli reported the Board of Assessors is unanimously recommending the following: 1) continuing with a single tax rate for FY2022; and 2) not to adopt the residential and small commercial exemptions, as they are not relevant to Southborough.

Ms. Braccio asked for Board comment on the recommendations. Ms. Malinowski commented that when she saw the increase in tax rate from Annual Town Meeting in May to the Special Town Meeting in November, she was curious to explore a split tax rate scenario. After viewing the analysis, she is in support of the recommendation to keep the single tax rate. Mr. Healey offered his support for the recommendation to keep the single tax rate and not adopt the residential and small commercial exemptions. Mr. Stivers is concerned about the optics of a 4.89% tax increase and continues to support the use of ARPA funds to offset the rate increase, reducing it to under or around 4%. He also commented that he thinks the split tax rate is worth considering. Mr. Stivers noted a report from the EDC's economic consultant from Northeastern University that concluded towns with split tax rates are not adversely impacted by the ability to attract new businesses or raise business employment. Mr. Dennington shared he is comfortable with the Board of Assessors recommendations. He commented he would be open to looking at the data Mr. Stivers referenced, but changing a long-standing policy without greater public input would not be the right approach tonight. Ms. Braccio stated she would be like to see data from the Northeastern University report for towns that share characteristics with Southborough for an accurate comparison. She is also in support of the Board of Assessors recommendations.

Chair Braccio asked for public comment on the matter. There was no public comment.

Mr. Stivers moved to close the public hearing at 6:52 P.M. Ms. Malinowski seconded the motion. The motion was unanimously approved (5-0-0) by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Mr. Healey, aye; Ms. Braccio, aye. Mr. Healey moved to continue with the single tax rate for FY2022. Ms. Malinowski seconded the motion. The motion was unanimously approved (5-0-0) by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Mr. Healey, aye; Ms. Braccio, aye. Mr. Stivers moved to deny the residential tax exemption for FY 2022. Ms. Malinowski seconded the motion. The motion was unanimously approved (5-0-0) by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Mr. Healey, aye; Ms. Braccio, aye. Mr. Stivers moved to deny the small commercial exemption for FY 2022. Mr. Healey seconded the motion. The motion was unanimously approved (5-0-0) by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Mr. Healey, aye; Ms. Braccio, aye.

Mr. Cibelli said he will submit the tax information immediately and expects to hear a response from the Department of Revenue within a few days. Ms. Braccio thanked Mr. Cibelli for his report.

The next public hearing was scheduled at 7:30PM so the Board decided to move through agenda items as time permitted until the 7:30PM hearing.

b. Q1 financial update for FY22 -Brian Ballantine, Finance Director, and Carla McAuliffe, Town Accountant

Ms. Malinowski, as Board liaison, stated she met with Mr. Ballantine and Ms. McAuliffe ahead of tonight's meeting to review the report and will continue this review process for subsequent quarters. Mr. Ballantine said Q1 tells us the least amount of information simply because it is early in the year. His comments dealt with the revenue side of the report. Areas of interest but not concern are motor vehicle excise taxes, tax lien fees and the real estate tax revenue lien process. Ms. McAuliffe's comments dealt with the expense side of the report. Areas of interest to monitor include the IT budget, Reserve Fund, School budget and court judgments and liability insurances. As a result of a discussion with Mr. Montijo regarding the FY23 IT budget, Ms. McAuliffe created a software account that will begin to appear in the Q2 report. For Q1, these expenses were recorded in contracted services and resulted in a high negative impact. With regard to the Reserve Fund, there has been one expense to date and there will be one additional known expense of $3,000 for the Board of Health printer. There may be additional expenses for the Board of Health, relative to the Director and Nurse unbudgeted monies if the expected FEMA funds do not come to fruition. Ms. McAuliffe commented the School numbers look low but this is a common occurrence in Q1. She reported court judgments and liability insurances are high and it is anticipated there will be either a year-end transfer or Reserve Fund transfer to cover these expenses. On a final note, Ms. McAuliffe stated for FY23, hardware will be moved out of the various department budgets and into the IT budget. Mr. Healey thanked Mr. Ballantine and Ms. McAuliffe for the information. He inquired if, in a typical year, Reserve Fund transfers occur later in the year and infrequently in Q1. Further, he asked if this is what the data is showing for the current year. Ms. McAuliffe responded that typically Reserve Fund transfers occur later in the fiscal year but we are in an unprecedented time. She shared they are monitoring all departments monthly to identify any potential issues. Mr. Stivers thanked Mr. Ballantine and Ms. McAuliffe for the detailed information and commented the process is very helpful. He stated the detailed financial information is a step forward in terms of transparency and is good for the public to understand where their tax dollars are going. Mr. Dennington acknowledged Mr. Montijo inherited a budget he did not create and would like to encourage support of Mr. Montijo so he can create an accurate FY23 budget. Mr. Dennington asked Mr. Ballantine what potential issues the Board should be looking for in the Q2 report. Mr. Ballantine replied he will be looking at the

Board of Health unbudgeted items, should the FEMA monies not materialize. Also, the Benefits budget is always an area he is looking at, noting that there was an increase of nearly 20% resulting in a $40,000 deficit presently in the Benefits budget. He also will be watching other expenses such as fees. Mr. Ballantine said this process is very helpful in identifying potential areas of concern within the budget. Ms. Malinowski offered it would be helpful to continue the year to date budget, as well as reviewing actual spending. Looking at all line items will be helpful, as well. Finally, the ambulance reimbursement budget will be something to keep an eye on. Ms. Braccio asked about the DPW budget and ground-keeping expenses. Ms. McAuliffe said the expenses are front-loaded to achieve cost savings. Ms. Braccio inquired about part-time salaries for the Fire Dept. Mr. Ballantine said there were no Q1 expenses. Those expenses will be paid in December. Finally, Ms. Braccio asked whether the bond percentage was underfunded. Mr. Ballantine said it was not and it is representative of principal payments paid during Q1. Ms. Malinowski stated that she asked Ms. Cook from the Advisory Committee to appoint someone to the quarterly review team to ensure all parties are part of the financial review process. Timeline for selection will be in time for the Q2 review. Mr. Ballantine provided an update on ClearGov budget software. After using the product for a full cycle, it was determined to be ineffective in several key areas. In Mr. Ballantine's opinion, the product concept is useful but in need of evolution to meet Southborough's needs. Mr. Ballantine is committed to moving away from Excel as a budgeting platform and will be looking for other software options, although there is no timeline for selection. Ms. Malinowski and Ms. McAuliffe provided an update on state and federal funding sources relative to the COVID-19 pandemic. Ms. Braccio stated the quarterly review is an import and useful monitoring tool in identifying potential budgeting issues. She thanked Ms. Malinowski, Mr. Ballantine, Ms. McAuliffe and Mr. Purple for their work in compiling the review.

III. Public Comment

There was no public comment.

VI. Reports

Chair's Report

i. Overnight work on the Mass Pike

Ms. Braccio updated the Board regarding the status of the project. Final paving has begun on all lanes for an 8-mile stretch and is scheduled for conclusion by the end of November.

ii. Request from Fire Union for hazard pay under ARPA

Fire Union President Jason Roach has made a request for hazard pay. Ms. Braccio asked whether the Board wished to entertain the request or forward to the newly created ARPA Committee. The Board agreed to forward the request to the ARPA Committee. Ms. Braccio or Mr. Purple will follow up with the Committee. Ms. Malinowski suggested the Committee consider Governor Baker's direction relative to hazard pay.

iii. Update on kids' vaccination clinic

Ms. Braccio volunteered at the clinic and shared that the clinics were successful and seamlessly run. Families were grateful to the Board of Health for providing the clinics. Ms. Malinowski stated three clinics were held-two in Northborough and one in Southborough. During the clinics, 500 out of the 790 eligible children ages of 5-11 received vaccines and were booked for their second vaccine three weeks later. This data represents 27% of children ages 5-11 and did not include the Southborough clinic nor any children who may have been vaccinated elsewhere.

Members' Reports

i. Veteran's Day ceremony

Mr. Dennington reported he and Mr. Healey marched in the parade. Mr. Dennington made brief remarks. He added there was a great turnout and it was a great opportunity to acknowledge the sacrifices our veterans have made.

ii. Update on Regional Dispatch study

Ms. Malinowski reported both Chief Paulhus and Chief Achilles have been interviewed by the Collins Center. She asked Board members if there is any information they would like included in the study to please forward those requests to Mr. Purple. Ms. Malinowski shared she is interested in knowing how often there are multiple calls in Southborough. Additionally, she is interested to know in terms of mutual aid, how often is Southborough relying on other towns to come to us and vice versa. She is interested in understanding any achievable time savings due to a shared system.

Town Administrator Report

i. Golf Management RFP for Southborough Golf Club

The Golf Management RFP for Southborough Golf Club is out. Responses are due back on December 3, 2021. The current management company, New England Golf, is very interested in maintaining the current relationship and is expected to submit a bid. Mr. Purple shared the Southborough Golf Club has enjoyed success over the last two years and is close to generating $500,000 in gross revenue for the season.

ii. Update on 10/29/2021 OML complaint

Town Counsel has responded to Ms. Kremer. The issue occurs when Executive Session is entered into at the beginning of a BOS meeting. A potential solution to resolve this issue is if Executive Session is entered into at the beginning of an Open Session meeting, there will be two Zoom meeting links created – one for Executive Session and one for Open Session. On a related note, Mr. Purple shared today Town Counsel filed a response to Ms. Kremer on behalf of the EDC.

iii. State ARPA earmark for Northboro Road culvert

Last week Senator Eldridge's office informed us about an opportunity to earmark $70,000 in ARPA funds for the replacement of the Northboro Road culvert. The bill is working its way through the legislative process and is due on Gov. Baker's desk by this Thursday. Mr. Purple thanked Mr. Dennington for his assistance in working with Sen. Eldridge's Office to secure the funds. Mr. Purple shared this is a great opportunity to take a much-needed capital project off the funding schedule. Mr. Dennington thanked Mr. Purple for his assistance in working with Sen. Eldridge's office and thanked Sen. Eldridge for advocating for the citizens of Southborough.

7:30PM: Tree Hearing appeal for Marlborough Road-Shared Streets project

Ms. Braccio opened the public hearing at 7:32PM. Mr. Purple read the hearing notice into the public record. He also noted the two individuals who filed the tree appeal had been notified and are in tonight's audience. Ms. Karen Galligan, Superintendent of the Department of Public Works was brought into the Zoom meeting. Ms. Galligan stated there was a public hearing held on November 1, 2021. The trees had been marked for removal as part of an adjustment to the intersection of St. Mark's Street. Based on the project and the location and health of the trees, the Tree Warden determined the trees in question should be removed. Ms. Galligan noted they had received written notification there would be an appeal, regardless of the Tree Warden's determination. Ms. Braccio asked for comments from the appellants. Ms. Margarite Landry, 134 Deerfoot Road, would like to save as many trees as possible. She asked that if the plans for the project are not yet complete, then trying to save as many trees as possible should be revisited. Ms. Galligan stated the trees in question are related to the sidewalk and roadway, not the park. The trees in question are related the project's

ADA compliance and necessary correct sight distances. Ms. Galligan said it looks as though three trees near the stone wall (#34, #36 and #37) are far enough back from the sidewalk and may potentially be saved. Mr. Michael Weishan, Chair of the Historical Commission, advocated for changing the plan by rerouting the sidewalk and/or by moving the intersection slightly to the north. He stated the plan for the trees is related to the plan for the park. He asked to continue the tree hearing until such time as the plan for the park has been resolved. Ms. Landry asked for clarification on deadlines for the intersection project. Ms. Galligan stated the grant specifies a deadline of December 31st to have created the space for the project. The road and drainage have been installed and the trees are the next part of creating the space. There is a grant requirement to show progress on the park project. Ms. Braccio opened the meeting for public comment. Janet Maney, (21 Skylar Drive) commented that she'd like to see the road rerouted. She is concerned about the current location and its impacts to the Library and burial grounds. She is also concerned about parking for St. Mark's as a goal of the project. Ms. Galligan clarified the reason for the road's location is to accommodate an appropriate turning radius for school buses and fire trucks. In locating the road, there was consideration for removing the least number of trees. She further clarified providing parking for St. Mark's is not a project goal. Rather, the road's location disrupts some of their existing parking and the design addresses that issue. With no additional public comment at that time, Ms. Braccio asked for Board comment. Ms. Braccio stated the impacted trees have been a concern of hers throughout this process. She wanted to make the Board aware that up until tonight's hearing, attempts were being made to save as many trees as possible. Ms. Galligan stated the sidewalk shown on the plans for Marlborough Road are also part of the Complete Streets Plan and is ranked as the #1 spot where Southborough residents wish to see a sidewalk. Mr. Dennington asked for clarification on which trees can be saved, given the current plan. Ms. Galligan replied #34, # 36 and #37 can be saved. With respect to #45, Ms. Galligan replied the intersection cannot be completed and have the tree saved. With respect to #39 and #38, Ms. Galligan replied those trees are at the edge of the proposed sidewalk and cannot be saved. Ms. Malinowski asked what would happen if the Board upholds the appeal regarding tree removal. Ms. Galligan said the project would be stopped and would need to be redesigned at additional cost. She is unsure of the percentage of bid this action would impact. Ms. Malinowski inquired how many trees could be saved if the project moved forward without sidewalks. Ms. Galligan stated #45 and #46 would have to be removed but the remainder of the list could be saved. Ms. Malinowski asked which side of Marlborough Road the sidewalk was planned for in the Complete Streets Plan. Ms. Galligan replied the west side of Marlborough Street. Mr. Healey commented Southborough wants and needs safe walking and a balance must be struck in order to have sidewalks. He stated the reality is in order to provide sidewalks, trees may need to be displaced. He thanked Ms. Galligan for her exemplary work in notifying relevant and affected parties about the project. Mr. Healey stated he feels the appropriate balance has been struck on this project. Mr. Stivers said he is committed to saving as many trees as possible. He inquired as to whether the road could be moved to the north. Ms. Galligan replied many issues were considered when placing the road, including disrupting the least number of trees, considering appropriate turning radii and addressing drainage issues to name a few. In order to save a few trees, other trees may be adversely affected. Mr. Stivers inquired about moving the sidewalk to the west inside the stone wall. Ms. Galligan noted doing so will likely save one additional tree (#33) but will create a host of issues related to ADA compliance and sight distance. Ms. Braccio shared there had been a recent report regarding ADA accessibility within Southborough and it showed there is room for improvement. She stated that, with this project, we are adding a public space near the Library that allows us to increase accessibility in our community. Ms. Malinowski read into the public record comments that appeared in the online chat. On a motion by Mr. Stivers,

seconded by Mr. Dennington and voted all in favor by roll call vote, the public hearing was closed at 8:19PM. Roll call: Mr. Dennington, aye; Mr. Healey, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Ms. Braccio, aye. The Board briefly discussed the merits of continuing the tree hearing versus moving forward with a ruling. Mr. Healey moved to affirm the Tree Warden's decision regarding tree #30, #33, #45, #46, #38 and #39 and overrule his determination of tree #34, #36 and #37. Ms. Malinowski seconded the motion. The motion was voted all in favor by roll call vote (5-0-0): Mr. Dennington, aye; Ms. Malinowski, aye; Mr. Healey, aye; Mr. Stivers, aye; Ms. Braccio, aye.

IV. Consent Agenda

a. Approve Open Session Meeting Minutes: September 20, 2021; September 21, 2021; September 29, 2021; October 18, 2021; November 3, 2021

September 20, 2021: Ms. Braccio and Mr. Dennington requested these minutes be held. Ms. Braccio requested the following change: Line 101: "all" should not be struck through; Mr. Dennington requested the following change: Line 138: add "to" in front have. **September 21, 2021**: Ms. Malinowski, Mr. Dennington and Mr. Stivers requested to be held. Ms. Malinowski requested the following change: Line 26: add "on the revenue side" after surplus. Mr. Dennington requested the following changes: Line 57: insert "to" before clarify; Line 169: insert "a" before critical. Mr. Stivers requested the following changes: Line 191: strike Monday, September 27th and insert "Wednesday, September 29th; Line 219: strike Flynn and insert "Fling."; **September 29, 2021**: Mr. Dennington and Mr. Stivers requested to be held. Mr. Dennington requested the following change: Line 45: delete "as." Mr. Stivers requested the following change: Mr. Healey added to the list of those present. **October 18, 2021**: Ms. Malinowski and Mr. Stivers requested to be held. Ms. Malinowski and Mr. Stivers requested the following changes: Delete Ms. Malinowski as present and from the roll call vote to adjourn and add Mr. Healey to the list of those present and to the roll call vote to adjourn. **November 3, 2021**: Ms. Malinowski and Mr. Stivers requested to be held. Ms. Malinowski requested the following change: Line 33: after officer insert "under Chief Paulhus." Mr. Stivers requested the following changes: Line 23: correct spelling to "Shimkus" and Line 192: change Ms. to "Mr."

On a motion made by Mr. Stivers and seconded by Mr. Dennington, the Board voted to approve Consent Agenda item "a", as amended. The motion was voted all in favor by roll call vote (5-0-0): Mr. Dennington, aye; Ms. Malinowski, aye; Mr. Stivers, aye; Mr. Healey, aye; Ms. Braccio, aye.

b. Appointment of Brittany Remillard as Full-Time Communications Officer, effective November 17, 2021; and

c. Appointment of Alyssa Collaza as a Part-Time Communications Officer

On a motion made by Mr. Stivers and seconded by Mr. Healey, the Board voted to approve Consent Agenda items "b" and "c." The motion was voted all in favor by roll call vote (5-0-0): Mr. Dennington, aye; Ms. Malinowski, aye; Mr. Healey, aye; Mr. Stivers, aye; Ms. Braccio, aye.

d. Approve Reciprocal Interim License Agreement with St. Mark's School for St. Mark's Street/Marlborough Road project

Mr. Dennington requested item "d" to be held. Mr. Dennington is in support of the agreement but requested the following administrative changes to the agreement: 1. Ensure signature blocks match parties; 2. Consistent use of "Selectmen" throughout the document; 3. Attached Exhibit A (plan) to the document; and 4. Paragraph 5-change spelling of principles to principals. On a motion made by Mr. Stivers and seconded by Mr. Healey, the Board voted to approve Consent Agenda item "d", as amended. The motion was voted all in favor by roll call vote (5-0-0): Mr. Dennington, aye; Ms. Malinowski, aye; Mr. Stivers, aye; Mr. Healey, aye; Ms. Braccio, aye.

e. Approve contract amendment for Fire Chief Steven Achilles

Ms. Malinowski requested item "e" be held. Ms. Malinowski stated she would be voting against approval. On a motion made by Mr. Stivers and seconded by Mr. Healey, the Board voted to approve Consent Agenda item "e." The motion was voted in favor by roll call vote (3-2-0): Mr. Dennington, aye; Ms. Malinowski, no; Mr. Healey, aye; Mr. Stivers; aye; Ms. Braccio, no.

f. Approve Executive Session Minutes: November 3, 2021

Ms. Malinowski requested item "f" be held. Ms. Malinowski asked to hold Consent Agenda item "f" until the Board meets next in Executive Session.

g. Release Executive Session Minutes: January 5, 2021; February 2, 2021 (redacted); July 13, 2021 (redacted); August 17, 2021; October 5, 2021

Ms. Malinowski requested item "g" be held. Ms. Malinowski moved to release Executive Session Minutes: January 5, 2021; February 2, 2021 (redacted); July 13, 2021 redacted) and August 17, 2021. Mr. Stivers seconded the motion. The motion was voted all in favor by roll call vote (5-0-0) Mr. Dennington, aye; Ms. Malinowski, aye; Mr. Healey, aye; Mr. Stivers, aye; Ms. Braccio, aye. Ms. Malinowski moved to approve and release Executive Session Minutes for October 5, 2021. Mr. Healey seconded the motion. The motion was voted all in favor by roll call vote (5-0-0): Mr. Dennington, aye; Ms. Malinowski, aye; Mr. Stivers, aye; Mr. Healey, aye; Ms. Braccio, aye.

V. Other Matters Properly Before the Board (*Board may vote)*

Discussion of park area for Marlborough Road – Shared Streets project

Ms. Braccio acknowledged there has been concern expressed regarding the proposed park and its contents. She reiterated this topic was discussed at no less than nine meetings since June 23, 2020 and she referenced detailed communications with relevant Town committees. Ms. Braccio noted the Board is in receipt of a letter from the Massachusetts Historical Commission to the Southborough Historical Society offering support and recommendations based on a recent site visit. Ms. Braccio was informed by Ms. Galligan that all extensive ground disturbance related to the park project has been completed. Mr. Dennington stated he'd like to see a positive approach from this point forward in discussing the park and shared there is a unique opportunity to create a space that recognizes the Native American presence in Southborough. He would like to see a History Walk and thinks the Historical Society can offer guidance through the process. Also, per Ms. Galligan, this work can be done without jeopardizing any of the funding. All Board members offered support for Mr. Dennington's suggestion that the park contain an historical aspect. Ms. Landry stated she is in support of the historical concept for the park and sees many potential synergies with the Library due to the park's location. She added she wishes to be a part of the process in its creation. Mr. Weishan shared he is concerned and disappointed with the process and status of the park project. While Mr. Weishan acknowledged the Historical Society was notified in December regarding conceptual ideas for the park, today's design looks nothing like that. He shared the Historical Society does not endorse the park as it stands today and is dismayed there was no archeological assessment. Further, he is concerned about the spending of public monies on private property. Finally, he is concerned about the Interim Licensing Agreement and feels it will be brought to Town Meeting after irrevocable improvements have taken place on the property. Ms. Galligan updated the Board as to the current status of the park. She clarified this is a road project that provided the opportunity to create a public space through an additional funding source. She stated the walkway design within the park does not need to be finalized by year end. She also shared that grading of the site will occur this Fall and plantings will be installed next Spring. Mr. Stivers stated it is time to move forward on this project and he suggested the creation of a group of relevant stakeholders to finalize the park plans. Ms. Malinowski asked Ms. Galligan what would be most helpful to DPW in moving this project towards completion. Ms. Galligan replied she is supportive of creating a group similar to the one suggested by

Mr. Stivers. She added park plans would need to be finalized, within budget, for a Spring installation. Mr. Healey stated he is supportive of the efforts thus far on the project and thanked Ms. Galligan. He suggested that, in creating a group to finalize park plans, we not abandon the successful work that has been done to date. Ms. Braccio shared she hopes the group will enhance the work that has been done thus far. Ms. Frederica Gillespie, Chair of the Open Space Preservation Commission stated her group's involvement with this project has only been with the native plantings that will be installed. She shared plantings at the park will be a natural extension of the pollinator preservation that is ongoing at the Library. She added installation of the native plantings in the park is an opportunity to educate anyone who visits about an important ecological practice. Ms. Gillespie hopes there will be support for the work done relative to native plantings by any group that is created to finalize park plans. Karen Hanlon-Shimkus (8 Limerick Road) stated she has several concerns related to the park project. First, she would like to press the pause button to ascertain whether the current location of the park is a culturally sensitive site. Second, she would like clarification as to who owns the parcel of land the park is situated on. Third, Ms. Hanlon-Shimkus shared the public may have been unaware of the progress on the park project due to COVID. In fact, she became aware of the status of the project after the trees had been removed. Finally, she is concerned about the Interim License Agreement, as she feels it is an easement not a license agreement. Further, she is concerned this project will come before Town Meeting, without voter approval first. Ms. Patricia Burns-Fiore (10 Winter Street) expressed concern that this project infringes upon the rights of town meeting attendees to approve projects prior to their completion. Also, she is concerned that public monies are being spent to enhance a private property. Finally, she inquired about the budget for this project, as she has not seen one. Ms. Braccio replied the budget appeared most recently in the August 17th BOS meeting packet, beginning on page 16. Ms. Braccio thanked everyone for the comments and feedback regarding the park project. She stated there is a clear path forward by creating a group to finalize the park design. Mr. Dennington will serve as Board liaison to the group.

Continued discussion of Police Chief request for additional FT Communication Officer

Chief Paulhus discussed information he provided, per the request from the prior BOS meeting. Upon reviewing his budget, he concluded the amount needed to fund this position for the remainder of FY22 is $18,000, rather than $32,000 as was previously stated. He believes this amount can be covered by the Harvard monies. Also, he will speak to Chief Achilles about potential funds from his budget. Ms. Malinowski inquired about the pay scale for part time dispatchers and whether there is a way to incentivize for this position. Chief Paulhus replied part time dispatchers are paid approximately $21-$22/hour, which is less than full time dispatchers. Chief Paulhus also added Southborough pays on the lower side of average for full time dispatchers. Mr. Healey stated he is uncomfortable adding a position mid-year and the message it may send to other departments. He asked the Chief what course of action will be taken if the Board does not approve the new position. Chief Paulhus replied he will rely on forced overtime and may need to have police officers and fire fighters fill the positions while interviewing for replacements. Mr. Stivers stated he is prepared to support this request, with the proviso that Chief Paulhus find funding for the position for FY23. Mr. Dennington is prepared to support this request. He asked, going forward, that Chief Paulhus share departmental needs in a timely fashion, given the challenging financial cycle expected in FY23. Ms. Braccio is concerned about a mid-year hire without Town Meeting approval and is not prepared to support this request. Ms. Malinowski is also concerned about a mid-year hire without Town Meeting approval. She suggested we explore hiring a temporary employee until such time as Town Meeting can vote on the request (March). Ms. Malinowski and Mr. Purple will gather information on temporary employment and potential uses of the Harvard funds. Chief Paulhus invited members of

the BOS to observe the dispatch operation. Ms. Braccio stated this matter will be placed on next meeting's agenda.

Review of draft charge for ARPA Committee

The Board made the following changes to the draft charge: Under Membership: drop the number of Southborough residents to two (2) and add one (1) member from either the Planning and/or Master Plan Committee; Under Term and Organization: Bullet #3, after Chair insert ", Vice Chair and Secretary"; and under Duties: Bullet #1, after expenditure add "and timing"; Bullet #3, delete hearings and insert "forums"; Bullet #4, delete develop and insert "consider the use of"; and Bullet #6, after before insert "May 16th." Also, they agreed to change Board of Selectmen to Select Board throughout the document (6 times). Mr. Purple will notify the chairs of the identified committees and advertise for the two Southborough resident members. Ms. Braccio moved to approve the draft charge for the ARPA Committee, as amended, with Ms. Malinowski having the authority, working with Mr. Purple, to add language based on potential use of monies for Town Meeting items. Mr. Healey seconded the motion. The motion was voted unanimously all in favor by roll call vote (5-0-0): Mr. Dennington, aye; Ms. Malinowski, aye; Mr. Stivers, aye; Mr. Healey, aye; Ms. Braccio, aye.

Review of revised charge for Trails Committee

Ms. Kathryn Craddock McKee, Southborough Trails Committee Chair presented the draft charge. The charge contains a footnote, which was included to ensure voting members are responsible for not deliberating with non-voting associate members. The Board decided to leave open the number of associate members specified in the charge, as associate members must be appointed by the Board. Mr. Healey moved to approve the revised charge for the Trails Committee. Mr. Stivers seconded the motion. The motion was approved by roll call vote (3-2-0): Mr. Dennington, aye; Ms. Malinowski, no; Mr. Stivers, aye; Mr. Healey, aye; Ms. Braccio, no.

Discussion of OML training requirement for board/committee Chairs

Ms. Braccio and Mr. Purple have spoken to Town Counsel. He and Mr. Hegarty are supportive of this effort. Ms. Braccio asked that the training be a requirement for all chairs of boards and committees. They can either attend a session or watch the training via Zoom. Additionally, Ms. Braccio would like attendees to sign an acknowledgement of training. All Board members were supportive of this effort. Mr. Dennington would like to add to the training any requirements that are specific to Southborough. Ms. Malinowski asked that the training be open to anyone wishing to attend. She also suggested the inclusion of education around meetings that are in person versus those conducted via Zoom. Ms. Braccio will work Mr. Hegarty and Town Counsel to move the trainings forward.

VI. Public Comment

There was no public comment.

VII. Executive Session

The Board will be entering into Executive Session per M.G.L. Chapter 30A, Section 21, and will not be returning to Open Session, to conduct strategy sessions in preparation for negotiations with collective bargaining personnel (Exemption 2). On a motion made by Mr. Stivers, seconded by Ms. Malinowski and voted all in favor by roll call vote, the Board entered into Executive Session at 10:58P.M. Roll call: Ms. Malinowski, aye; Mr. Stivers, aye; Mr. Healey, aye; Mr. Dennington, aye; Ms. Braccio, aye.

Upcoming Meetings
December 7, 2021
December 21, 2021

Respectfully submitted,
Bridgid Rubin, Recording Secretary

List of Documents referred to at the November 16, 2021 BOS Meeting:

- Tax Classification presentation for FY 2022
- Dept. of Public Works Tree Hearing notices and accompanying info
- Q1 FY2022 update, ending 9-30-2021
- Correspondence regarding OML complaint dated 10/29/21
- Social media post regarding earmark of ARPA funds to repair Northboro Road culvert
- Open Session Meeting minutes dated September 20, 2021, September 21, 2021, September 29, 2021, October 18, 2021 and November 3, 2021
- Memo regarding Brittany Remillard
- Memo regarding Alyssa Collaza
- Reciprocal Interim License Agreement between Town of Southborough and St. Mark's School
- Employment Agreement between Town of Southborough and Fire Chief
- Memo from Dept. of Public Works regarding St. Mark's Street and Rt. 85 intersection and Park area
- Memo from Chief Paulhus regarding 5th dispatcher schedule and costs
- Draft charge for ARPA Committee
- Revised charge for Trails Committee

DRAFT

The New England Center for Children®
Autism Education and Research

November 17, 2021

Mark J. Purple
Town Administrator
Town of Southboro
17 Common Street
Southboro, MA 01772-9109

Dear Mr. Purple:

Enclosed please find a check in the amount of $52,036.00 which represents the first half of our voluntary contribution in lieu of taxes to the Town.

We look forward to our continued good relationship with the Town.

Very truly yours,

Michael S. Downey
Chief Financial Officer

MD:mk
Enc.

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	November 28, 2021
Name:	anthony schoener
Home Address:	28 constitution drive southborough
Mailing Address:	28 constitution drive southborough
Phone Number(s):	[redacted]
Email Address:	[redacted]
Current Occupation/Employer:	technology advisor
Narrative:	
Board(s) / Committee(s):	TRAILS COMMITTEE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	November 30, 2021
Name:	William B Warren
Home Address:	6 Sunrise Drive SOUTHBOROUGH, MA 01772
Mailing Address:	6 Sunrise Drive SOUTH NAKNEK, AK 99670
Phone Number(s):	[redacted]
Email Address:	[redacted]
Current Occupation/Employer:	Retired
Narrative:	Volunteering to be a non-voting associate member of the Southborough Trails Committee.
Board(s) / Committee(s):	TRAILS COMMITTEE

TOWN OF SOUTHBOROUGH

TRAILS COMMITTEE

17 COMMON ST · SOUTHBOROUGH, MASSACHUSETTS 01772
http://www.southboroughtrails.org

December 2, 2021

RE: Trails Committee Support of Associate Member Appointment of Anthony Schoener and William Warren

Dear Select Board:

I am writing to you on behalf of the Southborough Trails Committee (STC) to request the appointment of Anthony Schoener and William Warren as Associate Members (non-voting) to the STC.

Both candidates reached out earlier this year to express their interest in joining the Committee. At the time of their inquiry, the Committee did not have an open seat. The recent vote by the Select Board to amend the Committee's charge to include Associate Members opened up the opportunity for these candidates to join the STC. The candidates have been attending the most recent STC meetings as members of the public and are up to speed on our current initiatives. The Committee would be delighted to have them serve in the Associate Member role.

Of note, Anthony Schoener previously served on the Committee as one of the original five members, appointed in 2013. William Warren brings valuable experience as a member of the ADA/Public Accessibility Committee. The proposed Peninsula Trail has accessibility potential, and the Committee is interested in finding other ways to make Southborough Trails more accessible to individuals with all abilities where possible. We believe the experience of both candidates will enhance the STC's ability to fulfill our charge and serve Southborough.

We encourage the Select Board to vote to appoint both candidates as Associate Members.

Please feel free to reach out with any questions.

Sincerely,

Kathryn McKee

Kathryn McKee
Southborough Trails Committee Chair
508-479-0971
kcraddock@seadvantage.com

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: November 28, 2021
Name: anthony schoener
Home Address: [redacted]
Mailing Address: [redacted]
Phone Number(s): [redacted]
Email Address: [redacted]

Current Occupation/Employer: technology advisor
Narrative:
Board(s) / Committee(s): ___TRAILS COMMITTEE

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted: November 30, 2021
Name: William B Warren
Home Address: [redacted]
Mailing Address: [redacted]
Phone Number(s): [redacted]
Email Address: [redacted]

Current Occupation/Employer: Retired
Narrative: Volunteering to be a non-voting associate member of the Southborough Trails Committee.
Board(s) / Committee(s): ___TRAILS COMMITTEE

TOWN OF SOUTHBOROUGH

TRAILS COMMITTEE

17 COMMON ST · SOUTHBOROUGH, MASSACHUSETTS 01772
http://www.southboroughtrails.org

December 2, 2021

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We encourage the Select Board to vote to appoint both candidates as Associate Members.

Please feel free to reach out with any questions.

Sincerely,

Kathryn McKee

Kathryn McKee
Southborough Trails Committee Chair
508-479-0971
kcraddock@seadvantage.com

Town of Southborough
PLANNING BOARD
17 COMMON STREET
SOUTHBOROUGH, MASSACHUSETTS 01772-1662
508-485-0710

December 3, 2021

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

RE: Planning Board Representative for ARPA Committee

Dear Board of Selectmen;

Please be advised that at its meeting on December 2, 2021, the Planning Board voted 4/0/1 (Morris, Mills, Luttrell, and Hoolahan in favor; Stein absent) to assign Marnie Hoolahan as the Planning Board's representative for the ARPA Committee. The term of office shall be for one (1) year.

Thank you,

Donald C. Morris
Chairman, Planning Board

Melanie Otsuka

From: Andrew Pfaff
Sent: Tuesday, November 30, 2021 9:32 AM
To: Mark Purple; Advisory Committee
Cc: SelectmenOffice
Subject: RE: ARPA Committee representative

Mark,
It is Tim Martel.

Thanks

From: Mark Purple <mpurple@southboroughma.com>
Sent: Monday, November 29, 2021 4:08 PM
To: Advisory Committee <advisory@southboroughma.com>
Cc: SelectmenOffice <selectmenoffice@southboroughma.com>
Subject: ARPA Committee representative

Good afternoon.

The Select Board has established a charge for a new, ad-hoc ARPA Committee to recommended to the Board how the $3.1 million in ARPA funding allocated to Southborough should be spent. Advisory Committee has been assigned one (1) seat on that 7-person committee. As the Select Board would like to make appointments in December to get the Committee up and running, please forward me the name of your representative as soon as possible. A copy of the final Committee charge is attached.

Thanks.

Mark
Mark J. Purple
Town Administrator
Town of Southborough
508-485-0710, x3002
mpurple@southboroughma.com

Melanie Otsuka

From: Mark Purple
Sent: Thursday, December 2, 2021 3:55 PM
To: Melanie Otsuka
Subject: FW: ARPA Committee representative

From: Marijke Munsiff-Vegting <mmunsiff@southboroughma.com>
Sent: Wednesday, December 1, 2021 11:57 AM
To: Mark Purple <mpurple@southboroughma.com>
Subject: RE: ARPA Committee representative

Mark:

The EDC voted to assign Mr. John Wood as the EDC member to the ad hoc ARPA Committee.

Thank you,
Marijke

From: Mark Purple
Sent: Monday, November 29, 2021 3:56 PM
To: ECONOMIC DEVELOPMENT COMMITTEE <edc@southboroughma.com>; Marijke Munsiff-Vegting <mmunsiff@southboroughma.com>
Cc: SelectmenOffice <selectmenoffice@southboroughma.com>
Subject: ARPA Committee representative

Good afternoon.

The Select Board has established a charge for a new, ad-hoc ARPA Committee to recommended to the Board how the $3.1 million in ARPA funding allocated to Southborough should be spent. EDC has been assigned one (1) seat on that 7-person committee. As the Select Board would like to make appointments in December to get the Committee up and running, please forward me the name of your representative as soon as possible. A copy of the final Committee charge is attached.

Thanks.

Mark
Mark J. Purple
Town Administrator
Town of Southborough
508-485-0710, x3002
mpurple@southboroughma.com

TOWN OF SOUTHBOROUGH

FINANCE DIVISION: TREASURER AND COLLECTOR
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 x3010 · FAX (508) 480-0161 · bballantine@southboroughma.com

DATE: December 2, 2021

TO: Honorable Board of Selectmen

FROM: Brian Ballantine, Finance Director BPB.

RE: Temporary Note for Fire Truck and Finn Boiler

Please be advised the Town has temporary notes totaling $1,590,180 coming due in December 2021. These notes consist of $600,000 for a new fire truck and $990,180 for the Finn boiler. The MSBA grant for the boiler is now complete and we will issue $634,537 net after the grant is applied. The preliminary plan was to drawdown funds for the Town House CPC project however the project timing seems to be the Summer of 2022 so at that time we will evaluate funding needs again. The total temporary notes will be $1,234,537.

These notes will come due in the Summer of 2022, and at that time depending on pending additional projects or drawdowns we can permanently finance the notes.

As usual, the Board will have to vote to accept the new notes and I will arrange the collecting of necessary signatures.

Should you have any questions, please do not hesitate to ask.

RECEIVED
By Town Clerk/jth at 8:29 am, Nov 17, 2021

From: David Nixon
To: Mark Purple; Jim Hegarty
Cc: Tim Davis
Subject: Recreation Commission
Date: Tuesday, November 16, 2021 10:07:41 PM

Mark, Jim; I am submitting my resignation from the Recreation Commission effective today. It has been my pleasure to serve on the Commission, and hopefully contribute in some small way to our Community. Under the leadership of Tim, I feel the Recreation Department and Facilities are in good hands, and our Town will be well served both currently and in the future.
Sincerely,
Dave Nixon
Sent from my iPhone

Katie Barry

Subject: FW: Resignation

From: Doriann Jasinski <djasinski@southboroughma.com>
Sent: Friday, December 3, 2021 1:33 PM
To: Jim Hegarty <jhegarty@southboroughma.com>
Subject: Re: Resignation

Good Afternoon Jim,
I have officially handed in my resignation from the Community Preservation Committee (CPC), effective immediately. I have sent a written note to Andrew Mills, CPC Chair and Ben Smith, CPC Vice-Chair as well as Mark Purple, Town Administrator.
SHOPC will vote a replacement of my position to make sure we have representation on the CPC Board as soon as possible.
Best Regards,
Doriann Jasinski

Sent from my iPhone

> On Dec 3, 2021, at 11:46 AM, Jim Hegarty <jhegarty@southboroughma.com> wrote:
>
> Hello,
>
> The BOS agenda lists your resignation from SHOPC. Please send me your resignation (email is fine) because resignations are not effective until they are filed with the Town Clerk's office.
>
> Thanks!
>
> Jim
>
> James F. Hegarty
> Southborough Town Clerk
> Desk (508) 485-0710 x 3007
> 17 Common Street
> Southborough, MA 01772
> jhegarty@southboroughma.com

Katie Barry

From: Mark Purple
Sent: Thursday, December 02, 2021 4:01 PM
To: Katie Barry
Subject: FW: Capital Planning - School Research Subcommittee Extension

---

From: Lisa Braccio <lbraccio@southboroughma.com>
Sent: Wednesday, December 1, 2021 10:34 AM
To: Mark Purple <mpurple@southboroughma.com>
Subject: Fw: Capital Planning - School Research Subcommittee Extension

Lisa M. Braccio
Select Board

From: Jason W. Malinowski <jmalinowski@southboroughma.com>
Sent: Tuesday, November 23, 2021 1:28 PM
To: Mark Purple <mpurple@southboroughma.com>
Cc: Lisa Braccio <lbraccio@southboroughma.com>
Subject: Capital Planning - School Research Subcommittee Extension

Hi Mark,

For the next BOS agenda, can you please add a request from the Capital Planning - School Research Subcommittee to extend our charge until 3/31/2022.

This recommendation is unanimous from the Subcommittee to see our work through the completion and make presentations to the School Committee, Select Board, Advisory, and likely Town Meeting.

Thanks,

Jason Malinowski
Chair, Capital Planning Committee - School Research Subcommittee

St. Mark's Street Park Working Group Charge

The Select Board would like to assemble a working group of citizens and interested parties to generate a recommendation to the Select Board regarding what should fill the circular space in the center of the park that will be constructed between the library and the re-constructed intersection of St. Mark's Street and Route 85. The Select Board is particularly interested in placing a monument or marker in this space that would recognize and honor Native American history in Southborough. The Select Board also would like the working group to consider formulating a new name for this space.

The working group will consist of 7 members, comprised as follows:

- One (1) member of the Select Board;
- One (1) member of the Library Board of Trustees;
- One (1) member of the Historical Commission;
- One (1) member of the Southborough Cultural Arts Council;
- One (1) member of the Planning Board or Community Preservation Committee;
- Two (2) at-large members who are Southborough residents.

Members will be appointed by the Select Board at a duly posted public meeting following the advertisement for interest in serving on the working group.

The Select Board encourages the working group to invite a representative of the St. Mark's School and a representative of the Department of Public Works to participate as non-voting members.

The working group shall operate in accordance with the state conflict of interest laws. Members shall serve without financial compensation. All records of the working group shall be filed with the Town Clerk and open to public inspection in accordance with applicable Open Meeting Law and public record statutes.

The working group should hold at least three (3) meetings in a public setting, either in person or by remote participation (i.e. Zoom, etc.) The Town shall publicize the dates and times of working group meetings, and encourage public participation. The working group shall deliver a recommendation to the Select Board no later than April 15, 2022.

Dated: December 2, 2021

DRAFT



Town of Southborough

Planning Assistance Grant Application

ENV 22PLN 01

May 28, 2021



EXECUTIVE SUMMARY

On behalf of the Town of Southborough, the Economic Development Committee (EDC) presents this Request for Resources (RFR) to help with the critical step of revitalizing the Route 9 business corridor. The Town has identified their primary economic development goals. Number 1 on the list is "Create a Route 9 Business Corridor District". The Town looks to promote business development and diversity in housing along Route 9.

Several very attractive and impeccably maintained office parks, businesses and commercial sites are located on Route 9. However, there are also numerous empty/under-utilized, abandoned and otherwise dilapidated properties. Development/redevelopment and revitalization of these assets is a key factor to augment the Town's tax base.

The top 2 challenges to revitalizing this valuable roadway are: zoning and wastewater infrastructure.

Specifically, this grant is being sought to review a study that the Town's former Industrial Development Commission contracted in 1981 with SEA Consultants, Inc. Their report – Evaluation of Wastewater Disposal Alternatives for Selected Sites in Southborough, MA contains wastewater collection/treatment alternatives. While costs and technology improvements have changed, the report provides the foundation for a 2022-2023 updated and comprehensive plan to address this critical impediment to economic growth.

Funding for this project is extremely important as only 9% of all land in Southborough is zoned for commercial/Industrial activity. Southborough must seek new and sustainable sources of revenue. The lack of municipal sewer limits the types of commercial/industrial businesses Southborough can attract thus diminishing the chance to optimizing its tax base.

All of the above would jump start the project of seeking viable wastewater solutions for Southborough. This would be the criteria for success - creating opportunities for new sustainable commercial and residential developments along the primary commercial artery of the Town.

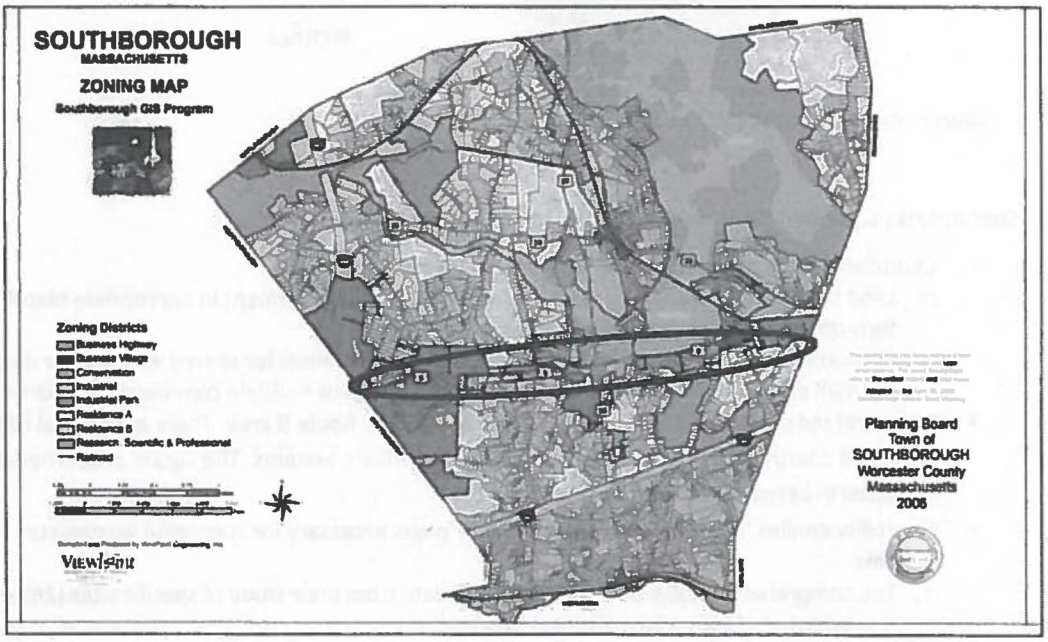


INTRODUCTION

Southborough is home to approximately 10,600[1] residents and is situated north and south of the Route 9 corridor (from Framingham to Westborough). The 1.5 mile, limited access highway is heavily traveled with both local and pass-thru traffic, with direct access to US495 and I90. As a designated "Green" community since early 2017, Southborough must continue its commercial and industrial development in a responsible and compliant manner. To that end, the Town's "Renewed Focus on Route 9" action plan has begun.

Several key hurdles to development that are continuously raised by potential developers and businesses include:

- Current zoning code
- Traffic congestion and traffic patterns
- Amenities – stores, cafes/restaurant to serve the business and local community
- Infrastructure constraints
  - NEED: Recommendations for wastewater solutions to increase the viability of development on a small to medium size scale
- Last-Mile transportation options



All of the above concerns are currently being addressed with the Route 9 Business Corridor Initiative. This grant request will address Infrastructure constraints.

[1] Source: 2020 Annual town Report

More than 1/3 of Southborough's land is classified as tax-exempt and single-family housing is the largest land use type by area. Only 9% of all land is zoned for Commercial/Industrial activity, of which only close to 4% is vacant and available for development.

The Town's collective goal is to utilize its commercially zoned areas to its fullest economic potential. Southborough's primary economic goal is to "Create a Route 9 Business Corridor District". Improved infrastructure will make the Route 9 Corridor more attractive to businesses.



Source: Assessors database FY20

Specific tasks suitable for wastewater infrastructure funding under this RFR are:

- Compliance with the 2008 Master Plan recommendations
  - Land Use & Zoning (Goal 3: Encourage more flexible development in appropriate places through such means as shared septic systems.....)
  - Economic Development (Goal 1: ED-1: Explore opportunities for shared wastewater disposal or small package treatments plants to meet the needs of multiple commercial properties)
- Decentralized sewerage disposal systems are key for the Route 9 area. There are several office parks and apartment buildings that have their own private systems. The vacant properties are scattered in between the larger complexes.
- Feasibility studies, land-use analyses, and other plans necessary for successful wastewater systems
  - The comprehensive SEA study has provided date from their study of specific sites (26) and the potential of subsurface disposal sites

Outcome – A defined plan to proceed with the next implementation phase of wastewater treatment systems.

PROPOSED BUDGET

The engineering feasibility study would require a Town Engineering Consultant, Project Manager to sufficiently investigate the Town's needs and businesses and residents' desires.

Feasibility Study

	FY 22	FY23
1. Technical Assistance (writing RFP Feasibility Study Document)	1200	
2. Meetings/project management	2000	3500
3. Research with local DPW	1000	
4. Research with relevant agencies - State	1500	
4. Engineering wastewater study – initial review	8000	
5. Formulate draft recommendations for each site		2000
7. Present draft recommendations at public meetings		300
8. Write draft report with detailed re-use and development strategies		14500
9. File Final Report and implementation strategies		15500
TOTAL	**13,700**	**37300**

Local Match

If the Town is awarded grant money, the 25% match would come from several sources. Should the full $50k be awarded - the match breakdown would be as follows for a total of $12,500.

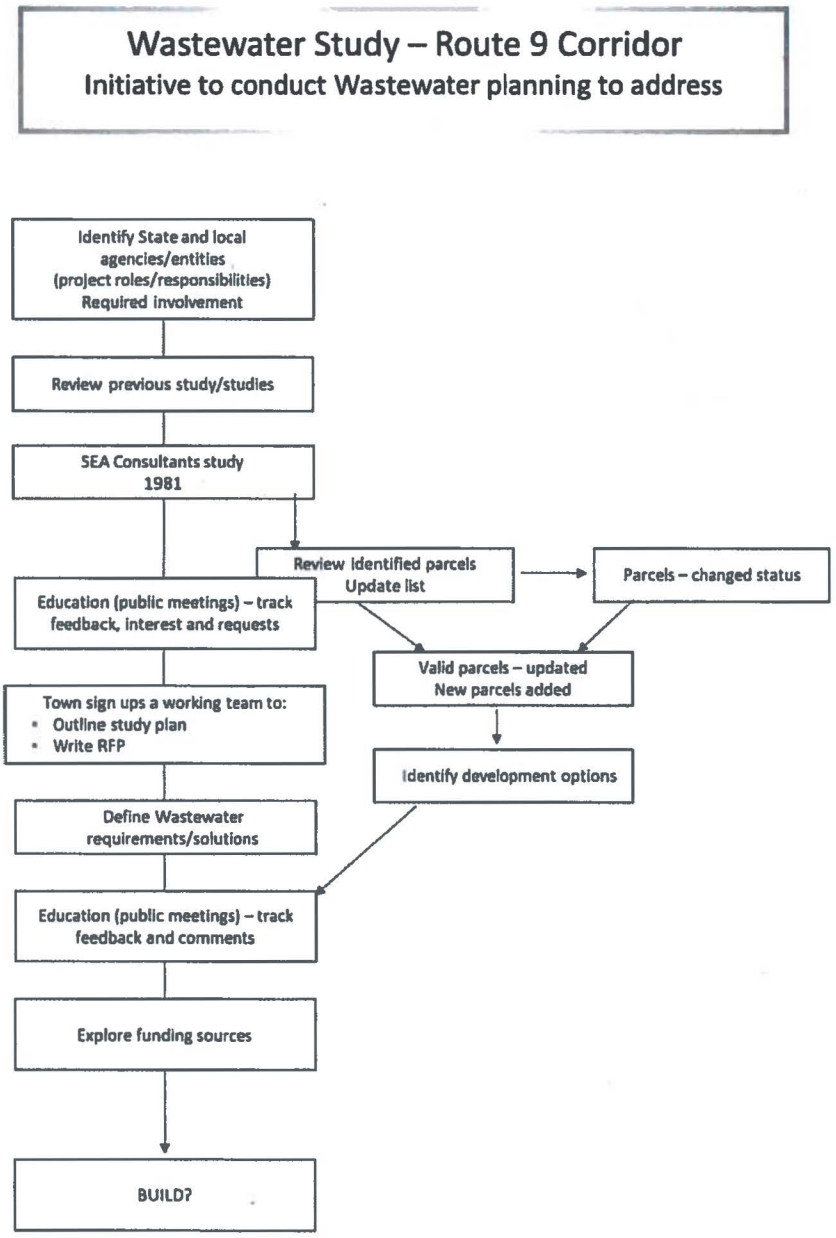
- In-kind services (DPW, Town Planner, Assessor, & Administration) - $2k
- CPC funding - Housing (could be requested for the 2023 budget) - $3k
- Town consulting funding (included with the 2023 budget) $7,500

Moving forward, Southborough will be applying for additional grants, funding sources and budgeting for supporting this project.

Thank you

Town of Southborough

TASKS


Wastewater Study – Route 9 Corridor
Initiative to conduct Wastewater planning to address
Identify State and local agencies/entities (project roles/responsibilities) Required involvement
Review previous study/studies
SEA Consultants study 1981
Review identified parcels Update list
Parcels – changed status
Education (public meetings) – track feedback, interest and requests
Valid parcels – updated New parcels added
Town sign ups a working team to:
• Outline study plan
• Write RFP
Identify development options
Define Wastewater requirements/solutions
Education (public meetings) – track feedback and comments
Explore funding sources
BUILD?

ATTACHMENT A - SCOPE OF SERVICES AND ADDITIONAL TERMS AND CONDITIONS

INSTRUCTIONS: In order to ensure that the Department and the Contractor have a clear understanding of their respective responsibilities and performance expectations, the Following attachment shall contain a specific detailed description of all obligations, responsibilities and additional terms and conditions between the Contractor and the Department which do not modify the Contract boilerplate language. *Attach as many additional pages as necessary.* {See INSTRUCTIONS sheet for more information and suggested provisions to include in ATTACHMENT A.}

The Executive Office of Energy and Environmental Affairs (EEA) hereby grants, on a reimbursement basis, the Town of Southborough $45,000 for a project to revitalize the Route 9 corridor consistent with the proposal it submitted to the 2022 round of the Planning Assistance Grant Program. The submitted proposal is attached; the scope of work and budget contained therein are hereby included in this contract by reference.

General Conditions:

- EEA funds must be utilized by June 30, 2023 and documentation regarding their use, along with final billing, is to be received no later than August 1, 2023;
- This contract terminates on June 30, 2023. Any contract amendment, including extensions, will be at the sole discreation of EEA;
- The grantee will credit EEA as a funding source in an written deliverable produced as a result of this project;
- The grantee will document the expenditure of any matching funds committed;
- The grantee will submit an electronic copy of any deliverable to EEA; and
- The grantee agrees to notify EEA about the outcomes that result from this project.

ATTACHMENT B - BUDGET AND APPROVED EXPENDITURES

{The Department and Contractor may complete this format or attach an approved alternative Budget format or invoice.}
Items identified below which are not part of the Contract should be left blank.
Attach as many additional copies of this format as necessary, Maximum obligation should appear as last entry.

Contract Expenditures	Unit Rate (per unit, hour, day)	Number of Units	Other Fees or Charges (specify)	TOTAL
Planning Grant FY22				$12,000 (FY22)
Planning Grant FY23				$33,000 (FY23)
SUBTOTAL (this page)				$45,000

MAXIMUM OBLIGATION	**$45,000**

Page __1___ of ___1__Budget pages
Attachment B is subject to any restrictions or additional provisions outlined in Attachment A

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: https://www.macomptroller.org/forms. Forms are also posted at OSD Forms: https://www.mass.gov/lists/osd-forms.

CONTRACTOR LEGAL NAME: Town of Southborough **(and d/b/a):**		**COMMONWEALTH DEPARTMENT NAME:** Exec. Office of Energy & Env. Affairs **MMARS Department Code:** ENV	
Legal Address: (W-9, W-4): 17 Common St. Southborough, MA 01772		**Business Mailing Address:** 100 Cambridge Street, Suite 900, Boston, MA 02114	
Contract Manager: Mark Purple, Town. Admin.	**Phone:** 508-485-0710	**Billing Address (if different):**	
Email: selectmenoffice@southboroughma.com	**Fax:**	**Contract Manager:** Kurt Gaertner	**Phone:** 857-338-5935
Contractor Vendor Code:		**E-Mail:** kurt.gaertner@mass.gov	**Fax:**
Vendor Code Address ID (e.g. "AD001"): AD___ **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s):** **RFR/Procurement or Other ID Number:** ENV 22PLN 01	

_X_ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

- __ **Statewide Contract** (OSD or an OSD-designated Department)
- __ **Collective Purchase** (Attach OSD approval, scope, budget)
- _X_ **Department Procurement** (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)
- __ **Emergency Contract** (Attach justification for emergency, scope, budget)
- __ **Contract Employee** (Attach Employment Status Form, scope, budget)
- __ **Other Procurement Exception** (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)

___ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** to Amendment: _____, __.

Enter **Amendment Amount:** $ _____. (or "no change")

AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)

- __ **Amendment to Date, Scope or Budget** (Attach updated scope and budget)
- __ **Interim Contract** (Attach justification for Interim Contract and updated scope/budget)
- __ **Contract Employee** (Attach any updates to scope or budget)
- __ **Other Procurement Exception** (Attach authorizing language/justification and updated scope and budget)

The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): _X_ Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services __ Commonwealth IT Terms and Conditions

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.

__ **Rate Contract.** (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

_X_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $ 45,000 .

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting **accelerated** payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: _X_ agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) The Executive Office of Energy & Env. Affairs and the Town of Southborough hereby contract for a project to revitalize the Route 9 corridor as detailed in the attached scope of work.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

_X_ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

__ 2. may be incurred as of _____, 20___, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.

__ 3. were incurred as of _____, 20___, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of 6/30, 2023, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the **"Effective Date"** of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

X: _____. **Date:** _____.
(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: _____.

Print Title: _____.

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____. **Date:** _____.
(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: _____.

Print Title: _____.

Issued May 2004

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: ***Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.***

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

_____ Date:
Signature

Title: Telephone:

Fax: Email:

[Listing can not be accepted without all of this information completed.]
A copy of this listing must be attached to the "record copy" of a contract filed with the department.

Issued May 2004

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures. It is recommended that Departments obtain authentication of signature for the signatory who submits the Contractor Authorized Listing.

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type):

Title:

X_____
Signature as it will appear on contract or other document **(Complete only in presence of notary)**:

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, _____ (NOTARY) as a notary public certify that I witnessed the signature of the aforementioned signatory above and I verified the individual's identity on this date:

_____, 20 _____.

My commission expires on:

AFFIX NOTARY SEAL

I, _____ (CORPORATE CLERK) certify that I witnessed the signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's authority as an authorized signatory for the Contractor on this date:

_____, 20 _____.

AFFIX CORPORATE SEAL

TOWN OF SOUTHBOROUGH

OFFICE OF THE TOWN CLERK

Lisa M. Braccio, Chair
Southborough Board of Selectmen
17 Common Street
Southborough, MA 01772

November 18, 2021

Dear Ms. Braccio,

I request the Board of Selectmen approve a new boundary line between Precincts 1 and 2 as shown on the attached documents. The Secretary of State has recommended these changes and I concur with their recommendation.

The 2020 Federal Census determined that the population of Southborough increased from 9,767 in 2010 to 10,450 in 2020, which represents a 7% increase. The new precinct boundaries will ensure that the population of each precinct meets the required guidelines, that is that no one precinct has a population variance of more than 5% of the combined average of all precincts. This change will impact approximately 78 residents currently residing in Precinct 1 who will be reassigned to Precinct 2. As a practical matter, since all precincts vote in the Trottier School gym, the impact on residents will be minimal. If the Board of Selectmen approve this change, I will notify each voter effected by the change when it takes effect on 12/31/21.

I request that the Board of Selectmen approve the new boundary between Precincts 1 and 2 as shown on the attached documents and that a quorum of Selectmen physically sign the attached letter which I will also sign and forward to the Local Election Districts Review Commission.

Sincerely,

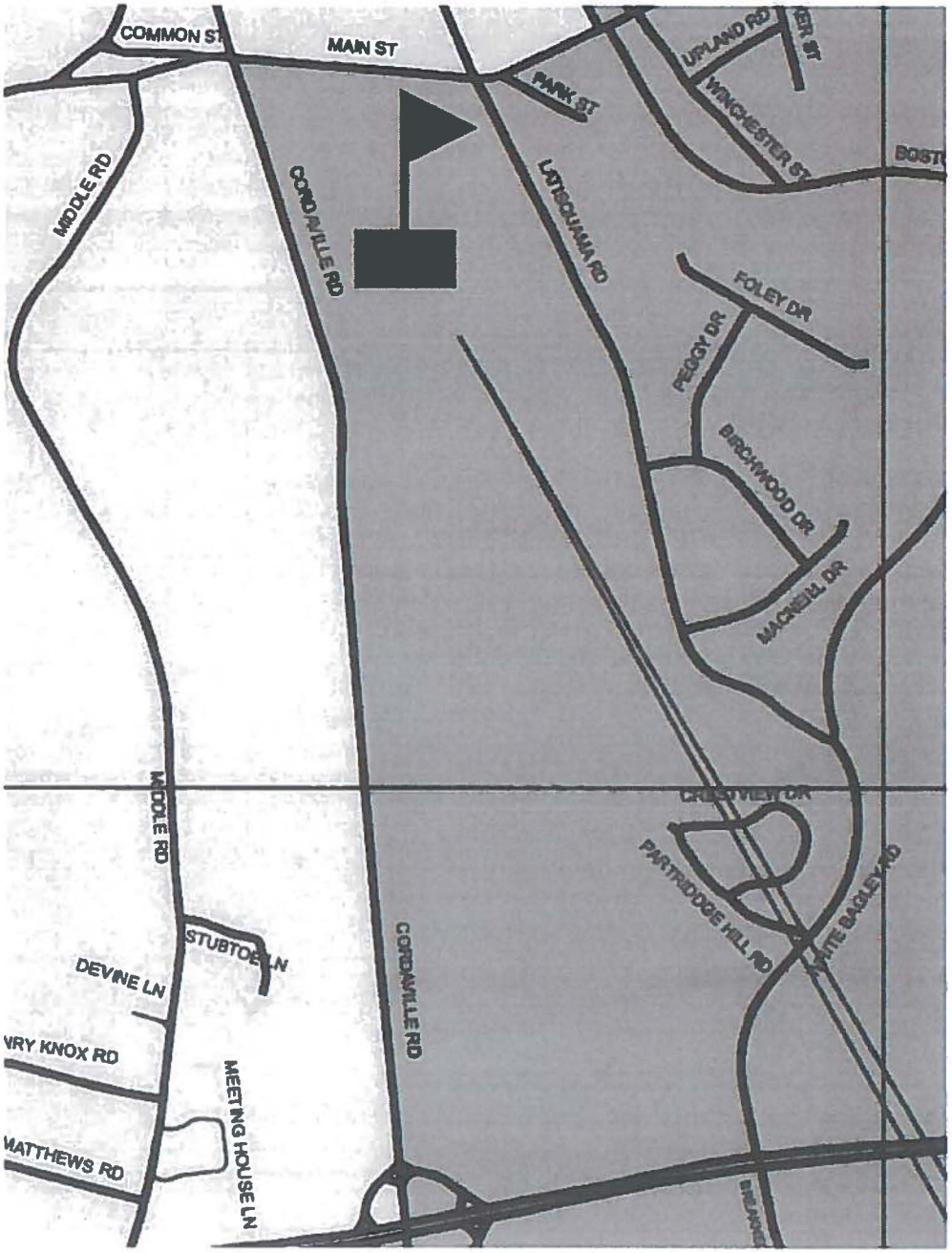
James F. Hegarty
Southborough Town Clerk

cc: Mark Purple, Town Administrator

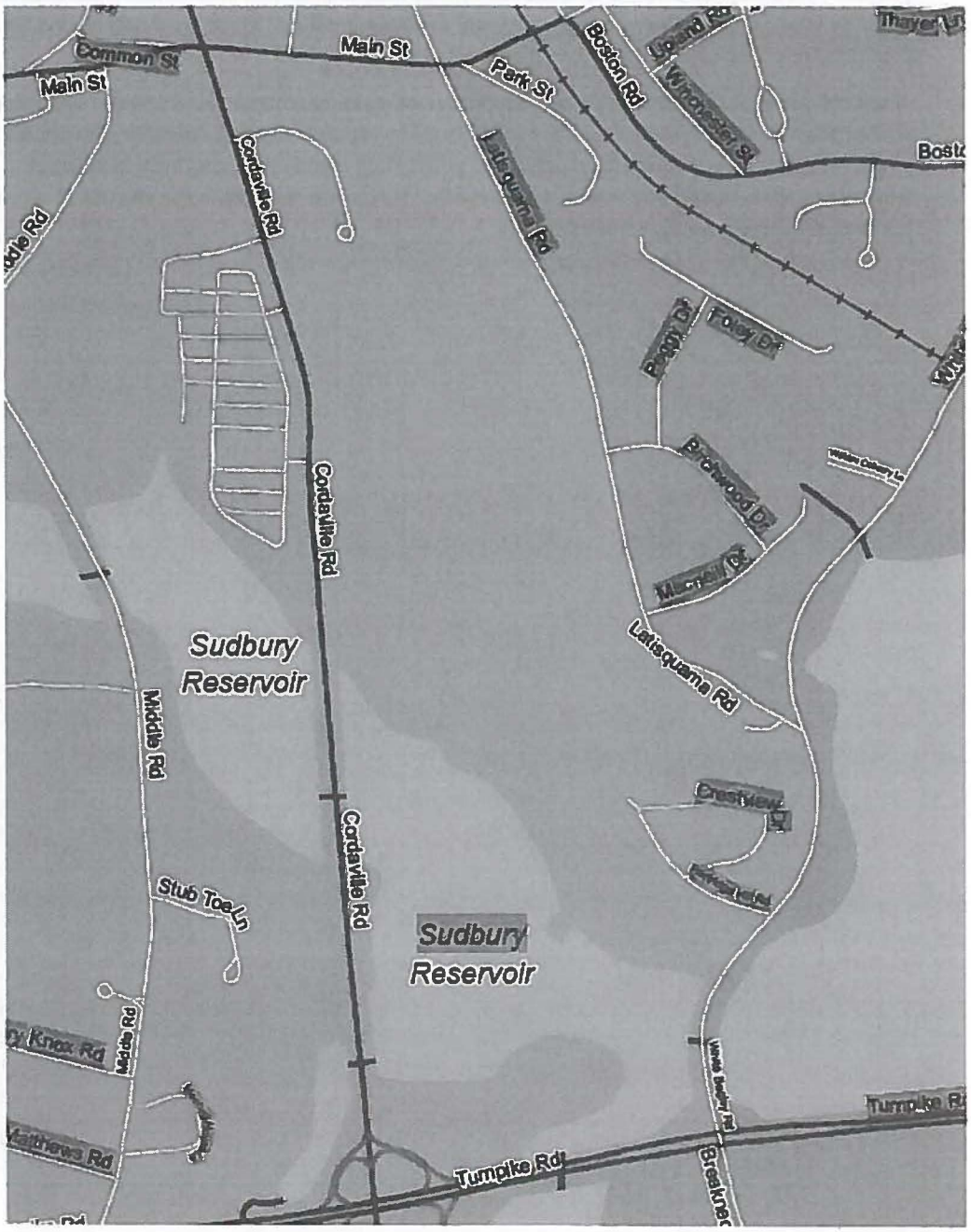
Attachments:
Map of Southborough after boundary change.pdf
Impacted area - pre change – 2010 census.pdf
Impacted area - post change – 2020 census.pdf
Southborough legal boundary descriptions.docx
Southborough block report.pdf
BOS letter to LERDC.docx

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 EXT 3005 · FAX (508) 480-0161 · townclerk@southboroughma.com

Current Precinct Map
Based on 2010 Census
Precinct 1 in red
Precinct 2 in green



Proposed Precinct Map
Based on 2020 Census
Precinct 1 is brown
Precinct 2 is green



Information for Block Reports

This block listing provides necessary demographic and population information for each ward and precinct that should be considered while reviewing precinct lines. This information is relevant to ensure minority vote dilution (either through "packing" or "fragmentation" of racial cohorts among the precincts) does not occur when drawing precinct lines.

"Packing" refers to concentrating a high proportion of minority group members in one or a few districts so that their votes cannot elect as many minority group representatives as another plan may potentially allow. "Fragmentation" refers to spreading minority group members among many districts or submerging them in a district dominated by another group also resulting in the election of a smaller number of minority group representatives.

Southborough 2020

New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411011000	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411011001	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411011002	28	22	1	4	0	0	0	1	1	27
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411011003	125	104	0	17	2	0	0	2	1	124
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411011004	50	39	0	4	0	0	0	7	0	50
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411011005	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411011006	105	88	0	15	0	0	0	2	0	105
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411011007	200	158	0	23	12	0	0	7	8	192
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411011009	38	26	0	1	0	0	0	11	6	32
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411011011	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411011012	59	42	0	9	0	0	0	8	5	54
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411011013	50	32	0	8	6	0	0	4	6	44
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411011014	10	4	3	0	2	0	0	1	1	9
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411011015	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411011016	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411011017	158	110	0	25	16	0	0	7	6	152
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411012000	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411012001	138	121	0	14	2	0	0	1	1	137
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411012002	58	37	0	17	2	0	0	2	3	55
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411012003	103	66	3	26	1	0	0	7	0	103
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411012004	38	31	0	0	3	0	0	4	4	34
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411012005	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411012006	232	196	0	19	6	0	0	11	6	226
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013000	18	4	0	4	1	0	0	9	3	15
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013001	69	38	0	22	0	0	0	9	2	67
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013002	67	55	0	9	0	0	0	3	2	65
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013003	31	23	0	8	0	0	0	0	0	31
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013004	190	137	0	51	0	0	0	2	2	188
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013005	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013006	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013007	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013008	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013009	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013010	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013011	38	22	0	16	0	0	0	0	0	38
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013012	49	41	0	0	0	0	0	8	6	43
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013013	129	103	3	11	4	0	0	8	10	119
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013014	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013015	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013016	26	16	4	3	0	0	0	3	0	26
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013017	17	17	0	0	0	0	0	0	0	17
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013018	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013019	112	90	0	18	0	0	0	4	1	111
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013020	36	30	0	0	0	0	0	6	8	28
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013021	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013022	15	7	0	2	3	0	0	3	3	12
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013023	0	0	0	0	0	0	0	0	0	0

Southborough 2020

New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013024	21	13	1	2	0	1	0	4	2	19
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013025	152	137	0	9	2	0	0	4	4	148
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013027	14	1	2	3	2	0	0	6	8	6
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013028	68	58	0	7	0	0	0	3	2	66
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013029	89	80	3	2	0	0	0	4	0	89
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013030	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013031	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013036	90	76	0	9	2	0	0	3	5	85
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013037	75	59	0	10	3	1	0	2	3	72
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013038	102	77	0	19	0	0	0	6	1	101
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013039	40	29	2	0	2	0	0	7	5	35
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013040	28	13	0	8	4	0	0	3	4	24
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013041	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013042	28	20	5	2	1	0	0	0	0	28
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013043	47	30	3	6	0	0	0	8	3	44
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013045	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411013046	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411023000	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411023001	98	63	1	21	1	0	1	11	2	96
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411023002	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411023003	113	74	0	36	2	0	0	1	0	113
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411023004	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411023012	237	175	3	42	1	0	0	16	9	228
Southborough Town Precinct 1	Southborough Town Precinct 1	250277411023013	41	32	0	1	0	0	0	8	0	41
Southborough Town Precinct 1 Total		71	3,432	2,596	34	503	80	2	1	216	133	3,299
Southborough Town Precinct 2	Southborough Town Precinct 1	250277411011008	82	77	1	2	0	0	0	2	7	75
Southborough Town Precinct 2	Southborough Town Precinct 1	250277411011010	16	7	3	0	3	0	0	3	2	14
Southborough Town Precinct 2	Southborough Town Precinct 1	250277411011018	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411013026	28	15	0	6	2	0	0	5	2	26
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411013032	40	31	6	0	2	0	0	1	2	38
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411013033	39	32	0	2	0	0	0	5	2	37
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411013034	28	22	0	4	2	0	0	0	2	26
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411013035	21	9	0	2	3	0	0	7	2	19
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411013044	111	109	0	0	2	0	0	0	0	111
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021000	71	58	2	8	0	0	0	3	2	69
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021001	19	9	0	8	0	0	0	2	0	19
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021002	96	62	0	17	0	0	0	17	11	85
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021003	25	23	0	1	0	0	0	1	1	24
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021004	7	1	0	1	0	0	1	4	3	4
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021005	21	12	1	3	2	0	0	3	2	19
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021006	56	38	0	8	1	0	0	9	8	48
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021007	214	163	0	45	0	0	0	6	6	208
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021008	97	71	0	15	3	0	0	8	3	94
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021009	181	157	0	19	1	0	0	4	1	180
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021010	55	38	2	7	4	0	0	4	0	55
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021011	0	0	0	0	0	0	0	0	0	0

Southborough 2020

New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021012	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021013	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021014	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021015	11	1	0	0	0	0	0	10	5	6
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021016	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021017	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021018	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021019	17	10	0	2	0	0	0	5	1	16
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021020	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021021	117	79	0	24	3	0	0	11	6	111
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021022	73	65	1	0	0	0	0	7	1	72
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021023	62	45	0	16	1	0	0	0	1	61
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021024	33	32	0	0	0	0	0	1	0	33
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021025	9	7	0	0	0	0	0	2	2	7
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021026	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021027	40	34	0	1	0	0	0	5	1	39
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021028	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411021029	11	7	3	0	0	0	0	1	0	11
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022000	38	38	0	0	0	0	0	0	0	38
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022001	62	47	1	1	4	0	0	9	11	51
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022002	10	6	1	2	1	0	0	0	4	6
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022003	25	20	0	1	0	0	0	4	1	24
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022004	16	6	3	1	2	0	0	4	4	12
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022005	24	22	0	0	2	0	0	0	2	22
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022006	11	9	0	0	0	0	0	2	0	11
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022007	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022008	141	103	3	34	0	0	0	1	0	141
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022009	54	38	0	8	0	0	0	8	4	50
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022010	97	79	0	13	0	0	0	5	3	94
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022011	27	20	0	6	0	0	0	1	0	27
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022012	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022013	76	61	0	13	1	0	1	0	0	76
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022014	14	5	0	7	2	0	0	0	1	13
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022015	23	19	2	1	0	0	0	1	1	22
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022016	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022017	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022018	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022019	76	73	0	3	0	0	0	0	0	76
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022020	82	65	0	14	1	0	0	2	0	82
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022021	8	1	2	0	0	0	0	5	0	8
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022022	27	23	0	0	0	0	0	4	1	26
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022023	64	55	0	2	0	0	0	7	0	64
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022024	44	33	0	2	0	0	0	9	5	39
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022025	149	116	0	24	0	0	0	9	5	144
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022026	288	241	0	32	0	2	0	13	0	288
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022027	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022028	56	42	3	6	1	0	0	4	1	55

Southborough 2020

New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022029	105	88	0	16	1	0	0	0	0	105
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022030	58	51	0	3	1	0	0	3	2	56
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022031	56	36	0	16	0	0	0	4	0	56
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022032	36	28	0	5	0	0	0	3	1	35
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022033	15	8	0	5	0	0	0	2	0	15
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022034	81	61	0	14	0	0	0	6	3	78
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022035	30	11	0	15	0	0	0	4	1	29
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022036	62	35	0	10	2	0	0	15	0	62
Southborough Town Precinct 2	Southborough Town Precinct 2	250277411022037	27	20	0	4	0	0	0	3	5	22
Southborough Town Precinct 2 Total		**77**	**3,462**	**2,674**	**34**	**449**	**47**	**2**	**2**	**254**	**128**	**3,334**
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411012007	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411012008	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411012009	61	48	1	6	3	0	0	3	4	57
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411012010	88	58	0	23	5	0	0	2	3	85
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411012011	177	147	9	10	4	0	0	7	4	173
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411012012	54	36	3	12	2	0	0	1	0	54
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411012013	367	274	2	80	0	0	0	11	3	364
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411012014	48	35	0	9	1	0	0	3	1	47
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411012015	82	59	0	17	0	0	0	6	3	79
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411012016	88	68	0	9	3	0	0	8	3	85
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411012017	133	99	5	23	5	0	0	1	4	129
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411012018	21	16	0	3	0	0	0	2	2	19
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411012019	113	87	0	23	0	0	0	3	0	113
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411012020	47	47	0	0	0	0	0	0	0	47
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411012021	59	47	0	0	1	0	0	11	1	58
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411012022	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411023005	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411023006	384	287	0	82	4	0	0	11	2	382
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411023007	49	37	4	4	0	0	0	4	3	46
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411023008	59	48	0	4	0	3	0	4	1	58
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411023009	206	170	0	24	6	0	0	6	3	203
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411023010	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411023011	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411023014	93	72	1	14	0	0	0	6	11	82
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411023015	36	24	0	6	2	0	0	4	2	34
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411023016	26	15	3	7	1	0	0	0	1	25
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024000	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024001	118	93	0	16	2	0	0	7	1	117
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024002	301	216	0	58	5	0	0	22	12	289
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024003	93	57	1	25	0	0	0	10	9	84
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024004	0	0	0	0	0	0	0	0	0	0
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024005	270	205	0	52	6	0	0	7	1	269
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024006	59	38	0	11	0	0	0	10	1	58
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024007	57	28	2	15	0	1	0	11	3	54
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024008	15	14	0	0	1	0	0	0	1	14
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024009	19	12	3	0	0	0	0	4	2	17

Southborough 2020

New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024010	52	33	0	16	0	0	1	2	1	51
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024011	169	149	3	11	3	0	0	3	2	167
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024012	18	10	3	0	1	0	0	4	3	15
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024013	22	7	0	3	6	0	0	6	7	15
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024014	52	47	0	0	0	0	0	5	3	49
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024015	10	6	0	2	1	0	0	1	3	7
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024016	4	4	0	0	0	0	0	0	0	4
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024017	56	49	2	3	0	0	0	2	10	46
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024018	47	45	0	0	0	0	0	2	2	45
Southborough Town Precinct 3	Southborough Town Precinct 3	250277411024019	3	3	0	0	0	0	0	0	0	3
Southborough Town Precinct 3 Total		46	3,556	2,690	42	568	62	4	1	189	112	3,444
Grand Total		194	10,450	7,960	110	1,520	189	8	4	659	373	10,077

TOWN OF SOUTHBOROUGH

OFFICE OF THE BOARD OF SELECTMEN
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 FAX (508) 480-0161 selectmenoffice@southboroughma.com

Local Election Districts Review Commission
Office of the Secretary of the Commonwealth
c/o Elections Division
One Ashburton Place, Room 1705
Boston, MA 02108

December 7, 2021

RE: Town of Southborough - **2021 Re-Precincting**

We, the undersigned members of the Southborough Board of Selectmen, hereby certify that at a meeting held on December 7, 2021, the Board of Selectmen voted to accept as presented by the Town Clerk, the 2021 Re-Precincting Plan for the Town of Southborough.

A true copy. ATTEST:

_____
Southborough TownClerk

SIGNED: _____
Lisa M. Braccio, Chair

_____
Chelsea Marie Malinowski

_____
Martin F. Healey

_____
Sam Strivers

_____
Andrew R. Dennington, II

Southborough Legal Boundary Descriptions

Southborough Precinct 1

All of that portion of Worcester County bounded and described as follows: Beginning at the point of intersection of the Marlborough/Southborough city/town line and Marlboro Rd, and proceeding easterly along the Marlborough/Southborough city/town line to the Framingham/Southborough town line, and proceeding southerly along the Framingham/Southborough town line to the Ashland/Southborough town line, and proceeding southerly along the Ashland/Southborough town line to I- 90, and proceeding westerly along I- 90 to Parkerville Rd, and proceeding northerly along Parkerville Rd to Turnpike Rd, and proceeding easterly along Turnpike Rd to White Bagley Rd, and proceeding northerly along White Bagley Rd to Latisquama Rd, and proceeding northerly along Latisquama Rd to Main St, and proceeding easterly along Main St to Newton St, and proceeding northerly along Newton St to Framingham Rd, and proceeding northerly along Framingham Rd to Marlboro Rd, and proceeding northerly along Marlboro Rd to the point of beginning.

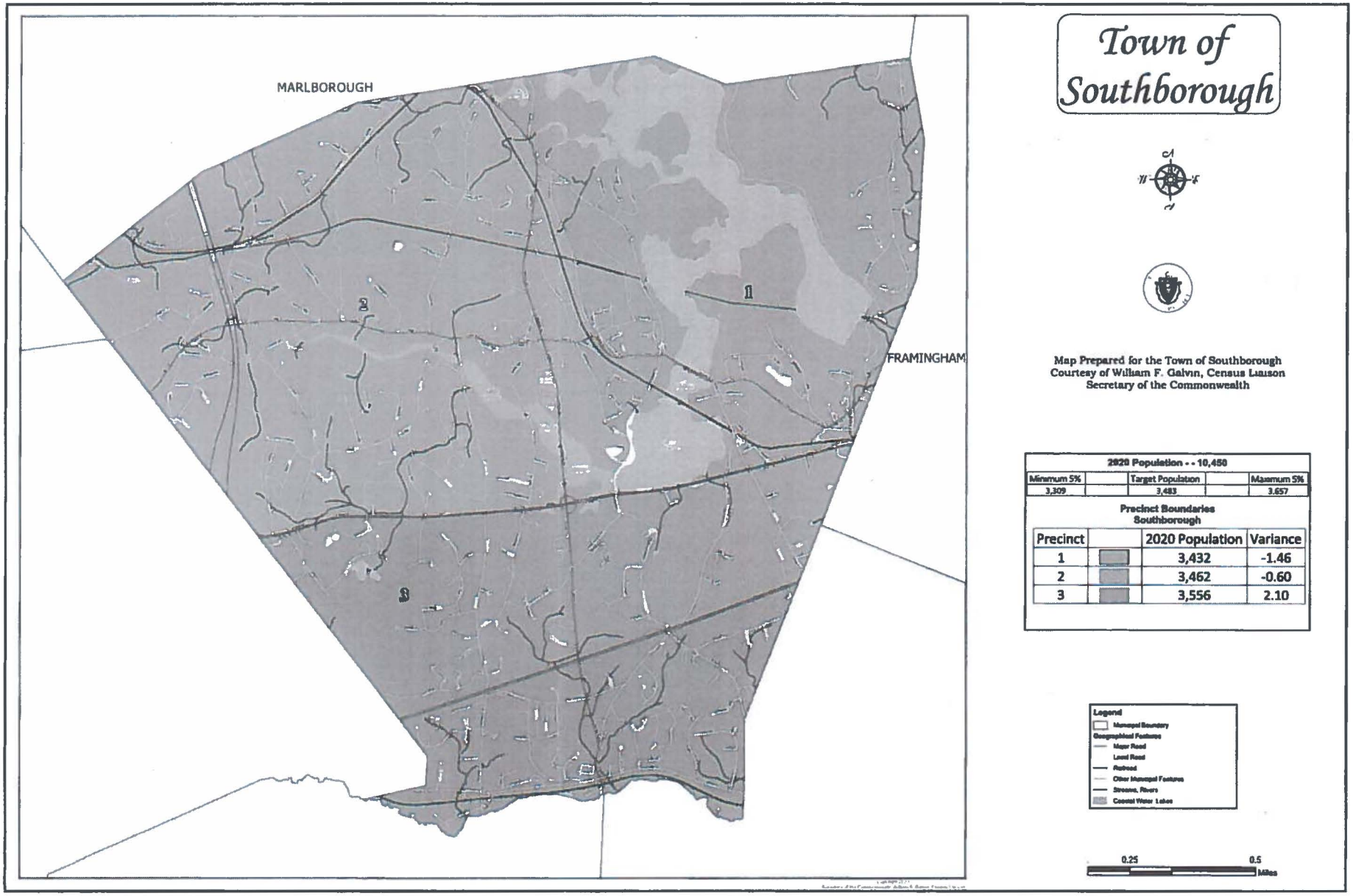
Southborough Precinct 2

All of that portion of Worcester County bounded and described as follows: Beginning at the point of intersection of the Marlborough/Southborough city/town line and the Northborough/Southborough town line, and proceeding easterly along the Marlborough/Southborough city/town line to Marlboro Rd, and proceeding southerly along Marlboro Rd to Framingham Rd, and proceeding southerly along Framingham Rd to Newton St, and proceeding southerly along Newton St to Main St, and proceeding westerly along Main St to Latisquama Rd, and proceeding southerly along Latisquama Rd to White Bagley Rd, and proceeding southerly along White Bagley Rd to Turnpike Rd, and proceeding westerly along Turnpike Rd to the Westborough/Southborough town line, and proceeding northerly along the Westborough/Southborough town line to the Northborough/Southborough town line, and proceeding northerly along the Northborough/Southborough town line to the point of beginning.

Southborough Precinct 3

All of that portion of Worcester County bounded and described as follows: Beginning at the point of intersection of Turnpike Rd and the Westborough/Southborough town line and proceeding easterly along Turnpike Rd to Parkerville Rd, and proceeding southerly along Parkerville Rd to I- 90, and proceeding easterly along I- 90 to the Ashland/Southborough town line, and proceeding southerly, then westerly along the Ashland/Southborough town line to the Hopkinton/Southborough town line, and proceeding westerly along the Hopkinton/Southborough town line to the Westborough/Southborough town line, and proceeding northerly along the Westborough/Southborough town line to the point of beginning.

11/18/21



Town of Southborough

Map Prepared for the Town of Southborough
Courtesy of William F. Galvin, Census Liaison
Secretary of the Commonwealth

2020 Population - - 10,450

Minimum 5%		Target Population		Maximum 5%
3,309		3,483		3,657

Precinct Boundaries
Southborough

Precinct		2020 Population	Variance
1		3,432	-1.46
2		3,462	-0.60
3		3,556	2.10

Legend
Municipal Boundary
Geographical Features
Major Road
Local Road
Railroad
Other Municipal Features
Streams, Rivers
Coastal Water Lakes

0.25 0.5 Miles

License Type	Business Name	D/B/A	Date Received	Payment Info	App.Complete/Missing Info
Restaurant/All Alcohol	150 Southborough LLC	d/b/a Hola!	11/29/2021	Check #4205	Y
Restaurant/All Alcohol	New Rose Garden Inc.	d/b/a New Rose Garden	11/17/2021	Check #1078	Y
Restaurant/All Alcohol	L. Carpentier, Inc.	d/b/a Tomasso Trattoria & Enote	11/18/2021	Check #1523	Y
Restaurant/All Alcohol	Yama Restaurant Corp.	d/b/a Yama Fuji	11/8/2021	Check #1171	Y
Restaurant/All Alcohol	Cork's Inc.	d/b/a Owen O'Leary's Restaurant	11/24/2021	Check 022669	Y
Restaurant/Wine & Malt	Southboro House of Pizza Inc.		11/17/2021	Check #556374	Y
Restaurant/Wine & Malt	St. Mark's Golf Club Inc.	d/b/a Southborough Golf Club	11/23/2021	Check #4284	Y
Restaurant/Wine & Malt	C.U. Enterprises LLC	d/b/a Culinary Underground	11/15/2021	Check #541	Y
Retail Package/ All Alcohol	Belladora Corp.	d/b/a The Vin Bin	11/16/2021	Check #13620	Y
Retail Package/ All Alcohol	Southborough Variety Corp.	d/b/a Stony Brook Market	11/18/2021	Check #4633	Y
Retail Package/ All Alcohol	Kishna Corp.	d/b/a Sperry's Liquors and Marke	11/15/2021	Check #0253	Y
Retail Package/ All Alcohol	Muktesh Corp.	d/b/a Mauro's Market	11/10/2021	Check #1821	Y
Retail Package/ All Alcohol	Super Bill's Liquors Inc.	d/b/a Bill's Liquors	11/8/2021	Check #1903	Y
Retail Package/ All Alcohol	Virgin Mary Mother of Light, I	d/b/a Turnpike Food & Liquor	11/15/2021	Check #1596	Y
Retail Package/ All Alcohol	B.K.P. Inc.	d/b/a Fitzgerald's General Store	11/22/2021	Check #556672	Y
Club/All Alcohol	Fayville Athletic Assoc., Inc.		11/19/2021	Check #9681	Y
Liquor (One day)	Flora's Wine Bar		11/19/2021	Check #1066	Y
Automatic Am. Dev.	Cork's Inc.	d/b/a Owen O'Leary's Restaurant	11/24/2021	Check #022672	Y
Class I Auto Dealer	The Eagle Leasing Company		11/12/2021	Check #1955	Y
Class I Auto Dealer	R.H. Long Motor Sales, Inc	Long Cadillac	11/16/2021	Check #201306	Y
Class II Auto Dealer	Bottom Line Exchange Co., Inc.		11/22/2021	Check #24294	Y
Class II Auto Dealer	Ted's of Fayville Inc.		11/17/2021	Check #23229	Y
Class II Auto Dealer	Ellis Imports, Inc.		11/23/2021	Check #0425	Y
Class II Auto Dealer	Stefco		11/23/2021	Check #0311	Y
Class II Auto Dealer	M&M Vehicles, Inc.	d/b/a Central Motors	11/30/2021	Check #3403	Y
Class II Auto Dealer	RAD Exotics, LLC		11/17/2021	Check #1024	Y
Class II Auto Dealer	T&L Auto Care Inc.		11/18/2021	Check #008205	Y
Class II Auto Dealer NEW	RZND Motors Corp.		11/19/2021	Check #1015	Y

Common Victualer	St. Mark's Golf Club Inc.	d/b/a Southborough Golf Club	11/23/2021	Check #4285	Y
Common Victualer	Southboro House of Pizza Inc.		11/17/2021	Check #556374	Y
Common Victualer	B.K.P. Inc.	d/b/a Fitzgerald's General Store	11/22/2021	Check #2543	Y
Common Victualer	L. Carpentier, Inc.	d/b/a Tomasso Trattoria & Enote	11/18/2021	Check #1524	Y
Common Victualer	Belladora Corp.	d/b/a The Vin Bin	11/16/2021	Check #13620	Y
Common Victualer	Yama Restaurant Corp.	d/b/a Yama Fuji	11/8/2021	Check #1172	Y
Common Victualer	Pope Shenouda Enterprises II	d/b/a Eros Gourmet Pizza & Deli	11/17/2021	Check #6513	Y
Common Victualer	Safety Seal Food Solutions LL	d/b/a Zumi Pizza Company	11/29/2021	Cash $50	Y
Common Victualer	NY Bagel Factory Location 3, L	d/b/a NY Bagel Factory	11/22/2021	Check #1191	Y
Common Victualer	Mauro's Village Café Inc.		11/29/2021	Check #5517	Y
Common Victualer	NY Bagel Factory Location 2, L	d/b/a NY Bagel Factory	11/22/2021	Check #1135	Y
Common Victualer	J.D. Pizza Inc.	d/b/a Domino's Pizza	11/22/2021	Check #2431	Y
Common Victualer	Muktesh Corp.	d/b/a Mauro's Market	11/10/2021	Check #1822	Y
Common Victualer	The Wendy's Company	d/b/a Wendy's Properties, LLC 16	11/19/2021	Check #80029006	Y
Common Victualer	Starbucks Corporation	d/b/a Starbucks Coffee #2950	11/19/2021	Check #1030488594	Y
Common Victualer	Joyce Jolina, Inc.	d/b/a Pizza 19	CLOSED		
Common Victualer	Cumberland Farms, Inc.		12/6/2021	Check #496220	Y
Common Victualer	South-OP, LLC	d/b/a Dunkin Donuts	11/29/2021	Check #102821	Y
Common Victualer	O'Happy Foods Corp.	d/b/a Cold Stone Creamery	12/2/2021	Check #144	Y
Common Victualer	Rohini Inc.	d/b/a Subway	11/16/2021	Check #2155	Y
Common Victualer	150 Southborough LLC	d/b/a Hola!	11/29/2021	Check #4205	Y; DBA renewal
Common Victualer	Kishna Corp.	d/b/a Sperry's Liquors	11/15/2021	Check #0257	Y
Common Victualer	Virgin Mary Mother of Light, I	d/b/a Turnpike Food & Liquor	NOT NEEDED		NOT NEEDED; no food sales
Common Victualer	Cork's Inc.	d/b/a Owen O'Leary's Restaurant	11/24/2021	Check #022670	Y
Common Victualer	Southborough Variety Corp.	d/b/a Stony Brook Market	11/18/2021	Check #4633	Y
Common Victualer	New Rose Garden Inc.	d/b/a New Rose Garden	11/17/2021	Check #1077	Y
Common Victualer	Fayville Athletic Assoc., Inc.		11/19/2021	Check #9682	Y
Common Victualer	AV & ST, Inc.	d/b/a Pizzaville	11/30/2021	Check #165	Y
Common Victualer	C.U. Enterprises LLC	d/b/a Culinary Underground	11/15/2021	Check #460	Y
Entertainment	Cork's Inc.	d/b/a Owen O'Leary's Restaurant	11/24/2021	Check #022671	Y
One Day Liquor	Flora's Hospitality LLC		11/18/2021	Check #1066	Y

TOWN OF SOUTHBOROUGH

OFFICE OF THE TOWN ADMINISTRATOR
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · mpurple@southboroughma.com

TO: Board of Selectmen
FROM: Mark J. Purple, Town Administrator
DATE: December 7, 2021
SUBJECT: Recommendation for Award – Golf Management RFP

On November 10, 2021, the Town issued an RFP for Management and Maintenance of Southborough Golf Club. The current contract is held by New England Golf Corporation, and expires on December 31, 2021. The RFP was seeking to contract with a firm for a period of five (5) years, with the option of two, one-year extensions at the discretion of the Town. As of the bid deadline of December 3, 2021 at 12:00PM, New England Golf was the only proposal received. We did receive a bid from a Las Vegas firm, Golf Automation, Inc., more than 3.5 hours after the bid deadline, and they were not considered further.

New England Golf's proposal was reviewed and ranked, and the proposal rated mostly "Highly Advantageous" for each of the RFP criteria. The company has been managing Southborough Golf Club (formerly St. Mark's) for 16 years, and several other golf courses in New England for more than thirty years. We have had a good working relationship with their management team since acquiring the course from St. Mark's School in 2018.

Their price proposal increases the current annual fee of 10% of gross revenue to 12% of gross revenue up to $550,000, and 20% of gross revenue above $550,000. The calendar 2021 gross revenue was $517,935.

I recommend that the Select Board vote to award the bid for the Golf Management and Maintenance Services for the Southborough Golf Club to New England Golf Corporation, subject to the successful negotiation of a contract.

Thank you.

Southborough Golf Club

Management and Maintenance Agreement Proposal



New England Golf Corporation

P.O. Box 462 • Westwood, MA 02090 • 781-326-5717

www.newenglandgolfcorp.com

December 3, 2021

December 3, 2021

Mr. Mark J. Purple, Town Administrator
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Mark:

New England Golf Corporation is pleased to have the opportunity to submit this proposal for the management and maintenance of Southborough Golf Club to the Town of Southborough.

New England Golf Corporation is a Massachusetts corporation providing golf course management services in New England for more than thirty-five years. Presently, New England Golf Corporation manages four public golf clubs all with municipalities. We have now managed Southborough Golf Club for sixteen years, Pine Meadows Golf Club in Lexington, Massachusetts for twenty-five years, Alling Memorial Golf Club in New Haven, Connecticut for twenty-four years and Pinecrest Golf Club in Holliston, Massachusetts for almost thirty years. In addition, New England Golf Corporation managed Lost Brook Golf Club in Norwood, Massachusetts for twenty-five years prior to being sold for development, Minnechaug Golf Club in Glastonbury for nine years from 1998 through 2006 and Pequot Golf Club in Stonington, Connecticut from 1985 to 1996.

Under the management of New England Golf Corporation, each of the aforementioned golf courses has experienced tremendous success in a challenging and competitive marketplace. Such success can be attributed to New England Golf Corporation's adherence to an aggressive marketing plan, the adoption of an equally aggressive maintenance program, and its participation and commitment to managing capital improvements to the facilities under management. Transforming each of these golf courses has allowed golfers to enjoy improved playing conditions and cities, towns and owners to collect increased revenues.

New England Golf Corporation possesses over thirty years of experience managing golf courses. It is a financially strong company with a strong reputation in the area of golf course management. We are constantly working hard to provide an excellent golfing experience for the public.

All communication regarding this proposal should be directed to:

William J. Harrison, President
New England Golf Corporation
P.O. Box 462, Westwood, MA 02090
newenglandgolf@comcast.net
(781) 326-5717

We look forward with great enthusiasm in continuing to manage Southborough Golf Club. We are confident that an excellent working relationship will continue to exist with the Town of Southborough and the golfing community.

Respectfully submitted,

William J. Harrison, President
New England Golf Corporation

ATTACHMENT B
SOUTHBOROUGH GOLF CLUB
PROPOSER QUALIFICATIONS FORM

The completed Attachment A shall be placed in a sealed envelope which shall be clearly identified on the outside as the "QUALIFICATIONS FORM – SOUTHBOROUGH GOLF CLUB ".

NAME OF PROPOSER: New England Golf Corporation

ADDRESS: P. O. Box 462

Westwood MA 02090

TELEPHONE: 781-326-5717

1. **Qualifications and Experience of Proposer**

Proposer should provide a detailed description of the organization's relevant qualifications, background and experience in managing, administering, marketing, operating and maintaining golf course facilities. Include information concerning the length of time in business, type of work performed, (i.e., full course management; only maintenance; food and beverage, etc.), financial strength, conditioning, and overall quality of other courses managed and marketing abilities demonstrated at other courses managed.

2. **Qualifications and Experience of Personnel**

Proposer should provide a detailed description of the relevant qualifications, background and experience of all personnel who will be employed as managers, superintendents, greenskeepers, golf pros, rangers, starters or in clubhouse and food service operations. Indicate personnel by name, whether they will be full-time or part-time, and their specific responsibilities.

3. **Method of Operations**

Proposer should fully detail the manner in which it proposes to manage, market, operate and maintain the clubhouse. Proposer should fully detail the manner in which it proposes to manage, operate and maintain the golf course, including fairways, greens, tees, paths and irrigation and drainage systems. An operating budget and a detailed list of all equipment to be employed in the work should be provided.

4. **Financial Reporting**

Proposer should fully describe the procedures that will be used to insure a full accounting for all receipts and expenditures associated with all aspects of the golf course operation.

ATTACHMENT B
SOUTHBOROUGH GOLF CLUB
PROPOSER QUALIFICATIONS FORM
Page 2

Proposers should also be careful to fully explain and justify any aspect of their proposed operation which may vary from the standards or requirements set forth in the Request for Proposals Document.

The undersigned hereby certifies, under the penalties of perjury, that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

SIGNATURE OF PROPOSER: _____

DATE: 12-3-21

SOCIAL SECURITY OR TAX IDENTIFICATION NUMBER*: 04-2954006

*This information will be provided to the Massachusetts Department of Revenue to determine tax compliance status. Agreements cannot be issued, renewed, or extended to providers who fail to correct their non-filing or delinquency status.

SOUTHBOROUGH GOLF CLUB

CERTIFICATE AS TO CORPORATE SPONSER

Paula K. Harrison, Secretary of New England Golf Corporation, attests that William J. Harrison is the President of New England Golf Corporation and is hereby authorized to act on behalf of New England Golf Corporation, a corporation duly organized and incorporated in the State of Massachusetts.

Paula K. Harrison

Paula K. Harrison, Secretary
New England Golf Corporation
P. O. Box 462
Westwood, MA 02090
(781) 326-5717
(802) 877-3952 fax
newenglandgolf@comcast.net

Qualifications and Experience of Proposer

Founded in 1987 by its President, William J. Harrison, New England Golf Corporation has grown to become a leading provider of golf course management services in New England. The successful implementation of capital improvement plans and marketing initiatives, the presence of professional and experienced staff, and the adherence to an aggressive maintenance program have all helped transform six poorly managed and maintained golf courses into six professionally managed and expertly maintained golf courses. The result has been financial success for the cities and towns in which we operate, and a great golfing experience for the members and guests who support our facilities.

Since 1980, William J. Harrison managed Lost Brook Golf Club in Norwood, Massachusetts. Lost Brook Golf Club is a challenging eighteen-hole golf course providing pull carts for rent, a small snack bar, and limited pro shop. It is a great course for golfers of all abilities, but has proved especially attractive for beginners, juniors, and women. In fact, more than 300 women participate in eight different leagues held each week during the golf season. Over the years we have personally constructed a new maintenance facility, installed a new automatic irrigation system, and improved the landscape by planting more than one hundred trees. In addition, we constructed three entire new holes and replaced multiple bunkers and tees when a commercial building was constructed abutting the golf course. We manage the entire facility, including the pro shop, food and beverage concessions, and course maintenance. The golf course was sold for development in 2017.

From 1985 through 1996, New England Golf Corporation managed Pequot Golf Club in Stonington, Connecticut. Pequot Golf Club is an eighteen-hole, par 70 golf facility with a fleet of thirty-five golf carts for rent and a full restaurant. During this period, we reconstructed six men's tees, installed new cart paths, and installed drainage in greens and wet areas throughout the golf course. We also designed and installed a new irrigation system on the tees and aprons, reconstructed numerous sand bunkers, and improved the overall appearance of the golf course with the addition of signage and markers. Under the management of New England Golf Corporation revenue increased from $400,000 to more than $800,000. We managed the entire facility, including the pro shop, restaurant, and golf course. The owner chose to manage the golf course himself at the conclusion of the 1996 season.

In 1988, the contract to manage Pinecrest Golf Club in Holliston, Massachusetts was unanimously awarded to New England Golf Corporation over five other competitive bids. Pinecrest Golf Club is an eighteen-hole municipal golf course with a full restaurant, driving range, pro shop, and fleet of fifty golf carts for rent. Substantial improvements have been made to the golf course over the years, including the construction of a new clubhouse and maintenance facility, the installation of a new automatic irrigation system, and the construction of a new practice range 300 yards long with twenty grass hitting stations. Additional improvements include the construction of six forward tees, the reconstruction of many men's tees, bunker reconstruction, improved drainage and improved cart paths throughout the golf course.

Pine Meadows Golf Club in Lexington, Massachusetts is a nine-hole, par 35 golf course measuring over 2800 yards. Golf carts and pull carts are available for rent, while the clubhouse offers a limited pro shop and food and beverage menu. Pine Meadows Golf Club has proved to be a great course for beginners and seniors as well as advanced players, and its attractive layout and excellent location have drawn more than 40,000 golfers each year. Substantial golf course improvements have been made to the facility, including an upgrading of the irrigation system,

the construction of new cart paths and tees, the construction of a new maintenance building and parking lot, reconstruction of the sand bunkers and the improving of drainage throughout the course. New England Golf Corporation has managed Pine Meadows Golf Club for the past twenty-five years. We manage the entire facility at Pine Meadows Golf Club, including the pro shop, snack bar, and golf course.

In June of 1997, the City of New Haven unanimously awarded New England Golf Corporation the contract to manage Alling Memorial Golf Club for a five-year period. Alling Memorial Golf Club is an eighteen-hole, championship municipal golf course measuring approximately 6,500 yards with a fleet of seventy-five golf carts for rent and a full restaurant. Over the years we have hosted the USGA Junior Qualifying, USGA Mid-Amateur Qualifying, and numerous Connecticut State Golf Association events. Substantial improvements have been made under the supervision of New England Golf Corporation, including the construction of six new tees and the reconstruction of numerous sand bunkers and cart paths. In 2005 we managed a $1.2M golf course renovation project that included the reconstruction of all tees, bunkers and cart paths as well as improvements to the irrigation system and drainage. More than 45,000 rounds of golf are played at Alling Memorial Golf Club each year, making it the second most played public golf course in the state of Connecticut. In 2016, the contract was renewed for an additional seven-year period over highly competitive bids from Billy Casper Golf Management. We manage the entire golf facility, including the pro shop, restaurant, and golf course.

Minnechaug Golf Club, located in Glastonbury, Connecticut, is a nine-hole municipal golf course measuring approximately 3,000 yards. The course provides an interesting and challenging layout for all golfers, highlighted by its island green on the eighth hole. Over the years, we have supervised more than $500,000 in golf course improvements. Such improvements include the construction of new tee complexes on four holes, an entire new hole from tee to green, and new fairway and greenside bunkers. In addition, we also constructed a new putting green of approximately 4,000 square feet. New England Golf Corporation managed the entire facility for nine years from 1998-2006.

In 2005, New England Golf Corporation took over the management of Southborough Golf Club (formerly St. Mark's Golf Club) in Southborough. Southborough is a challenging nine-hole golf course offering both push carts and riding carts, pro shop and snack bar with a beer and wine license. Over the years, we laser leveled and sodded all the tees, reconstructed all the sand bunkers as well as making improvements to the drainage and cart paths throughout the golf course. Revenue over the last few years has increased from approximately $250,000 to more than $500,000.

In summary, New England Golf Corporation has enjoyed great success in managing seven different golf facilities. It possesses the requisite knowledge and experience to both operate the pro shop, snack bar and golf course, and ensure that all golfers are provided with a satisfying round of golf. Its staffing plan is second to none, while its management team is directly involved in overseeing operating expenses and capital improvements. Moreover, New England Golf Corporation is constantly developing creative and innovative marketing strategies to increase play. We believe the best marketing plan is providing both excellent customer service and playing conditions on a consistent basis throughout the golfing season. We also devote attention to our website presence and email marketing, league play for women and seniors and junior and family promotions.

REFERENCES

Mr. Travis Ahern
Town Administrator
Town of Holliston
703 Washington Street
Holliston, MA 01746
Tel: (508) 429-0608
ahernt@holliston.k12.ma.us

PINECREST GOLF CLUB

Ms. Melissa Battite
Director of Recreation
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
Tel: (781) 698-4801
mbattite@lexingtonma.gov

PINE MEADOWS GOLF CLUB

Mr. Thomas Verderame
Assistant Director of Parks and Recreation
City of New Haven
720 Edgewood Avenue
New Haven, CT 06515
Tel: (203) 946-8029
tverdera@newhavenct.gov

ALLING MEMORIAL GOLF CLUB

Mr. Mark Purple
Town Administrator
Town of Southborough
17 Common Street
Southborough, MA 01772
Tel: (508) 485-0710
mpurple@southboroughma.com

SOUTHBOROUGH GOLF CLUB

Jennifer Ferrera, CPA
Murphy, Edwards, Goncalves & Ferrera, PC
Reservoir Corporate Center
144 Turnpike Road, Suite 340
Southborough, MA 01772
(508) 229-7900

ACCOUNTING FIRM

Qualifications and Experience of Personnel

On-site Manager:

William J. Harrison, President
New England Golf Corporation
P. O. Box 462
Westwood, MA 02090
(781) 326-5717

Superintendent:

John J. Allen
40 Lake Street
Norfolk, MA 02056
(617) 538-1082

Assistant Manager

Joseph Tunnera
209 Blanchette Drive
Marlboro, MA 01752
(508) 630-6396

PGA Golf Professional:

Joseph McKinney, PGA
New England Golf Corporation
P. O. Box 462
Westwood, MA 02090
(781) 326-5717

At New England Golf Corporation, we believe that our greatest strength lies with our personnel. We strive to maintain the highest degree of integrity and encourage open communication between the administration, superintendent, and pro shop staff, starters, and rangers. Honesty, trust, and accountability are of utmost importance. We make every effort to employ individuals who enjoy serving the public and understand the importance of working together as a team.

Pro Shop and Administration

Bill Harrison will continue to manage the pro shop and administrative functions at Southborough Golf Club with the assistance Lisa Casey. Lisa has more than twenty years of experience at New England Golf Corporation and is responsible for coordinating leagues, outings and tournaments as well as administrative functions. The season begins early in January with the update of the website and the subsequent mailings to season passes. In February communication to all golf leagues and golf outings are mailed and responses coordinated to give returning groups the first opportunity to reserve their day and times prior to the solicitation of new leagues and golf outings in the spring. All inquiries for new leagues, season passes and golf outings are coordinated through Lisa Casey. The office staff is also responsible for all the accounting functions and financial reporting.

Assistant Manager

Joe Tunnera has more than six years of experience at Southborough Golf Club in all facets of the golf course operation. He will be employed on site on a full-time basis in the management and maintenance of the golf operation.

Superintendent

John J. Allen will supervise the staff in the maintenance of the golf course. John has more than thirty years of experience in golf course maintenance and turf grass management. He has attended numerous seminars in keeping up with the latest practices of golf course maintenance. John is on the premises full time and regularly communicates with the pro shop staff, starters and rangers to ensure a smooth flow of play and customer satisfaction.

PGA Golf Professional

Joe McKinney, PGA Golf Professional has more than fifty years of experience and thirty years of experience with New England Golf Corporation. He or his assistant will be available for lessons, clinics and instruction in the new hitting cages and on the putting green at Southborough Golf Club throughout the golf season.

The following individuals have been employed at Southborough Golf Club on a seasonal basis and are expected to return. All are knowledgeable, experienced, and appreciated by the many who come to play Southborough Golf Club each year.

Name	Position	Experience
Berthiaume, Joseph P	Pro Shop	2
Buschini, David A	Pro Shop	2
Chernoff, Eileen	Pro Shop	1
Dicicco, Louis M	Pro Shop	14
Kirschbaum, Wilhelm	Pro Shop	16
LoMusico, James D	Pro Shop	8
Murphy, Robert	Pro Shop	16
Tunnera, Joseph	Pro Shop	6
Anderson, Jeffrey	Starter/Ranger	1
Cruciani, Richard	Starter/Ranger	12
Fletcher, Neil	Starter/Ranger	5
Keefe, Brian J	Starter/Ranger	2
Lee, Kenneth	Starter/Ranger	1
Jaynes, Stephen E	Maintenance	6
Kelley, Matthew	Maintenance	6
Tunnera, Joseph A	Maintenance	6

WILLIAM J. HARRISON
P.O. Box 462 Westwood, MA 02090
newenglandgolf@comcast.net
(781) 326-5717

Education

Bachelor of Science Degree in Business Administration
Babson College, Wellesley, MA 02181

Masters of Science Degree in Taxation
Bentley College, Waltham, MA 02154

Certified Public Accountant, State of Massachusetts

Actively participates in many self-study educational programs and research, and in reading of various trade journals and publications in connection with all aspects of golf course management.

Experience

1985 to Present – New England Golf Corporation
President of a golf management company serving New England golf courses. Presently operates Lost Brook Golf Club, Norwood, MA; Pinecrest Golf Club, Holliston, MA; Pine Meadows Golf Club, Lexington, MA; Minnechaug Golf Club, Glastonbury, CT; and Alling Memorial Golf Club, New Haven, CT. Also managed Pequot Golf Club, Stonington, CT from 1985 to 1996. Management and supervisory responsibilities include scheduling turf grass management programs, implementation of strict accounting controls, purchasing of golf course supplies and equipment, directing the food and beverage concessions, and hiring of employees.

1980 through 1985 – President of Lost Brook Golf Club
Full responsibility for all aspects of golf club operation, including course maintenance, accounting, and the purchase and marketing of all merchandise.

1974 through 1979 – Greens Superintendent at Lost Brook Golf Club
Supervised staff of six employees in the maintenance of the eighteen-hole facility.

1978 through 1984 – Darmody, Merlino & Co., CPA's Boston, MA 02110
Staff accountant to senior accountant to accounting manager with progressive Boston CPA firm. Successfully passed uniform CPA exam and completed Masters Degree in Taxation during this time.

Other

William J. Harrison and his operating companies are members of various professional societies and organizations, including the National Golf Foundation, Massachusetts Golf Association and United States Golf Association.

Vice-President of Woodland Golf Club after serving as Greens Chairman for eight years.
Member of Board of Directors and Finance Committee at Woodland Golf Club

JOHN J. ALLEN
40 Lake Street, Norfolk, MA 02056
ja4neg@verizon.net
(617) 538-1082

Education

Bentley College, Waltham, MA
Bachelor of Science Degree in Business Management

University of Massachusetts, Amherst, MA
Turfgrass Management Program

Licensed Certified Pesticide Applicator, State of Massachusetts

Attends numerous seminars and classes in connection with various aspects of golf course maintenance and turfgrass management

Member of various professional organizations, including Golf Course Superintendents Association of America and New England

Experience

1999-Present: New England Golf Corporation, Vice President
Responsible for supervision of all facets of golf course operations for three Massachusetts golf courses.

1996-1999: Pine Meadows Golf Club, Lexington, MA
Superintendent

1991-1995: Lost Brook Golf Club, Norwood, MA
Superintendent, General Manager

1986-1990: Pequot Golf Club, Stonington, CT
Superintendent, General Manager

1981-1985: Lost Brook Golf Club, Norwood, MA
Assistant Superintendent

Other

Experienced in all areas of golf course maintenance, including expertise in:

Mechanics – gasoline and diesel engine repair, hydraulics, irrigation, golf cart repair
Disease analysis
Golf course renovation
General knowledge of carpentry, plumbing, and electrical skills

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS

Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr

MDAR
MASSACHUSETTS DEPARTMENT OF AGRICULTURAL RESOURCES

November 19, 2021

JOHN ALLEN
55 CHIPMAN ROAD
SANDWICH, MA 02563

Dear JOHN ALLEN,

The Department of Agricultural Resources, Pesticide Program has reviewed your application for the **Commercial Certification**. The Department is pleased to inform that you have complied with the procedures set forth in State Pesticide Regulations and are qualified for Pesticide Licensure in the Commonwealth. The below credentials must be on your person at all times.

Your Massachusetts Pesticide License Number is CC-0019462 and is valid until 12/31/2022.

If you have any questions, please contact the MDAR - Pesticide Program.

Sincerely,

Steven E Antunes-Kenyon

Steven Antunes-Kenyon
Pesticide Operations Coordinator
MDAR - Pesticide Program

Directions:
- Sign license document.
- Carefully cut out credential
- Laminate for its protection

COMMONWEALTH OF MASSACHUSETTS
Department of Agricultural Resources
PESTICIDE CERTIFICATION/LICENSE

JOHN JAMES ALLEN
55 CHIPMAN ROAD
SANDWICH, MA 02563

License Type	Date Issued
Commercial	11/19/2021
License Number	**Expiration Date**
CC-0019462	12/31/2022

Category/Subcategory
37

Sign here

Information relative to your 3-year retraining cycles (Recertification) are indicated in the below tables

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS

Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr

MDAR
MASSACHUSETTS DEPARTMENT OF AGRICULTURAL RESOURCES

Recertification / Continuing Education Unit (CEU) Requirements
1 Contact (credit) Hour = 50 Minutes Training

Credential Type	Category Code	Recertification Date	# CEU's Required at Recertification Date	Credits Accepted by MDAR	Category Status
Commercial Certification	37	12/31/2024	12	0	Active

General Requirements and Policy Regarding Number
Of Permitted Online / Computer Based CEU's

Credential Type	Required # of CEU's	# of CEU's Permitted for Online / Computer Based Courses
Commercial Certification	12 per Category	6
Private Applicator	12 per Category	6
Commercial Applicator	6	3
Dealer	3	1.5

See website for MDAR Pesticide Applicator Continuing Education (PACE)
https://www.mass.gov/service-details/pesticide-applicator-continuing-education-pace

JOSEPH A. TUNNERA
209 Blanchette Drive, Marlborough, MA 01752
Joseph.Tunnera@nichols.edu
(508) 630 -6396

EDUCATION

Nichols College — Dudley, MA
Bachelor of Science in Business Administration — Graduated: May 2021
Major: Economics
Minor: Accounting

EXPERIENCE

Southborough Golf Club
Southborough, MA
Administrative Assistant
2016- Present

- Operating the POS system in the pro shop and greeting golfers
- Managing and supervising a group of four employees on a daily basis
- Assisting in the maintenance of the golf course
- Communicating with employees and making weekly schedules
- Coordinating golf course projects
- Training and supervising new employees

Town of Ayer Tax Collectors Office — Ayer, MA
Administrative Assistant
June 2021- September 2021

- Helped process real estate/ excise taxes through Munis
- Processed MLC's
- Helped customers over the phone and at the window
- Processed all department turnovers
- Processed and mailed out payables bi-weekly
- Made remote deposits using Century Bank

References

New England Golf Superintendent — Phone: 617-538-1082
John Allen

Town of Ayer Treasurer/ Tax Collector — Phone: 978-877-2642
Barbara Tierney — btierney@ayer.ma.us

Awards and Activities

Colonel Conrad Founders Award for most improved student
Nichols College Esports Team — 2019-2021
Dean's List — 2017-2020
Sports Management Club — 2018-2020

SOUTHBOROUGH GOLF CLUB

EMPLOYEE DISCIPLINARY POLICY

Good common sense and judgment on the part of Southborough's Golf Club employees will make any disciplinary action unnecessary. However, an employee violating the club's rules and policies, specifically conduct that is not in the best interest of the club or adversely effects other employees, will be subject to disciplinary action, which in most cases will consist of the imposition of three progressively serious levels of discipline. Those steps are reflected below:

1. Reprimand
2. Suspension
3. Termination

Each step will be documented and placed in the employee's file.

Depending on the severity of the violation, management may select termination over the first and second steps if, management's judgment, such punishment is in the best interest of Southborough Golf Club.

SOUTHBOROUGH GOLF CLUB

CUSTOMER SATISFACTION POLICY

Southborough Golf Club strives to maintain the highest possible standards of customer service. We are dedicated to providing each golfer with an enjoyable experience during each round of play. Toward that end, we are committed to providing friendly, courteous service and quality products in the pro shop and on the golf course. We are equally as committed to providing excellent playing conditions on the course with carefully maintained tees, fairways and greens of utmost importance.

If for any reason you are unsatisfied with your experience at Southborough Golf Club, we hope that you will please let us know. We ask that you direct all correspondence to:

William J. Harrison, President
New England Golf Corporation
P. O. Box 462
Westwood, MA 02090
(781) 326-5717
newenglandgolf@comcast.net

SOUTHBOROUGH GOLF CLUB

NON-DISCRIMINATION POLICY

New England Golf Corporation is an equal opportunity employer. No person either directly or indirectly employed by Southborough Golf Club, shall be subject to any discriminatory action on the basis of race, gender, religious creed, national origin, sexual orientation, color disability or age.

Method of Operations

New England Golf Corporation aspires to create a great golfing experience for every golfer, every round, beginning with courteous and friendly personnel in the pro shop and ending with nine holes of expertly maintained playing conditions. In between, we make every effort to keep the pace of play moving, provide clean golf carts, and offer pull carts and golf clubs for rent. Pro shops are stocked with everything a golfer might need for a round of golf, including golf balls, tees, and gloves. After golf, the clubhouse is available for food and beverages. With Covid almost behind us we will look to bring back hot dogs and a greater assortment of pre-packaged food products for the golfers.

Financial controls are in place to track all revenue and rounds played. Analysis of monthly financial reports is ongoing, and marketing strategies are implemented to increase play during slow periods of time. A new point so sale system was installed in 2021 which is integrated with our website to provide online tee times. The POS system accurately reports revenue and rounds on a daily basis. William Harrison submits monthly reports to the Town of each category of revenue and rounds played for the month. An annual audited financial statement is furnished to the Town at the conclusion of each calendar year.

A starter is employed during busy times to collect receipts from players at the first tee and periodically monitor the golf course for a proper pace of play.

Superintendents are graduates of universities with a degree in Turf Grass Management. They are supervised by John Allen to ensure well-conditioned tees, greens, and fairways. Our superintendents belong to the Golf Course Superintendents Association of America, which constantly updates members on the latest maintenance programs. Our superintendents are licensed pesticide applicators and attend numerous local seminars to maintain superior playing conditions.

The maintenance standards outlined in the proposed agreement provide an excellent foundation for maintaining the golf course. In addition to the maintenance schedule in the proposed agreement, we generally also perform additional maintenance practices beyond what is called for to ensure consistent playing conditions each day throughout the golf season. Such practices include spiking and vertical mowing of greens, quad tining of tees and greens and overseeding and topdressing of tees on a regular basis.

Over the last sixteen years we have enjoyed an excellent working relationship with both the Town of Southborough and the surrounding residents on Latisquama Road and McNeil Drive. We addressed neighborhood concerns of errant golf balls landing on their property by planting trees, taking existing tee boxes out of play and constructing new tee boxes to substantially reduce the risk of errant tee shots. Any and all complaints or issues with neighboring residents will be brought to the attention of Bill Harrison and satisfactorily resolved. Such complaint or issue will be shared with the Town and how it was resolved.

Regular access to the golf course property at no cost will occur during the months of December through the months of March of each year. Regular access during this period will include passive recreational uses such as hiking, walking, bird watching, cross country skiing and snow shoeing. Some of these activities could occur during the regular golf season to the extent it does not pose a risk to the golfer or the individual participant. The Conservation Restriction held by the Sudbury Valley Trustees and the Southborough Conservation Commission may restrict certain recreational activities over the course of the year.

SOUTHBOROUGH GOLF CLUB

EQUIPMENT LIST

Quantity	Description
1	John Deere Fairway Mower
1	Jacobsen Triplex for greens
1	Toro 3100 for tees & aprons
1	Toro 1000 walking greens mower
1	Mid-Atlantic Sprayer
1	Toro Bunker Rake
1	Excel Hustler Rough Mower
1	Toro Workman Utility Vehicle
18	Yamaha electric golf cars
1	Club Car Utility cart
1	E Z Go Utility Cart
1	Lely spreader
1	Turfco Topdresser
2	Rotary hand mowers
2	Weed Trimmers
1	Toro Pro Core Aerator
1	Buffalo Turbine Blower
1	Chainsaw
1	Point of Sale POS system
2	Backpack blower, sweeper, grinder, air compressor

SOUTHBOROUGH GOLF CLUB

SUPPLY LIST

Quantity	Description
18	Flagpoles
18	Flags
9	Aluminum cups
10	Trash receptacles
10	Benches
5	Ball washers
30	Tee markers
1	Drag mats
12	Push carts
3	Sets of rental clubs
2	Motorola radios
2	Cup cutter, Ball mark repair tools
10	Bunker rakes
VAR	Irrigation valves, sprinklers, & heads
VAR	Small tools, shovels, rakes, drills, & saws
VAR	Course signage, ropes and stakes

SOUTHBOROUGH GOLF CLUB

OPERATING BUDGET

ADMINISTRATION	$ 90,000
PRO SHOP	95,000
CART LEASE & EQUIPMENT	40,000
FOOD AND BEVERAGE	10,000
COURSE MAINTENANCE	215,000
TOTAL OPERATING BUDGET	$450,000

SOUTHBOROUGH GOLF CLUB

MARKETING PLAN

New England Golf Corporation has initiated numerous marketing strategies to increase participation at Southborough Golf Club. Such programs are enacted with the intention of not only establishing a presence as a golf facility, but also to encourage golfers to return to Southborough Golf Club in the future. Toward that end, we have also initiated programs aimed at developing a core group of golfers that consider Southborough Golf Club their home course. What follows is a list of what has done over the years to promote participation at the club by both core golfers and new golfers.

- Organized a league for men (SMGA) that plays on Wednesday afternoon for a period of 24 weeks as well as tournament play on weekends.
- Organized corporate leagues that play each afternoon from 3 p.m. to 5 p.m.
- Instituted the season pass program to both residents and non-residents of Southborough to expand membership base.
- Instituted the Discount Card that provides for reduced rates on greens fees for more play to all greens fee players.
- Introduced reduced rates for Family Golf and Twilight play to increase participation rates after 5 p.m. seven days a week.
- Print advertising in the local papers during the spring, summer and fall season offering discount rates to increase participation from both the existing base and new golfers.
- Discounted rates and programs throughout the entire golf season promoted through the website and through email to our database of both players.

Some of the above-mentioned programs which have proven to be successful have been reduced or discontinued with the increase in play over the last two years.

Every effort will be made to increase the participation from Southborough residents at the golf course. In late summer we were in contact with Tim Davis, Recreation Director, to work together to promote a senior league which started to gain traction and will continue to grow in participation at the start of the season in spring of 2022. More recently, we corresponded with Joe Durant, Program Coordinator, to discuss opportunities for juniors with instruction in the new hitting cages and putting green. Season passes are offered to residents of Southborough at an affordable rate and provides for unlimited play seven days a week. The season pass is available to individuals, seniors and juniors. We currently have a women's league which plays nine holes of golf each Monday morning. More than thirty-six women participate on a weekly basis. We will look to promote all of our programs with the Southborough Recreation Department in 2022 with the goal of increasing participation from residents of Southborough.

Financial Reporting

The business entity that the Town of Southborough will enter into a contract with is St. Mark's Golf Club, Inc. d/b/a Southborough Golf Club. St. Mark's Golf Club, Inc. was incorporated in the State of Massachusetts in 2006 and has successfully managed the golf course for the last sixteen years.

Strict accounting controls have been instituted at Southborough Golf Club to properly account for all golf course revenues. A point of sale system was recently installed in the pro shop register to insure full accounting for all receipts. Our reporting and accounting systems have proven accurate and vital to making decisions regarding marketing strategies that aim to increase participation. Online tee times are also available on our website that is integrated with our POS system.

All members and guests are issued a receipt at the time of purchasing a greens fee. The ticket is then presented to the Starter, who punches the ticket prior to teeing off at the first tee. A member or guest must sign a cart register if they choose to rent a cart. The cart rental fee is also reflected on the register receipt for the Starter to review.

All daily receipts are reconciled and deposited in the bank daily. All financial information is entered at the central office on a daily basis. Each month the bank statement is reconciled and monthly reports are reviewed. Financial analysis is done on a monthly basis. A monthly report of revenue and rounds played will be submitted to the Town of Southborough. An annual audited financial statement is furnished to the Town at the conclusion of the calendar year.

There is no pending or threatening litigation against New England Golf Corporation or any of its operating entities, including Southborough Golf Club.

Neither New England Golf Corporation nor any of its operating entities has ever failed to complete any work awarded to them, nor have they ever defaulted on any contract awarded to them. We encourage you to contact all of our references to confirm the excellent working relationships we have with owners of the golf courses we manage.

We are proud of our safety record at each golf course, ensuring that the proper rules and regulations are in place for the safety of our employees, members, and guests.

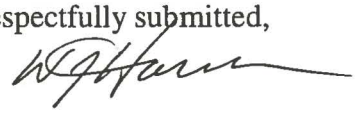
Conclusion

Over the past sixteen years New England Golf Corporation has implemented many capital projects to the golf course including improving the drainage throughout the golf course, laser leveling of all the tees, reconstructing all of the bunkers and improving the cart paths. We look forward to working with the Town to oversee additional improvements to the golf course over the next few years including the installation of a new irrigation system. The recent improvements by the Town to the first and ninth hole as well as the new putting green have been well received by the golfers and have been instrumental in the increase in the number of golfers the last two years. A new automated irrigation system will both improve the playing conditions of the entire golf course but more importantly, improve the overall appearance of the golf course during the summer season with green fairways which make up the majority of the golf course property.

In addition to its continued investment in capital projects, New England Golf Corporation has continued to commit itself to promoting the golf course and ensuring that the course is properly staffed. We anticipate using existing staffing levels and maintenance practices to ensure an enjoyable golfing experience for all players. We are optimistic we can encourage more play from the existing base of core golfers and attract new golfers to play at Southborough with a continued investment in the golf course and the recent closing of a number of local golf courses.

New England Golf Corporation looks forward with great enthusiasm in continuing to manage Southborough Golf Club. We are confident an excellent working relationship will continue to exist with the local community, the Town of Southborough, and the many golfers who enjoy Southborough Golf Club each year.

Respectfully submitted,



William J. Harrison, President
New England Golf Corporation

EXHIBIT B-1

OPERATOR SPECIFIED EQUIPMENT LIST

The Operator will employ, in the performance of the Agreement, the following equipment which is owned, will be purchased or will be leased by January 1, 2022. The Operator agrees to store and maintain all the listed equipment at the Southborough Golf Club unless otherwise noted

Quantity	Description
1	John Deere Fairway Mower
1	Jacobsen Triplex for greens
1	Toro 3100 for tees & aprons
1	Toro 1000 walking greens mower
1	Mid-Atlantic Sprayer
1	Toro Bunker Rake
1	Excel Hustler Rough Mower
1	Toro Workman Utility Vehicle
18	Yamaha electric golf cars
1	Club Car Utility cart
1	E Z Go Utility Cart
1	Lely spreader
1	Turfco Topdresser
2	Rotary hand mowers
2	Weed Trimmers
1	Toro Pro Core Aerator
1	Buffalo Turbine Blower
1	Chainsaw
1	Point of Sale POS system
2	Backpack blower, sweeper, grinder, air compressor

EXHIBIT B-2

OPERATOR SPECIFIED SUPPLIES LIST

The Operator will provide, subject to the approval of the Town, the following golf course supplies:

Quantity	Description
18	Flagpoles
18	Flags
9	Aluminum cups
10	Trash receptacles
10	Benches
5	Ball washers
30	Tee markers
1	Drag mats
12	Push carts
3	Sets of rental clubs
2	Motorola radios
2	Cup cutter, Ball mark repair tools
10	Bunker rakes
VAR	Irrigation valves, sprinklers, & heads
VAR	Small tools, shovels, rakes, drills, & saws
VAR	Course signage, ropes and stakes

Southborough Golf Club

Management and Maintenance Price Proposal

New England Golf Corporation
P.O. Box 462 • Westwood, MA 02090 • 781-326-5717
www.newenglandgolfcorp.com

December 3, 2021

ATTACHMENT A
SOUTHBOROUGH GOLF CLUB
PRICE PROPOSAL FORM

The completed Attachment A shall be placed in a sealed envelope which shall be clearly identified on the outside as the "PRICE PROPOSAL – SOUTHBOROUGH GOLF CLUB".

NAME OF PROPOSER: New England Golf Corp.

ADDRESS: P.O. Box 462 Westwood, MA

TELEPHONE: 781-326-5717

The above named proposer hereby certifies that it will pay the Town an annual fee in an amount equal to ✓ of gross revenue (minimum of 10%), for the term of the agreement.
12% of first $550,000 in gross Revenue 20% above $550,000
The Proposer hereby acknowledges receipt of the following addenda to the Request for Proposals document: none

If any communication regarding this proposal should be directed to someone other than the person signing below, please indicate the name and address of that person:

SIGNATURE OF PROPOSER: [signature]

DATE: 12-3-21

SOCIAL SECURITY OR TAX IDENTIFICATION NUMBER*: _____

*This information will be provided to the Massachusetts Department of Revenue to determine tax compliance status. Agreements cannot be issued, renewed or extended to providers who fail to correct their non-filing or delinquency status.

Twelve percent of gross Revenue up to Five Hundred Fifty Thousand Dollars and Twenty percent of gross Revenue above Five Hundred Fifty Thousand Dollars.

RECEIVED
By kbattles at 2:21 pm, Jan 11, 2022

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, December 14, 2021, 6:00PM
Location: Via Zoom
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

I. Call Meeting to Order

Chair Braccio called the meeting to order at 6:01P.M.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. ARPA Committee interviews

Chair Braccio stated Ms. Julie Haley had withdrawn her application for consideration for the ARPA Committee, citing work commitments. She hopes to be able to serve the Town in some capacity at a later date.

i. Andrea Hamilton, 119 Northboro Road

Dr. Hamilton returned to Southborough seven years ago with her family, having lived here while growing up. She is a scientist by training and described herself as data-driven, which she feels will be an important skill in assessing opportunities that come before the ARPA Committee. She has worked in the biotech industry and has recently stepped back for a year to help her family navigate the pandemic. She stated this pause has given her the time she believes is needed to devote to the ARPA Committee. She cares deeply about her community and is aware of the recent successes and challenges that are facing Southborough's residents. When asked about her thoughts regarding potential uses of ARPA funds, she stated she is open to any and all ideas for consideration. However, she would prioritize any acute, ongoing needs of the community, as well as, economic needs that address future growth in the community.

ii. Anne Rubenstein, 95 Carriage Hill Circle

Ms. Rubenstein moved to Southborough from Framingham 5 years ago. She stated she considers herself to be civic-minded, having participated in school-related activities while her children were growing up. She also served as a board member for the Metrowest YMCA and Leadership Metrowest. She is a journalist and communications professional by training, having worked for years as the Director of Public Information for the Framingham Public Schools. She described herself as a good listener and a collaborative partner. She shared she feels public participation through feedback and input will be a key to determining where ARPA funds will be spent and she has extensive experience in public outreach. She has no bias as to who should receive the ARPA funds. She would prefer to see the funds allocated for projects rather than tax relief but remains open to all potential uses for the ARPA monies.

Chair Braccio thanked both residents for applying to the ARPA Committee, noting their skillsets are complimentary yet beneficial for the work of the ARPA Committee.

b. ARPA Committee appointments for two (2) resident seats, term to expire 6/30/22

Mr. Stivers moved to appoint Andrea Hamilton and Anne Rubenstein to the two resident seats on the ARPA Committee, term to expire 6/30/2022. Mr. Dennington seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote: Ms. Malinowski, aye; Mr. Stivers, aye; Mr. Healey, aye; Mr. Dennington, aye; Ms. Braccio, aye. Chair Braccio thanked Dr. Hamilton and Ms. Rubenstein for stepping forward and said the Town would be in touch about next steps.

IV. Reports

a. Chair's Report

Chair Braccio had nothing to report.

b. Members' Reports

i. 12/6 EDC forum with Gary Holmes

Mr. Dennington shared he attended the meeting where Mr. Holmes, a commercial real estate agent, outlined the challenges facing the commercial real estate market in Southborough, specifically, and the Metro West area, generally. Mr. Dennington learned the commercial real estate vacancy rate in Southborough is approaching 33% and there is no short-term solution. Mr. Stivers, who also attended the meeting, shared there was discussion around making Southborough an attractive place to businesses. He stated sewer is an important topic around this issue and he hopes some ARPA funds will be allocated for infrastructure. Mr. Healey, who also viewed the presentation, shared he was surprised to learn warehouse space is significantly more valuable than office space. Mr. Dennington and Mr. Stivers encouraged the public to watch the recording of the meeting to learn more about this topic.

c. Town Administrator's Report

i. 12/22 Public Booster clinic

Mr. Purple shared there will be a Booster clinic on Wednesday, December 22, at the Southborough Senior Center from 1-4pm. The Moderna booster will be offered. Pre-registration is required and there are still slots available. Mr. Purple thanked the Board of Health and the Health Department for working with regional partners to secure the boosters and make them available to Town employees and residents. Ms. Malinowski added a Booster clinic for 16-17 year olds at Algonquin had been added for Thursday, December 16.

ii. Update on VHB traffic study

Mr. Purple reported he spoke to Ms. Galligan and learned the traffic counts have not been done yet. She is trying to find a time when the weather is cooperative and offered the counts may not be complete until the Spring. The goal is to have the counts done as quickly as possible, weather permitting.

iii. Transition of branding to "Select Board"

Mr. Purple reported that while the article regarding the name change had been approved at the November 1st Town Meeting, the Attorney General's office has yet to give final approval. Following Town Meeting approval, town government began to make the change in rebranding. However, there has been comment about moving forward prior to the Attorney General's approval. Mr. Purple reported the pause button has been pushed until the Town receives final approval from the Attorney General's office.

iv. Sen. Eldridge's office regarding ARPA funds

Mr. Purple reported he received notice from Sen. Eldridge's office that Gov. Baker has signed the ARPA legislation, which included an earmark of $70,000 to replace and repair the culvert under Northboro Road. Mr. Purple spoke with Ms. Galligan regarding the project and she shared a revised estimate will be done in the Spring and expects total project cost to be greater than $100,000. Mr.

Purple thanked Mr. Dennington, Sen. Eldridge and Rep. Dykema for the collaborative effort in securing the earmark. Mr. Dennington thanked Mr. Purple for his efforts to secure the funding.

V. Consent Agenda

a. Approve Winter Parking ban for 2021-2022

b. Approve Calendar 2022 licenses

Ms. Braccio requested Consent Agenda item "b" be held. Chair Braccio announced an email had been received prior to tonight's meeting announcing Wendy's Restaurant in Southborough had closed. She wanted to ensure the motion for approval of licenses excluded Wendy's Restaurant. Mr. Purple acknowledged the efforts of the team in the Board of Selectmen's office and their successful collaboration with the more fully functioning Health Department in moving the inspection process forward. Additionally, Mr. Purple acknowledged the efforts of Dr. Alker and Ms. Diane Legere, Food Inspector, for their successful implementation of the regional services grant. Ms. Malinowski reported Dr. Alker and Ms. Legere have been working diligently to educate and inspect Southborough establishments to ensure compliance. Mr. Stivers inquired whether all restaurants have passed inspection prior to tonight's vote of approval. Ms. Malinowski stated all but one has passed inspection. The one outstanding establishment is actively working with the Board of Health to resolve the identified issue so passage of the license is recommended. Mr. Stivers moved to approve calendar 2022 licenses, excluding Wendy's Restaurant. Ms. Malinowski seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote: Ms. Malinowski, aye; Mr. Healey, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Braccio, aye.

c. Appoint Martin Healey as SHOPC Representative to Community Preservation Committee, term to expire 6/30/22

Mr. Stivers moved to approve Consent Agenda items "a" and "c." Mr. Dennington seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote: Ms. Malinowski, aye; Mr. Healey, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Braccio, aye.

VI. Other Matters Properly Before the Board *(Board may vote)*

a. Draft charge for St. Mark's Street Park Working Group

Mr. Dennington presented the revised draft charge to the Board. He pointed out the following changes to the Board: 1) the committee will include 7 at-large members; 2) the committee shall elect a Chair, Vice Chair and Secretary; 3) Paragraph 4 states all records need to be filed with the Board of Selectmen and all agendas, minutes, and records of appointment need to be filed with the Town Clerk; and 4) in the final paragraph, the committee shall "aim" to deliver a recommendation to the Board of Selectmen by April 15, 2022. The Board was satisfied with the final draft charge. Mr. Stivers moved to accept the charge for St. Mark's Street Park Working Group. Mr. Healey seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote: Ms. Malinowski, aye; Mr. Healey, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Braccio, aye. Mr. Dennington inquired about next steps. Mr. Purple stated he would finalize the document, file it with the Town Clerk and advertise for interested parties to apply for consideration. Interviews and appointments will be scheduled for the January 4th Board meeting.

b. Draft policy for Recording Clerks

Ms. Hale presented information regarding the current status of Recording Clerks for Southborough Boards and Committees. Mr. Purple and Ms. Hale recommend a $50/hour rate for all Recording Clerks. This would provide equitable treatment for all Recording Clerks, as well as consistency for budgeting purposes. Ms. Malinowski asked for clarification regarding the boards and committees to be included in the new policy. Ms. Braccio stated that of the boards and committees in the first chart of the memo, EDC, SHOPC and the Historical Commission would come off the list as they do not qualify as an executive, a permitting or a financial board or committee. The Board was in agreement

with the direction of the policy. Ms. Braccio will work with Ms. Hale to present a final policy for the Board's consideration at the January 4th meeting.

c. Funding for Local Match for EEA grant; acceptance of grant award

Mr. Purple reported he had a good conversation with Mr. Rob Anderson, EDC Chair, regarding three potential sources of funds specified in the grant application. Those sources are in-kind services from various departments, CPC funding and consulting funding from the EDC's FY23 budget. Mr. Purple and Mr. Anderson recommended Ms. Marijke Munsiff, EDC Coordinator, manage the grant, noting the issue of wastewater in Southborough has become a central theme for the EDC. Mr. Purple stated there is a pathway forward for determining the source of the matching funds. He also recommended the Board vote to formally accept the grant. Ms. Malinowski shared she corresponded with Ms. Claire Reynolds who suggested a process be included when applying for grants to ensure all relevant parties are connected, especially with regard to budgeting. Ms. Malinowski stated she would include this suggestion as part of a draft policy she is creating regarding grants and Town monies. Ms. Malinowski will attend the December 17th EDC meeting to convey tonight's discussion regarding the EEA grant and communication in the grant application process. Mr. Stivers moved to accept the EEA grant for analysis of wastewater for Route 9. Mr. Healey seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote: Ms. Malinowski, aye; Mr. Healey, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Braccio, aye.

d. Draft warrant for March 26, 2022 Town Meeting

Mr. Purple stated the Warrant is scheduled to close on Tuesday, January 4th, at the next Board meeting and at that time all known articles and placeholders need to be submitted. Mr. Purple presented and reviewed the draft Warrant in its current form. He noted not all placeholders become Warrant articles. Rather, they afford time to consider further discussion relative to inclusion in the final Warrant. Ms. Malinowski asked to consider adding an article for a Fall Town Meeting on an annual basis, stating it will help address issues relative to the shift in commercial/residential tax split that occurred this year. The Board agreed adding a placeholder for a potential article is a good idea but would like to have further discussion on the matter. Ms. Malinowski inquired whether all Town departments, boards and committees have been made aware of the January 4th closing date. Also, Ms. Malinowski asked if there needed to be an article added regarding the timing of Annual Town Meeting. Mr. Purple said he would send out another notice regarding the Warrant closing date and will add information about the timing of Annual Town Meeting to the placeholder regarding a potential Fall Town Meeting. Mr. Dennington inquired about Article 26 and sidewalks for Legacy Farms in Hopkinton. Chair Braccio stated the Town had received $35,000 in traffic mitigation monies.

VII. Public Comment

There was no public comment.

VIII. Adjournment

Mr. Stivers moved to adjourn the meeting at 7:09P.M. Mr. Healey seconded the motion. The motion was voted all in favor (5-0-0) by roll call vote: Ms. Malinowski, aye; Mr. Healey, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Braccio, aye.

UPCOMING MEETINGS	
January 4, 2022	*January 18, 2022*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the December 14, 2021 BOS Meeting:

- Correspondence regarding ARPA Appointments
- Revised ARPA Charge
- 2021/2022 Winter Parking Ban Policy
- Common Victualer License Schedule
- Correspondence regarding CPC appointment
- St. Mark's Street Working Group Charge
- Memo re: Recording Clerks
- Draft Warrant for Annual Town Meeting

RECEIVED
By kbattles at 1:56 pm, Jan 06, 2022

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, December 14, 2021; 7:30PM
Location: Joint meeting with Advisory Via Zoom
Present: Lisa Braccio, Chelsea Malinowski, Andrew Dennington, Marty Healey, Sam Stivers and Town Administrator Mark Purple

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

I. Call Meeting to Order

Chair Braccio called the meeting to order at 7:34 P.M.

II. Joint Meeting with Advisory Committee – FY23

Brian Ballantine, Treasurer/Collector, summarized the budget process to date, meeting with department heads, the Finance Team and the Capital Committee. He stated that the Capital Committee voted on all items except the DPW roads. He stated the tax rate is currently at 5.11% without a tax shift. The Local aid/receipts are pending. The Board asked for a 7, 10 and 12% tax shift/1.31 -2.15% tax impact. Mr. Ballantine shared his screen and reviewed the valuation shift change as outlined in the packet. Mr. Dennington asked if the 5.11% tax rate included the additional Police dispatcher and Mr. Ballantine replied that it did. Kathryn Cook, Chair of the Advisory Committee, stated that Advisory would like to consider putting the $300K set aside in free cash into the stabilization fund but they do not want to hold up free cash. She hopes conditions allow them to do this in the future. She added that she would like the bottom line percent increase to match the percent increase for local aid/receipts. There was discussion regarding access and timeframes for the details of the budget. Mr. Ballantine stated he will share the detailed budget with the Board and Advisory. There was discussion regarding the increase in liability insurance and whether or not the Town should put the item out to bid. Mr. Ballantine described his process for reviewing possible better rates and plans.

Board and Advisory members asked Mr. Ballantine multiple questions regarding the retirement assessment, civil defense, utilities and energy, ARPA funds, and fees. Mr. Ballantine described each line item and where in the budget process they fit. Ms. Braccio requested from the Board members their thoughts on a percent increase for the tax rate and any assumptions for the FY23 budget. Ms. Malinowski requested the Finance Team look at fees for departments such as Recreation, the IT budget, a level service budget, and normalizing capital based off the Capital Committee vote. Mr. Healey stated he felt that a 3% increase will have a significant effect. He requested that the tax shift regarding home worth be recognized and presented as a driving factor for the tax rate increase. He also asked to consider the cost of the CBA negotiations when they are finalized and stated that additional positions were a steep climb due to the current status of the tax rate and unknown costs of negotiations. Mr. Stivers acknowledged there are a lot of moving parts to finalizing the tax rate and agreed that 3% is an acceptable target but it should be recognized that a higher rate of about 4% may be needed. He requested the Finance Team continue looking into additional revenue opportunities such as ARPA. Mr. Dennington stated that he agreed with Mr. Healey's and Mr. Stivers' comments and he would like more information regarding any additional FTE needs. Ms. Braccio requested the tax rate be set as low as possible and added that the schools are doing their share to

lower the rate. She added that a 3% tax rate increase is a good starting point and this is not the year to add more positions. Ms. Braccio requested Mr. Purple to poll the Board as to what departments or boards/committees that they would like to meet with to discuss their FY23 budget requests.

Mr. Dennington asked if the use of ARPA funds are on the table for Advisory as an offset to the budget increases. Mr. Stivers replied that it was on the table for him as it could be a potential future liability. Ms. Cook stated she felt the same and that the need for a 5th full-time Police Dispatcher is clear; less so for Conservation and the Building Department. She asked the status of the newly created ARPA Committee. Ms. Braccio stated that the last two spots were filled this evening and listed the members.

III. Public Comment

There was no public comment.

On a motion made by Mr. Stivers, seconded by Ms. Malinowski and voted all in favor by roll call, 8:32 P.M. Roll call: Ms. Malinowski, aye; Mr. Stivers, aye; Mr. Healey, aye; Mr. Dennington, aye; Ms. Braccio, aye.

Upcoming Meetings
January 4, 2022
January 18, 2022

Respectfully submitted,
Mark Purple, Town Administrator

List of Documents referred to at the December 14, 2021 BOS Meeting:

- Town of Southborough Valuation Shift Impact Projections 12.9.21

TOWN OF SOUTHBOROUGH

OFFICE OF THE SELECT BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 983-7752 · selectboard@southboroughma.com

WINTER PARKING BAN 2021/2022

Effective December 1, 2021 there will be no parking on any public way in the Town of Southborough from 12 midnight until 6:00 a.m. and furthermore, there will be no parking on any public way during any snowstorm in the Town of Southborough. Vehicles parked will be towed at the owner's expense (according to §152-6 of the Town's Code). **This Ban will be in effect from December 1, 2021 through March 15, 2022.**

Illegal parking during unusual storms occurring before or after the Ban will be dealt with according to Section 152-6 of the Code of the Town of Southborough which states:

"The Superintendent of Streets, or other officer having charge of the ways, shall be authorized, for the purpose of removing or plowing snow or of removing ice from any way, to remove or cause to be removed to some convenient place, including in such term any public garage, any vehicle interfering with such work, and the liability for the cost of such removal and the storage charges, if any, resulting therefrom shall be upon the owner of such vehicle".

Common Victualer	St. Mark's Golf Club Inc.	d/b/a Southborough Golf Club	11/23/2021	Check #4285	Y
Common Victualer	Southboro House of Pizza Inc.		11/17/2021	Check #556374	Y
Common Victualer	B.K.P. Inc.	d/b/a Fitzgerald's General Store	11/22/2021	Check #2543	Y
Common Victualer	L. Carpentier, Inc.	d/b/a Tomasso Trattoria & Enote	11/18/2021	Check #1524	Y
Common Victualer	Belladora Corp.	d/b/a The Vin Bin	11/16/2021	Check #13620	Y
Common Victualer	Yama Restaurant Corp.	d/b/a Yama Fuji	11/8/2021	Check #1172	Y
Common Victualer	Pope Shenouda Enterprises II	d/b/a Eros Gourmet Pizza & Deli	11/17/2021	Check #6513	Y
Common Victualer	Safety Seal Food Solutions LL	d/b/a Zumi Pizza Company	11/29/2021	Cash $50	Y
Common Victualer	NY Bagel Factory Location 3, L	d/b/a NY Bagel Factory	11/22/2021	Check #1191	Y
Common Victualer	Mauro's Village Café Inc.		11/29/2021	Check #5517	Y
Common Victualer	NY Bagel Factory Location 2, L	d/b/a NY Bagel Factory	11/22/2021	Check #1135	Y
Common Victualer	J.D. Pizza Inc.	d/b/a Domino's Pizza	11/22/2021	Check #2431	Y
Common Victualer	Muktesh Corp.	d/b/a Mauro's Market	11/10/2021	Check #1822	Y
Common Victualer	The Wendy's Company	d/b/a Wendy's Properties, LLC 16	11/19/2021	Check #80029006	Y
Common Victualer	Starbucks Corporation	d/b/a Starbucks Coffee #2950	11/19/2021	Check #1030488594	Y
Common Victualer	Joyce Jolina, Inc.	d/b/a Pizza 19	CLOSED		
Common Victualer	Cumberland Farms, Inc.		12/6/2021	Check #496220	Y
Common Victualer	South-OP, LLC	d/b/a Dunkin Donuts	11/29/2021	Check #102821	Y
Common Victualer	O'Happy Foods Corp.	d/b/a Cold Stone Creamery	12/2/2021	Check #144	Y
Common Victualer	Rohini Inc.	d/b/a Subway	11/16/2021	Check #2155	Y
Common Victualer	150 Southborough LLC	d/b/a Hola!	11/29/2021	Check #4205	Y; DBA renewal
Common Victualer	Kishna Corp.	d/b/a Sperry's Liquors	11/15/2021	Check #0257	Y
Common Victualer	Virgin Mary Mother of Light, I	d/b/a Turnpike Food & Liquor	NOT NEEDED		NOT NEEDED; no food sales
Common Victualer	Cork's Inc.	d/b/a Owen O'Leary's Restaurant	11/24/2021	Check #022670	Y
Common Victualer	Southborough Variety Corp.	d/b/a Stony Brook Market	11/18/2021	Check #4633	Y
Common Victualer	New Rose Garden Inc.	d/b/a New Rose Garden	11/17/2021	Check #1077	Y
Common Victualer	Fayville Athletic Assoc., Inc.		11/19/2021	Check #9682	Y
Common Victualer	AV & ST, Inc.	d/b/a Pizzaville	11/30/2021	Check #165	Y
Common Victualer	C.U. Enterprises LLC	d/b/a Culinary Underground	11/15/2021	Check #460	Y
Entertainment	Cork's Inc.	d/b/a Owen O'Leary's Restaurant	11/24/2021	Check #022671	Y
One Day Liquor	Flora's Hospitality LLC		11/18/2021	Check #1066	Y

License Type	Business Name	D/B/A	Date Received	Payment Info	App.Complete/Missing Info
Restaurant/All Alcohol	150 Southborough LLC	d/b/a Hola!	11/29/2021	Check #4205	Y
Restaurant/All Alcohol	New Rose Garden Inc.	d/b/a New Rose Garden	11/17/2021	Check #1078	Y
Restaurant/All Alcohol	L. Carpentier, Inc.	d/b/a Tomasso Trattoria & Enote	11/18/2021	Check #1523	Y
Restaurant/All Alcohol	Yama Restaurant Corp.	d/b/a Yama Fuji	11/8/2021	Check #1171	Y
Restaurant/All Alcohol	Cork's Inc.	d/b/a Owen O'Leary's Restaurant	11/24/2021	Check 022669	Y
Restaurant/Wine & Malt	Southboro House of Pizza Inc.		11/17/2021	Check #556374	Y
Restaurant/Wine & Malt	St. Mark's Golf Club Inc.	d/b/a Southborough Golf Club	11/23/2021	Check #4284	Y
Restaurant/Wine & Malt	C.U. Enterprises LLC	d/b/a Culinary Underground	11/15/2021	Check #541	Y
Retail Package/ All Alcohol	Belladora Corp.	d/b/a The Vin Bin	11/16/2021	Check #13620	Y
Retail Package/ All Alcohol	Southborough Variety Corp.	d/b/a Stony Brook Market	11/18/2021	Check #4633	Y
Retail Package/ All Alcohol	Kishna Corp.	d/b/a Sperry's Liquors and Marke	11/15/2021	Check #0253	Y
Retail Package/ All Alcohol	Muktesh Corp.	d/b/a Mauro's Market	11/10/2021	Check #1821	Y
Retail Package/ All Alcohol	Super Bill's Liquors Inc.	d/b/a Bill's Liquors	11/8/2021	Check #1903	Y
Retail Package/ All Alcohol	Virgin Mary Mother of Light, I	d/b/a Turnpike Food & Liquor	11/15/2021	Check #1596	Y
Retail Package/ All Alcohol	B.K.P. Inc.	d/b/a Fitzgerald's General Store	11/22/2021	Check #556672	Y
Club/All Alcohol	Fayville Athletic Assoc., Inc.		11/19/2021	Check #9681	Y
Liquor (One day)	Flora's Wine Bar		11/19/2021	Check #1066	Y
Automatic Am. Dev.	Cork's Inc.	d/b/a Owen O'Leary's Restaurant	11/24/2021	Check #022672	Y
Class I Auto Dealer	The Eagle Leasing Company		11/12/2021	Check #1955	Y
Class I Auto Dealer	R.H. Long Motor Sales, Inc	Long Cadillac	11/16/2021	Check #201306	Y
Class II Auto Dealer	Bottom Line Exchange Co., Inc.		11/22/2021	Check #24294	Y
Class II Auto Dealer	Ted's of Fayville Inc.		11/17/2021	Check #23229	Y
Class II Auto Dealer	Ellis Imports, Inc.		11/23/2021	Check #0425	Y
Class II Auto Dealer	Stefco		11/23/2021	Check #0311	Y
Class II Auto Dealer	M&M Vehicles, Inc.	d/b/a Central Motors	11/30/2021	Check #3403	Y
Class II Auto Dealer	RAD Exotics, LLC		11/17/2021	Check #1024	Y
Class II Auto Dealer	T&L Auto Care Inc.		11/18/2021	Check #008205	Y
Class II Auto Dealer NEW	RZND Motors Corp.		11/19/2021	Check #1015	Y

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	December 6, 2021
Name:	Julie Haley
Home Address:	139 Deerfoot Rd Southborough MA 01772
Mailing Address:	
Phone Number(s):	[redacted]
	[redacted]
Current Occupation/Employer:	Attorney / NBC Universal
Narrative:	Applying for the ARPA Committee (not mentioned below). I'm applying as I moved to Southborough a year ago and am interested in becoming involved in a town board or committee. I think the ARPA Committee would be a good introduction for me as I will gain exposure to different town departments and committees and to the Southborough community as a whole. As a lawyer, I think my skill-set would benefit this committee; I am process oriented, a problem solver, a project manager, analytical and a good communicator. I currently work from home with flexible hours, and would be able to dedicate my time as needed to achieve the objectives of the committee.
Board(s) / Committee(s):	

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	December 2, 2021
Name:	Andrea Hamilton
Home Address:	119 Northboro Road SOUTHBOROUGH, MA 01772
Mailing Address:	119 Northboro Road SOUTHBOROUGH, MA 01772
Phone Number(s):	[redacted]
Email Address:	[redacted]
Current Occupation/Employer:	none
Narrative:	I am applying to be one of the town residents on the ARPA committee. I am a twice over Southborough resident, having lived in the town from 8th grade through high school and then buying a home and moving back seven years ago with my own young family. I recently made the decision to take a pause from work as we navigate our way through the ongoing uncertainty of COVID. I'm not planning to go back until next fall, which gives me a decent amount of unused time over the next year. I would be thrilled to use some of it to work on the ARPA committee and help drive positive change for the town. I'm a scientist by training with a PhD in Molecular and Cellular Physiology and good head for logic and details. For the last four years I've been working as a project manager for a large biotech company, managing projects with multi-million dollar budgets, which gives me a sense of the scale of dollars we're talking about with the Resucue Plan funds. While this would be my first time on a town committee, I think my experience as both a legacy resident and new-comer young family in town gives me a unique perspective on where Southborough has been and where it could be going. I have a daughter at Woodward and a son who will be at Finn next year. We use the town fields for soccer, make regular trips to the library and have probably walked most of the town trails in the last year. We love breakfast at Mauro's but are also excited about the potential for a revitalized downtown. I care about my property value, my property taxes, maintaining a commercial base in Southborough and being a town that practices what it preaches in terms of equity. I also very much am interested in the voices of residents, both those who have historically represented the town on boards and committees as well as newer voices less represented in our local government and Town Meetings. I appreciate your consideration. -Andrea
Board(s) / Committee(s):	___OTHER POSTINGS - NON SOUTHBOROUGH APPOINTED

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	December 7, 2021
Name:	Anne S Rubenstein
Home Address:	95 CARRIAGE HILL CIR SOUTHBOROUGH
Mailing Address:	95 Carriage Hill Circle Southborough
Phone Number(s):	[redacted]
Email Address:	[redacted]
Current Occupation/Employer:	RETIRED communications professional
Narrative:	My time is flexible. I am a retired communications professional with extensive volunteer experience in my former community (Framingham). See attached resume. I AM INTERESTED In the ARPA COMMITTEE. Other interested are checked below.
Board(s) / Committee(s):	___COUNCIL ON AGING ___SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE

Town of Southborough

Southborough Housing Opportunity Partnership Committee

Southborough, MA 01772-1662
17 Common Street
508-485-0170

December 9, 2021

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

RE: SHOPC Representative for Community Preservation Committee (CPC)

Dear Board of Selectmen;

Please be advised that at its meeting on December 6, 2021, the Southborough Housing Opportunity Partnership Committee (SHOPC) voted 4/0/3 (Jasinski, Wood, Stein, Marcoulier in favor; Bhisitkul, Frisch absent; Healey abstained) to recommend Martin F. Healey as the SHOPC representative for the Community Preservation Committee.

Thank you,

Karina G. Quinn

Karina G. Quinn, P.E.
Town Planner

ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting
on

March 26, 2022
10:00 A.M.

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DRAFT

Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions.

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

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Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

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Introduction to the Rules of Town Meeting (continued)

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it's substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the

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motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

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Introduction to the Rules of Town Meeting (continued)

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

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FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that..(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

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TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS

ANNUAL TOWN MEETING

Worcester, ss. February XX, 2022

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

Saturday, March 26, 2022

at ***10:00 a.m.***, then and there to take action on the following Articles:

ARTICLE 1: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *To hear reports of Town Boards, Committees or Commissions.*

ARTICLE 2: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 3: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2021 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 4: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Board of Selectmen or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Board Recommendation:
Summary: *This article allows the Selectmen and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

ARTICLE 5: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

ARTICLE 6: To see if the Town will vote to transfer a sum of money between and among various accounts for the fiscal year ending June 30, 2022, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article is intended to address any unexpected or unusual funding needs for the current fiscal year via transfers between accounts.*

ARTICLE 7: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2023, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

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Proposed by: BOARD OF SELECTMEN

Summary: *See budget report including Advisory Committee and Board of Selectmen's FY23 recommendations. If the Advisory Committee recommendation differs from that of the Board of Selectmen, it shall be noted in that departmental budget.*

ARTICLE 8: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2023, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates, which supports all aspects of the department's operation. The first year of funding for those capital items that are being leased for use by the Water Department, in whole or in part, are included in this budget.*

ARTICLE 9: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article. The funding amount has been the same each year since 2015, and is not changing for FY23.*

ARTICLE 10: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	Request	Levy	Other Funds
A.		$115,000	$115,000	
B.		$ 40,000	$ 40,000	
C.		$ 30,000	$ 30,000	
D.		$ 12,000	$ 12,000	
E.		$325,000	$325,000	
F.		$ 30,000	$ 30,000	
G.		$ 20,000	$ 20,000	
H.		$ 40,000	$ 40,000	
I.		$ 40,000	$ 40,000	
J.		$ 18,200	$ 18,200	
K.		$101,000	$101,000	

, or do or act anything in relation thereto.

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Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary:
A.

ARTICLE 11: Capital budget items by borrowing.

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary:
A.

ARTICLE 12: To see if the Town will vote to raise and appropriate the sum of $XXXX for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

ARTICLE 13: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Advisory Committee as requested, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

ARTICLE 14: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2023:

1.	Immunization/emergency dispensing clinic; $12,000.
2.	Inspectional services; $100,000.
3.	9-11 Field Maintenance; $100,000.
4.	Wetland Protection; $30,000.
5.	Hazardous materials; $75,000.
6.	CPR classes; $6,500.
7.	Community garden; $2,500.
8.	Recreation programs; $400,000.

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9. Tobacco Control Program; $4,000.
10. Golf Course maintenance; $30,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 15: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2023 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer's projections)..... $
State Match (projected FY2023 State match)..... $
FY2022 State Match Adjustment..... $
Total Projected Revenue..... $

Set Aside- Open Space

$ to be set aside, held in the Community Preservation Fund, and spent in FY2023 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation

$ to be set aside, held in the Community Preservation Fund, and spent in FY2023 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

Set Aside – Community Housing

$ to be set aside, held in the Community Preservation Fund, and spent in FY2023 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Administrative Costs – Community Preservation Committee

$ to defray the administrative and operating expenses of the Community Preservation Committee in FY2023 for the Community Preservation Fund

, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *The budget and set asides are an annual requirement under the Community Preservation Act.*

ARTICLE 16: To see if the Town will vote to appropriate $ to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation

from the CPA FY2023 estimated CPA annual revenue. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article is the Community Preservation Fund payment towards the FY2023 debt funding for the Preservation Restriction of 84 Main Street as approved at the 2016 Annual Town Meeting.*

ARTICLE 17: To see if the Town will vote to appropriate $ to be applied towards the FY23 bond payment for the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: *This article is the Community Preservation Fund payment toward the debt funding for the renovation and restoration of the Historic Southborough Library as approved at the 2019 Annual Town Meeting.*

ARTICLE 18: Payment of accrued leave time for retirees

ARTICLE 19: CPA projects

ARTICLE 20: Tree bylaw (Planning Board)

ARTICLE 21: Establish Trails Committee as a Standing (bylaw) Committee

ARTICLE 22: Rescind remaining unused borrowing authorization for Public Safety Facility

ARTICLE 23: Capital project – Newton Street water pipe replacement (funding by borrowing, but include transfer of unused portion of previously authorized bonding authority from Route 9 water project)

ARTICLE 24: Bylaw to regulate the process for boards and committees authorized to promulgate their own rules and regulations (Dennington).

ARTICLE 25: Capital stabilization fund for the Regional School.

ARTICLE 26: Fund mitigation funds for sidewalks from Legacy Farms and Stonebrook Village ($47,970)

ARTICLE 27: Accept new CBAs and fund first year of contracts.

ARTICLE 28: To see if the Town will transfer a sum of money out of Water Retained Earnings for use in the FY22 Water budget.

ARTICLE 29: Release CPC funds previously voted by TM for AHTFC purposes, and allow them to be expended without further authorization (SHOPC request).

ARTICLE 30: Easements for St. Mark's park

ARTICLE 31: Capital Planning Committee as bylaw (standing) committee

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And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this XX day of February, 2022.

_____

Lisa M. Braccio, Chair

_____

Chelsea M. Malinowski, Vice-Chair

_____

Martin F. Healey

_____

Sam Stivers

_____

Andrew R. Dennington II

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH

Attest:

_____

Kenneth M. Paulhus, Constable

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Memo

To: Select Board
From: Vanessa Hale, Assistant Town Administrator
Date: December 13, 2021
Re: Recording Clerks

Based on the Board's discussion at their December 14, 2021 meeting, I have summarized the following information for review. In an effort to develop a consistent formula for compensation of Recording Clerks, below is an outline of the current expenditures on a regular basis.

C. Reynolds	Advisory	$150.00
C. Reynolds	EDC	$75.00
K. Battles	Planning, Master Plan, SHOPC	$150.00
B. Rubin	BOS	$150.00
C. Dorr	Conservation	$150.00
D. Monroe	Historical Commission	$150.00

A written policy would be a helpful tool so that the finance departments have a protocol to assess new requests. On behalf of the Town Administrator and myself, we recommend a $50.00/hour rate for all Recording Clerks. A consistent rate would treat all staff [as well as Boards and Committees] equitably and provide a stable protocol for budgeting this cost. As the Select Board continues to discuss protocol for meeting minutes, please provide guidance on what boards and committees you would deem eligible.

Board/Committee	**Committee Member serving as Scribe**
Affordable Housing Trust	Braccio
Arts Council	Various committee scribes
Cable	Warren
Capital Planning	Palmer
Capital Planning-School Research	Various committee scribes
Council on Aging	Peck
Golf Course	Schild
Municipal Technology	Samberg
Noise	Various committee scribes
Open Space Preservation	TBD
Personnel	TBD, Former Chair had been scribe
Public Accessibility	TBD; No minutes posted
Public Works Planning	Baust
Recreation	Hansen
Scholarship	Kuklewicz
SHOPC-21 Highland Aff. Housing Sub-Committee	Various committee scribes
Stewardship	Peet
Taxation Aid	Kessleman
Trails	Sharma
Youth	Michas

The following board/committee(s) have an employee that is able to serve as scribe within their funded hours: Assessors, Trust Fund Committee, Health, Housing Authority, Library and ZBA.

Thank you for your consideration.

ARPA Committee Charge

Membership

- The Committee shall consist of 7 members, comprised as follows:
  - One (1) member of the Advisory Committee;
  - One (1) member of the Planning Board;
  - Two (2) members of the Capital Planning Committee;
  - One (1) member of the Economic Development Committee;
  - Two (2) Southborough residents who are not currently members of an appointed or elected Town board or committee.
- Members will be appointed by the Select Board at a duly posted public meeting following the advertisement for interest in serving on the committee.

Term and Organization

- The term of office shall be for one (1) year;
- The Committee shall report to the Select Board as required;
- The Committee shall elect its own Chair, Vice-Chair, and Secretary, and shall establish a regular meeting schedule. All records of the Committee shall be filed with the Town Clerk and open to public inspection in accordance with applicable Open Meeting Law and Public Record statutes;
- The Committee shall operate in accordance with the State Conflict of Interest Laws;
- Members shall serve without financial compensation.

Duties

- The Committee shall provide recommendations to the Select Board on the expenditure of approximately $3,051,241 in ARPA (American Rescue Plan Act of 2021) funding;
- The Committee shall solicit input from Town departments, boards, committees, and commissions;
- The Committee shall solicit input from the Southborough community, through means including but not limited to surveys and public forums;
- The Committee shall develop an evaluation tool to rank proposals for funding, taking into account the benefit of the requested improvement to Town operations and/or the community as a whole;
- The Committee shall develop a report to present to the Select Board that will include a list of all proposals submitted for consideration, in addition to those recommended for funding;
- The Committee recommendation will be presented to the Select Board at a regularly scheduled meeting not later than May 16, 2022, and be prepared to discuss their process and findings at that time. Recommendations that impact FY23 funding for Annual Town Meeting articles should be made no later than March 1, 2022.

Approved by Select Board: November 16, 2021

St. Mark's Street Park Working Group Charge

The Select Board would like to assemble a working group of citizens and interested parties to generate a recommendation to the Select Board regarding what should fill the circular space in the center of the park that will be constructed between the library and the re-constructed intersection of St. Mark's Street and Route 85. The Select Board is particularly interested in placing a monument or marker in this space that would recognize and honor Native American history in Southborough. The Select Board also would like the working group to consider formulating a new name for this space.

The working group will consist of 7 at-large members who are Southborough residents. Members will be appointed by the Select Board at a duly posted public meeting following the advertisement for interest in serving on the working group. The working group shall elect its own Chair, Vice Chair, and Secretary.

The Select Board encourages the working group to invite a representative of the St. Mark's School and a representative of the Department of Public Works to participate as non-voting members.

The working group shall operate in accordance with the state conflict of interest laws. Members shall serve without financial compensation. All records of the working group shall be filed with the Select Board, and all agendas, minutes, and records of appointments shall be filed with the Town Clerk. These documents shall be open to public inspection in accordance with applicable Open Meeting Law and public record statutes.

The working group should hold at least three (3) meetings in a public forum, either in person or by remote participation (i.e. Zoom, etc.), at which public comment is solicited and encouraged. The Town shall publicize the dates and times of working group meetings, and encourage public participation. The working group shall aim to deliver a recommendation to the Select Board by April 15, 2022.

Version 2

Dated: December 13, 2021

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TOWN OF SOUTHBOROUGH
VALUATION SHIFT IMPACT PROJECTIONS

	TAX SPLIT:							
	81.125	RESID %						
	18.875	C/I %						
	7% SHIFT			**10% SHIFT**			**12% SHIFT**	
2,883,169	Current Town Value w/ New Growth		2,883,169	Current Town Value w/ New Growth		2,883,169	Current Town Value w/ New Growth	
2,342,661	81.125%	RES %	2,342,661	81.125%	RES %	2,342,661	81.125%	RES %
2,506,648	7%	Increase in Residential Value	2,576,927	10%	Increase in Residential Value	2,623,781	12%	Increase in Residential Value
540,508		Flate Commercial Value	540,508		Flate Commercial Value	540,508		Flate Commercial Value
3,047,155	NEW TOTAL VALUE		3,117,435	NEW TOTAL VALUE		3,164,288	NEW TOTAL VALUE	
738,329	FY23 AVG HOUSE +7%		759,030	FY23 AVG HOUSE +10%		772,830	FY23 AVG HOUSE +12%	
16.19	TAX RATE		15.83	TAX RATE		15.59	TAX RATE	
690,027	Avg House Value FY22		690,027	Avg House Value FY22		690,027	Avg House Value FY22	
11,234	FY22 Taxes		11,234	FY22 Taxes		11,234	FY22 Taxes	
738,329	Avg House Value FY23		759,030	Avg House Value FY23		772,830	Avg House Value FY23	
11,953.54	FY23 Taxes		12,015.44	FY23 Taxes		12,048.42	FY23 Taxes	
719.90	**Dollar increase**		**781.80**	**Dollar increase**		**814.78**	**Dollar increase**	
6.41%	**% increase**		**6.96%**	**% increase**		**7.25%**	**% increase**	
5.10%	**RECAP at 12/03/21**		**5.10%**	**RECAP at 12/03/21**		**5.10%**	**RECAP at 12/03/21**	
1.31%	**Shift Difference**		**1.86%**	**Shift Difference**		**2.15%**	**Shift Difference**	